

Finance Committee Report

April 2011 Board Meeting

Thursday, April 7, 2011

Good morning! The Finance Office would like to start this morning with the status of the State budget. At last month's board meeting I reported that the Governor's proposed budget was good news. It contains a modest community college budget increase and includes the City Colleges' \$15 million alternative equalization funding. Unfortunately, uncertainty has entered the State budget process. The Illinois General Assembly's House of Representatives has designed its own budget process this year—budgeting by resolution versus appropriation bills based upon the Governor's proposed budget:

- HR 110 estimates the FY12 revenue at \$33.2 billion. This is \$759 million below the Governor's budget total of \$33.9 billion and \$1.73 billion below the Illinois General Assembly's bipartisan Commission on Government Forecasting and Accountability's revenue estimate.
- HR 156 authorizes a higher education appropriation of 8.8%, or \$2.089 billion, of the \$33.2 billion.
- HR 158 states that if funds exceed HR 110, the State shall use the extra revenues to reduce the backlog of unpaid State bills.

The Senate's budget process is built based upon the much higher CoCFA's revenue estimate. The Finance Office is not sure where the higher education budget is going, but will build the FY12 budget recommendations based upon the more middle of the road Governor's recommended budget. We can modify our recommendations in June based upon the final passage of the budget.

TREASURY:

Cash In – The District's FY 2011 incoming cash through June 30, 2011, is projected to be \$426.4 million compared to \$410.9 million reported in February 2011, an increase of about \$15.5 million. Detail sources are as follows:

Source	Feb. 2011 Report (millions)	April 2011 Report (millions)	Change (millions)
Property Taxes	\$119.5	\$119.8	\$ 0.3
Tuition and Fees	\$69.9	\$61.0	-\$8.7
Personal Property Replacement Tax(PPRT)	\$14.2	\$13.7	-\$0.5
State grants	\$68.0	\$85.1	\$17.1
Federal Draws	\$119.7	\$128.7	\$9.0
Interest Income	\$1.9	\$1.9	\$0.0
Other Grants/Miscellaneous Funds	\$17.8	\$16.1	-\$1.7
Total Cash-In	\$410.9	\$426.4	\$15.5

The total cash inflow projection is \$15.5 million higher than the February 2011 report primarily due to the following:

- **Property Taxes:** Increase of about \$300,000 primarily to the more actual receipts than previously projected.
- **Tuition & Fees:** Decrease of about \$8.7 million primarily due to the shift of receipts from the tuition and fee line item to the Federal Draw down category. This is particularly due to the direct student loans which in the past were counted as cash payments. These loans are now part of the Federal Draw downs.
- **Personal Property Replacement Tax:** Decrease of \$490,000 due to lesser amount of actual received.
- **State Grants:** Increase of \$17.1 million due to the actual receipt of the credit hour reimbursement and the receipt of half of the MAP grant which were previously projected to be delayed. The State is current with their payment except for the \$15 million in Special Grant which is \$7.5 million 30 days past due, and about \$1.9 million past due in the state portion of the Adult Ed Grant.
- **Federal Draws:** Increase of \$9 million primarily to the direct student loans.
- **Interest Received:** Basically no change from the last report.
- **Other Grants/Miscellaneous Funds:** Decrease of \$1.7 million due to lower actual receipts than previously projected.

Cash Out - The District's FY 2011 outgoing cash through June 30, 2011 is projected to be \$411.3 million, compared to \$407.3 million reported last month, an increase of about \$4.5 million. Detailed changes are as follows:

Uses	Feb. 2011 Report (millions)	April 2011 Report (millions)	Change (millions)
Faculty and Staff Payroll	\$138.7	\$138.8	\$0.01
Tuition Refunds	\$55.9	\$61.2	\$5.3
Accounts Payable/Misc	\$212.7	\$211.8	-\$0.8
Total Projected Cash Out	\$407.3	\$411.8	\$4.5

- **Faculty and Staff Payroll:** Basically no change
- **Tuition Refund:** Increase \$5.3 million due to increase in financial aid received including MAP awards.
- **Accounts Payable/Misc:** Decrease of \$.8 million due to lesser actual cash disbursements.
- **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 February cash balance is \$113.5 million.

Investing Activities: The following is the market value and the performance of investment portfolio as of the month ending January 31, 2011:

PFM Asset Management Portfolio	Market Value as of 01/31/2011	Duration CCC/ Benchmark	Monthly Return 01/31/2011 CCC/Benchmark
Working Cash Portfolio <i>- Merrill Lynch 1-Year U.S. Treasury Index</i>	\$62,632,376	.97/ 0.91	.080%/ .093%
Short-Term Operating portfolio <i>- Merrill Lynch 3-Month U.S. Treasury Index</i>	\$49,991,906	0.23/ 0.16	0.41%/ 0.007%
Truman Parking Project <i>- NO Benchmark</i>	\$11,511,708	0.017/NA	0.033%/NA
OPEB Portfolio <i>- Merrill Lynch 3-Month U.S. Treasury Index</i>	\$18,131,626	1.68/ 1.76	0.136%/ 0.167%
Capital Improvement Projects <i>-Merrill Lynch 1-Year U.S. Treasury Index</i>	\$46,095,588	1.22/NA	0.178%/NA
Total PFM-Managed Investment Portfolios	\$188,363,206		

Overall, the portfolios' periodic return for the month ending January 31, 2011 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 investment report for the month of January and the market update for the week ending March 7th 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 as of January 31, 2011.

Money Market Funds – PFM Prime Fund Account balance of \$10,996,562 with a yield of 0.16%

Other Treasury Activity:

- Worked with OIT to create an automated Accounts Payable link that will allow Treasury to retrieve Positive Pay file information sent to Chase Bank via direct transmission. The link eliminates retrieving the information manually.
- Prepared a Board Report to extend Harris Safekeeping and Custodial Services until December 31, 2011 and until an Investment Management Advisor is selected. Additionally, enhanced Safekeeping Reporting is available to Treasury through Harