

**Finance Committee Report  
February 2011 Board Meeting  
Friday, February 11, 2011**

**30900**  
**APPROVED - BOARD OF TRUSTEES COMMUNITY**  
**COLLEGE DISTRICT NO. 508**  
**FEBRUARY 23, 2011**

**TREASURY:**

Cash In – The District’s FY 2011 incoming cash through June 30, 2011, is projected to be \$410.9 million compared to \$410.6 million reported last month, an increase of about \$0.3 million. Detail sources are as follows:

<b>Source</b>	<b>Jan. 2011 Report (millions)</b>	<b>Feb. 2011 Report (millions)</b>	<b>Change (millions)</b>
<b>Property Taxes</b>	\$119.5	\$119.5	\$ 0
<b>Tuition and Fees</b>	\$69.6	\$69.9	\$0.1
<b>Personal Property Replacement Tax(PPRT)</b>	\$14.2	\$14.2	0
<b>State grants</b>	\$68.0	\$68.0	0
<b>Federal Draws</b>	\$119.7	\$119.7	0
<b>Interest Income</b>	\$1.8	\$1.9	\$0.2
<b>Other Grants/Miscellaneous Funds</b>	\$17.8	\$17.8	0
<b>Total Cash-In</b>	<b>\$410.6</b>	<b>\$410.9</b>	<b>\$0.3</b>

The total cash inflow projection is \$321,000 higher than the January 2011 report primarily due the following:

**Property Taxes:** No change from last month

**Tuition & Fees:** Increase of about \$134,207 due to higher enrollment

**Personal Property Replacement Tax:** No change from last month

**State Grants:** No Change from last month

**Federal Draws:** No Change from last month

**Interest Received:** Increase of \$187,000 from last month due primarily to the actual amount of interest received and adjustments made to projections based on current known maturities.

**Other Grants/Miscellaneous Funds:** No change from last month

Cash Out - The District's FY 2011 outgoing cash through June 30, 2011 is projected to be \$407.3 million, compared to \$405 million reported last month, an increase of about \$2.3 million. Detail changes are as follows:

Uses	Jan. 2011 Report (millions)	Feb. 2011 Report (millions)	Change (millions)
Faculty and Staff Payroll	\$138.5	\$138.7	\$0.02
Tuition Refunds	\$55.9	\$55.9	\$0.00
Accounts Payable/Misc	\$210.6	\$212.7	\$2.1
<b>Total Projected Cash Out</b>	<b>\$405.0</b>	<b>\$407.3</b>	<b>\$2.3</b>

**Faculty and Staff Payroll:** Increase of \$200,000 from last month projections.

**Tuition Refunds:** No change from last month report.

**Accounts Payable/Misc:** Increase of \$2.1 million is due primarily to actual payments for capital projects in the month of December.

**Cash Balance:** The current investment policy requires a minimum cash balance of no less than three months' of expenditures or approximately \$87 million of non-scholarship operating expenses. The cash balance as of December 2010 is \$117 million which is \$11.5 million lower compared to \$128.5 million in December 2009. The cash balance includes the depository and savings accounts, the Prime Funds and other short-term operating investments account balances.

Investing Activities: The following is the market value and the performance of investment portfolio as of the quarter ending December 31, 2010:

PFM Asset Management Portfolio	Market Value as of 12/31/2010	Duration CCC/ Benchmark	Quarterly Return 12/31/2010 CCC/Benchmark
<b>Working Cash Portfolio</b> - Merrill Lynch 1-Year U.S. Treasury Index	\$62,665,054	.98/ 0.91	.020%/ .071%
<b>Short-Term Operating portfolio</b> - Merrill Lynch 3-Month U.S. Treasury Index	\$53,307,734	0.31/ 0.15	0.69%/ 0.041%
<b>Truman Parking Project</b> - NO Benchmark	\$13,513,868	0.025/NA	0.036%/NA
<b>OPEB Portfolio</b> - Merrill Lynch 3-Month U.S. Treasury Index	\$18,171,812	1.73/ 1.77	-0.109%/ -0.149%
<b>Capital Improvement Projects</b> -Merrill Lynch 1-Year U.S. Treasury Index	\$32,222,613	1.03/NA	0.048%/NA
<b>Total PFM-Managed Investment Portfolios</b>	<b>\$179,881,081</b>		

Overall, the portfolios' total return for the 4<sup>th</sup> quarter ending December 31, 2010 is in line with or better than their respective benchmarks. We continue to work with our investment advisor PFM and meet monthly to ensure that funds are invested in accordance with the District's investment policy, while looking to gain competitive rates of returns with the primary goals of safety and liquidity.

The monthly and quarterly investment report and an economic update report from PFM are included in the orange folder. Also included is the compliance checklist for the different requirements/limits set forth in the investment policy.

Money Market Funds: PFM Prime Fund Account balance of \$4,492,382 with a yield of 0.17%

Other Treasury Activity:

- Completed a review of nine proposals submitted in response to the RFP for Investment Management Services. The Evaluation Committee met and selected the top three finalists for oral presentations. Final vendor selection will be completed in early February. Completed two Board Report for submittal to the March Board which include (1) the extension of one-year option for Credit Card Processing Services with Bank of America; (2) Extension of two-year option for Banking Services with JPMorgan Chase.
- Completed a RFP for Custodial/Safekeeping Services with the anticipated selection of a vendor by March.
- Developing a RFP for cash management services which includes a credit card payment solution that will add efficiencies to the Accounts Payable process; as well as services that will enable automatically programmed safes installed at the colleges to transmit deposited cash totals in order to improve security and providing next day availability of funds.

Disbursements:

<b>Payroll</b>	<b>December 2010</b>		<b>January 2011</b>	
<b>Checks (# of Checks/Amount)</b>	2,594	\$1.7M	1,658	\$1.4M
<b>Direct Deposit (# of Advices/Amount)</b>	8,505	\$9.1M	6,243	\$7.2M

**CONTROLLER'S OFFICE:**

Financial Reporting and General Accounting:

Revised the model used to report on the District's interim financial results, incorporating a more useful projection of year-to-date budget values based on an analysis of prior year spending patterns. Reviewing the interim results and projections with the CFO and COO provides important feedback for the continuing refinement of the data and analytical methodology.

The submittal of financial data to the ICCB's Uniform Financial Reporting System (UFRS) for the summer and fall terms (July – December, 2010) has been submitted on time (due date January 31, 2011). The final printed edition of the 2010 Comprehensive Annual Financial Report (CAFR) will be available February 1, 2011. A PDF version is available on the District's website.

Preparation for submitting data to IPEDS and HLC is underway. The goal is to complete the process well in advance of the April deadlines.

The Executive Directors were informed at their monthly meeting that the Controller’s Office has begun preparations for implementing formal month-end close procedures. One of the first steps is to establish clear, consistent, and enforceable deadlines for requesting, creating, and posting journal entries. The schedule is being established for the rest of fiscal year 2011 and will be released during February, with the first deadlines set in March for the February close. Initial flexibility during a short transition period will be replaced with strictly enforced dates before the end of the fiscal year.

Grant Accounting:

Developing a comprehensive grant accounting procedures manual. This project will enhance the effectiveness of the grant accounting staff by establishing clear, precise standards for preparing, entering, posting, and analyzing grant accounts.

The grant staff currently is completing the mid-year (July – December, 2010) reconciliation of fiscal year 2011 active grants. As of January 31, 2011, more than 160 grants were active.

The December, 2010, grant spending reports were distributed at the Executive Directors’ monthly meeting on January 26, 2011. More than \$1.5 million in grant expenditures for the period October – December, 2010, were billed to the awarding agencies in January, 2011.

Status of the FY 2010 State Receivables:

As of January 31, 2011, \$412K of FY 2010 state grants receivables remain more than 30 days overdue. No change from what was reported last month. The major outstanding account receivables include the following:

<b>State Program</b>	<b>December 2010</b>	<b>January 2011</b>	<b>Variance</b>
Alternative School Network	\$135,312	\$135,312	0
WIA (Work Force Invest. Act)	\$113,787	\$113,787	0
CYATC	\$69,381	\$69,381	0
Instituto	\$33,183	\$33,183	0
DHS (Dept. of Human Services)	\$928	\$928	0
State Pre-K	\$57,001	\$57,001	0
Youth Connection	\$2,202	\$2,202	0
<b>Total</b>	<b>\$411,794</b>	<b>\$411,794</b>	<b>(\$0)</b>

Status of the FY 2011 State Receivables:

As of January 31, 2010, \$32.7 million of FY 2011 grants receivables from the state are outstanding. (student receivables are reported below in the Student Finance section).

State Program	January 2011	30 days past due
Base Operating (Credit Hour)	\$12,170,886	\$8,113,924
Additional Grant (Equalization)	\$7,500,000	\$3,750,000
Monetary Award Program (MAP)	\$6,445,160	\$6,445,160
Adult Ed	\$2,855,701	\$2,855,701
Truants Alternative	\$904,267	\$775,086
Carl Perkins III	\$2,001,777	\$2,001,777
Partnership for College & Career Success (PCCS)	\$247,584	\$247,584
All other State Funded Programs	\$594,219	\$585,961
<b>Total</b>	<b>\$32,719,594</b>	<b>\$24,775,193</b>

**STUDENT FINANCE:**

Student Refunds:

During the month of January 2011, 959 refunds were issued, of which 141 or approximately 15% were deposited electronically and 832 or 85% were paper checks. Total amount refunded to students for the month of January 2011 was approximately \$234,000.

Federal and State Programs: The William D. Ford Federal Direct Loan initiative continues to be supported by City Colleges. The chart below details the Direct Loan disbursements for Fall 2010, as of January 18, 2011.

Type	Student Count	Amount	Average
<b>Subsidized</b>	1,393	\$2,580,168	\$1,852
<b>Unsubsidized</b>	567	\$1,136,014	\$2,004
<b>Parent PLUS</b>	6	\$40,787	\$6,798
<b>Total</b>	<b>1,966</b>	<b>\$3,756,969</b>	

In addition, the following financial aid funds have been disbursed as financial aid to students:

Type of Aid	\$ Disbursed	Student Count	Average
Federal Pell Grant	\$50,111,081	24,684	\$2,030
Federal Supplemental Educational Opportunity Grant (SEOG)	\$572,414	1,443	\$397
Federal Work-Study	\$989,153	593	\$1,667
Academic Competiveness Grant (ACG)	\$171,955	445	\$386
Illinois Monetary Award Program (MAP)	\$6,445,449	10,956	\$588
<b>Total</b>	<b>\$58,290,052</b>		

In December, it was projected that the Illinois Student Assistance Commission (ISAC) would begin accepting Monetary Award Program ("MAP") claims for 2nd term (Spring 2011) in late January 2011. However, in order to ensure that MAP program funds will not be overspent for Spring 2011, payment requests will be subject to an overall 5% reduction. The impact of this reduction is estimated to be approximately \$300,000 and could result in some students not receiving enough funds to cover their tuition and fees.

Student Receivable at December 31, 2010

<b>Term</b>	<b>30-Nov-10</b>	<b>31-Dec-10</b>	<b>Collected</b>
Summer 2009 and prior	\$1,036,034	\$1,029,836	\$6,198
Fall 2009	\$1,376,599	\$1,350,879	\$25,720
Spring 2010	\$1,676,121	\$1,605,898	\$70,223
Summer 2010	\$702,358	\$549,112	\$153,246
Fall 2010	\$4,413,781	\$2,690,490	\$1,723,291
<b>Total</b>	<b>\$9,204,893</b>	<b>\$7,226,215</b>	<b>\$1,978,678</b>

Completed Activities:

- Generated and mailed an estimated 29,000 1098-T (tuition statements) for calendar year 2010. The billed amount reported on the 1098T is approximately \$51,169,400. Working with Student Affairs, we were able to send an email notification to all 1098-T recipients, informing students that their 1098-T had been mailed.
- Completed the re-design of the Financial Aid web page which will soon be posted on the City College's website.
- In a collaborative effort with Student Affairs, Student Finance participated in the *Student Success Grant Training* session held at AVI on January 13, 2011 by presenting an overview of the process that can assist students in successfully accomplishing their goals financially and academically.
- In conjunction with the reinvention plan, the staff in Student Finance worked with the OEO Task Force and participated in the observation of the Spring Open Registration in January 2011.

Work-in-Progress:

- Several proposals for the student collection services were received. A provider will be selected for approval in April.
- Wright College is scheduled to begin participating in the payment plan option with our provider, Nelnet Business Solution's, on or before April 4, the first day of Summer/Fall 2011 registration.
- Working with OIT to begin the monthly billing of student receivables out of the Office of Finance. This will include both an e-mail notification and the mailing of billing notices to the student addresses of record. Other options are being reviewed to improve the collection of receivables.

**ACCOUNTS PAYABLE:**

Completed Activities:

- Processed a total of 2,366 vouchers for vendor payment during December 2010.
- Completed the review and auditing process for reporting the 2010 1099-Misc Recipients and mailed 175 to vendors.
- The frequency of payment disbursements (e.g., checks, ACH, p-card) has been reduced to semiweekly from three times a week in order to reduce cost and improve the efficiencies and effectiveness of the department.
- The P-Card incentive payment program includes reducing our payment terms from net 30 days to 15 business days to encourage vendor participation through prompter payment terms while increasing the District’s P-card volume to meet thresholds in order to earn annual rebates.
  - Magnetic Office Supply and Compass Group have agreed to submit all their invoices to AP; as well as accept the P-card as their form of payment.
  - Compass Group has reduced their administrative processing fee cost from 2% to 1% saving several thousand dollars annually.

Work-in-Progress:

- The P-card incentive payment program is ongoing and therefore AP is steadily meeting with vendors to encourage them to switch from check to P-Card payments. The incentive for the vendors that agree to the P-Card payment method will be prompter payment terms and in 2012 these vendors will not be subject to the 3% withholding or receive a 1099 from the District due to new legislation.
- AP continues to review and audit invoices for cost savings opportunities. In the last quarter A/P has identified over charges and inappropriate services on the AT&T invoices. Working with OIT these charges have been eliminated and in some cases recovered saving the District several thousand dollars. Going forward, with assistance from A/P, OIT will review all AT&T invoices for accuracy and authorize them for payment.
- AP continues to monitor District transactions to ensure compliance with the Board operational policies and procedures. Violations are noted and reprimands issued, as needed.

AP Disbursements:

Accounts Payable	December 2010		January 2011	
	# of Checks	Amount	# of Checks	Amount
<b>Checks (# of Checks/Amount)</b>	2,202	\$8M	1,456	\$5.8M

In January 2011, A/P had a 33.9% decrease of printed checks over the prior month due to the holidays and registration.

*Accounts Payable Vouchers Processed - FY Comparison by Month:*

January 2009	January 2010	% Change	January 2011	% Change
2,782	2,253	-19%	2,366	+5%

Reduction in voucher processing year to year is due to more strategic sourcing, District-wide combined purchases, and efficiencies gained through combined invoices by vendor. However, the slight increase noted between January 2010 and January 2011 can be attributed to invoices being sent to A/P for processing later due to additional management oversight implemented within the procurement process in December 2010. *AP Aging for Number of Invoices Paid - FY Comparison by Month:*

FY	<30 Days	31-60 Days	61-90 Days	>91 Days	Total
January 2010	1,766	583	137	179	2,665
January 2011	1,363	1,420	453	128	3,364

A fiscal year comparison for the month of January noted the percentage of total invoices paid in 60 days or less decreased by .5% from 88.1% in FY 2010 to 82.7% in FY 2011. This can be attributed to more efficient use of the system and more timely receipt of invoices. In addition, District-wide enhanced accountability, proficiency, and being more proactive has contributed to the increased timely payment of invoices.

**BUDGET OFFICE:**

January 2011 Budget Activities

- Completed FY 2012 Budget time lines and began updating budget panels.
- Reviewed updates to the chart of accounts with Colleges and Accounting.
- Completed a P and L statement process for Workforce Development.
- Set up separate reinvention task force budgets.
- Continued working with the reinvention team to develop costing methodologies in order to create standardized college allocation formulas and performance measures.
- Began discussing how to build detailed Grant budgeting process into the FY 2012 budget.
- Reviewed interim financial report data and discussed the information with department directors.
- Began building a process to incorporate reinvention goals and initiatives into the FY 2012 budget process
- Set up a vacation and sick pay account to correctly account for the charges.
- Reviewed grants budgets for compliance issues.
- Continued developing and documenting a 5-year capital budgeting process.
- Continued day-to-day position opening and closings. Ensured positions are opened with the appropriate funding.

December 2010 Budget Transfer Summary

- Transfers crossing accounts total \$34,666 for District Office reorganization. Regular operating transfers total \$75,946 which included transfers of funds to cover salaries for a science professor reassigned from Daley to Truman College.
- Request approval of transfers totaling \$110,612 for December of 2010.



Education Fund Transfer Summary

<b>Account</b>	<b>Transfers Out</b>	<b>Transfers In</b>	<b>Net Change</b>
<b>Salaries</b>	\$ 34,666	\$ 73,184	\$ 38,518
<b>Services</b>	\$ 0	\$ 34,666	\$ 34,666
<b>Travel</b>	\$ 0	\$ 2,762	\$ 2,762
<b>Other</b>	\$ 75,946	\$ 0	\$ (75,946)

Summary – FY 2011 Transfers Needing Board Approval

<b>Category</b>	<b>Transfers</b>	<b>Comments</b>
<b>Total December</b>	<b>\$110,612</b>	Additional employee at Truman and lobbying services.
<b>Total November</b>	<b>\$303,134</b>	Funds used for increase in PPO fees, Student Government, District Office reorganization and a training specialist at Wright.
<b>Total October</b>	<b>\$80,620</b>	Includes transfers for reorganizing business enterprise funds and the adding of new budgetary controls.
<b>Total September</b>	<b>\$1,879,612</b>	Includes transfers for marketing campaign, reinvention support, reorganizing the Inspector General, Community Relations, Internal Audit Departments and day-to-day operations .
<b>Total August</b>	<b>\$488,970</b>	Includes transfers for reinvention and day-to-day operations.
<b>Total July</b>	<b>\$171,318</b>	Transfers completed before FY 2011 Budget was completely loaded.

February 4<sup>th</sup> Capital Budget Summary

<b>FY2011 Capital Projects Summary by Category</b>			
	<b>Appropriation</b>	<b>Current Projection</b>	<b>Expenditures</b>
New Facilities	\$82,317,340	\$7,443,784	\$15,508,953
Architectural & Structural	\$18,418,463	\$37,730,355	\$3,104,847
Technology	\$13,400,000	\$15,639,000	\$35,278
Property	\$1,900,000	\$3,554,613	\$16,875
Academic Enhancements	\$13,501,383	\$26,517,171	\$2,107,373
Soft Costs	\$0	\$553,580	\$139,152
Life Safety	\$2,417,417	\$2,523,255	\$469,379
Mechanical Electrical Plumbing	\$5,937,693	\$16,994,296	\$323,200
Conveying Systems	\$1,800,000	\$3,170,244	\$0
Environment & Compliance	\$0	\$0	\$0
<b>Total</b>	<b>\$139,692,296</b>	<b>\$114,126,298</b>	<b>\$21,705,057</b>

## FY2011 Capital Projects Summary by Progress

	Appropriation	Current Projection	Expenditures
Cancelled Project	\$4,128,000	\$228,000	\$0
Soft Costs	\$0	\$553,580	\$139,152
Long Term Planning	\$50,700,000	\$1,198,849	\$0
Planning	\$20,165,000	\$24,239,000	\$0
Funding Process 1	\$15,500,000	\$18,250,000	\$0
Architect Selection	\$3,300,000	\$9,900,000	\$0
Architect Programming Process	\$5,705,643	\$27,939,167	\$837,901
Funding Process 2	\$3,785,000	\$15,000,000	\$0
Pre-Construction	\$2,500,000	\$4,024,232	\$176,182
Construction	\$32,908,653	\$12,793,470	\$19,638,758
Post-Construction	\$1,000,000	\$0	\$913,064
<b>Total</b>	<b>\$139,692,296</b>	<b>\$114,126,298</b>	<b>\$21,705,057</b>

### SYSTEM FINANCIALS:

#### Work-in-Progress:

- Work on the Technical Design to incorporate identified changes in the Budget Panels to perform FY 2012 Budgeting
  - Develop/ Modify the Budget Panel queries
  - Prepare and upload the Budget Panels Data
  - Develop the Budget Panel Documentation
- Develop ACL Internal Data Audit Test Cases and projects
  - Identify the test scenarios by each business area
- Define and implement new Budget Transfer Security Rules for Grants in Production
  - The rules will restrict the budget transfer access, per the Grant Department requirements
- Work on the validation of Unclaimed Property Checks from fiscal year 2003 to 2008
- Work with the Treasury department to identify and reformat the ACH, EFT payment bank statements
  - It will help to reconcile the general disbursement account
  - Develop the queries for Bank account reconciliations
- Work on the Disaster Recovery Plan documentation/methodology

#### Completed Activities:

- Updated the budget panels with the Grant budget line data
  - Performed the demo of the Grant budget panels to validate the current functionality and identify the changes needed
- Reviewed the custom budget panels and identify the changes needed to perform FY 2012 budget process.
- Completed posting of the Adult Education instructor salary expenditures for the Summer and Fall Terms
- Configured the budget transfer security rules in production
  - These rules restrict the users from transferring funds from salaries into non-salary budget lines (vice-versa)
  - Completed the rules to restrict the budget transfer access
- Closed FY 2010 purchase orders as a part of the system maintenance
- Tested the Bank payment file conversion results. OIT will upload the data into production in February. The conversion will help to reconcile the general disbursement account

- Performed the system testing to implement the 1099 Accounts Payable related patch. The patch is used to update the 1099 process to match the IRS 1099 requirements
- Worked with the campuses to clean-up the open requisitions, purchase orders and vouchers to relieve the encumbrances

## **Administrative Services & Procurement – Diane Minor, Vice chancellor**

Board Reports

Agreements

### *1.04 Intergovernmental Agreement with PBC*

Enter into a Intergovernmental Agreement with the Public Building Commission of Chicago Capital Improvement Program. As City Colleges undertakes the need assessment of its major capital needs across the District, we recommend entering into this IGA to facilitate the development and undertaking of selected projects. As projects are proposed for the PBC to undertake, they will be brought to the Board for authorization and execution of individual Memorandums of Understanding.

### *4.01 District Building Repair*

Annual Building Repair for Glass and Mirror Replacements, Glass Film Installations, Window Appliqués, Glazing, Architectural Metals and Board-Up Services, District-Wide

### *5.00 Job Order Contract (JOC)*

Projects are submitted monthly for work that needs to be undertaken throughout the various campuses that are executed in an expeditious timeframe and consistent with the competitive bid prices submitted that qualified them as lowest responsive and responsible bidders.

## **Project Updates**

During the 1st quarter of FY11 adjusted expenditures, for the entire District, excluding construction payments, detailed an amount of \$14,618,190 dollars. Certified MBE firms received \$2,574,314 or 18% of those dollars and certified WBE firms received \$365,072 or 2% of those dollars. We will continue our outreach in those communities to ensure participation.

Data within the adjusted expenditures identifies \$6,037,872 or 41% were paid to city of Chicago Businesses.

The construction expenditures for this same period (7/1/10-9/30/10) details \$2,835,296 in awards with \$1,004,785 or 35% designated to certified MBE firms and \$372,350 or 13% designated for certified WBE firms.

With the completion of the Truman Parking Garage imminent, expenditures have been consistent with our participation goals throughout the project, reflecting payments to certified MBE firms of \$9,789,704 (25%) and payments to certified WBE firms of \$5,873,822 (15%), based the amount released by the District to the Capital Development Board of \$39,158,815.

Mr. Chairman, you have mentioned that one of your priorities will be the hiring of City College students and graduates by contractors doing business with the District. For projects ending in December, 2010, 20 students were consistently hired, mostly on construction projects. On the Truman Student Services & Parking Facility, 6 graduates from Dawson were hired and continued their employment with Walsh Construction on the whole Wilson Yard Redevelopment. We will be working in the next several months to concentrate on inclusion of our students on the Professional services and non construction projects.

*67<sup>th</sup> and Wentworth Avenue Tax Increment Finance District*

City Colleges has been working with the City's Department of Housing & Economic Development on the adoption of a TIF District for the community area surrounding the site of the former Kennedy-King campus. Besides creating the opportunity for the community to realize benefits for infrastructure and housing improvements, it acts as incentive to bring development investment into Englewood. The last public hearing was held in City Council on February 8, 2011 with the Community Development Commission. The comments were supportive based on presentations done throughout the community in the last 9 months, resulting in a unanimous vote to present to City Council for adoption.

*Truman Parking Garage*

Very pleased to announce that the Parking Garage is open and faculty and students parking since the start of the semester. The City of Chicago has issued Certificate of Occupancies with the building passing all required construction and safety standards from the various agencies and departments.

Administrative Services is working with the departments of Finance and Enterprise Development along with Truman to set appropriate fee structures for the various users. We have also agreed with the State's Capital Development Board to monitor the concrete structure for settling and soil composition for the next six months to be sure the building meets all performance criteria. Interior finishing is moving forth in Bid Package #5 and move in date has been moved to March, 2011.

**City Colleges of Chicago**  
**Office of Information Technology**  
**Minutes - February 11, 2011 Board Report**

Last month, OIT continued to take strategic advantage of the District's various IT assets to realize gains that make a positive difference in the lives of CCC students, faculty and staff.

In **Student Administration**, efforts to centralize testing administration were successful, when the PeopleSoft Student Administration System (PSSA) was modified to receive COMPASS test scores within thirty minutes of test completion, thereby eliminating the delay attributable to manual test score entry. Additionally, after employment of a newly designed PSSA process for placing students into the appropriate level of English courses, self-service users whose English 100/101 prerequisite requirement was satisfied completed 14,449 enrollments for Spring 2011 classes, that is, an increase of 4,804 enrollments over Fall 2010 self-service enrollments.

In **Human Resources**, completion last month of the *Annual Residency Requirement Audit* project resulted in an automated PeopleSoft driven process for achieving residency reporting by more than 1,800 full time employees, while reducing costs associated with printing, postage and manual data collection.

Also last month, OIT achieved integration of the IDVault driver with the District's eDirectory to ensure instantaneous password synchronization across each of the three Blackboard, Groupwise and Novell applications. Today, approximately 8,000 Blackboard, Groupwise and Novell system users experience heightened productivity through faster access to crucial online tools and we expect that the help desk will experience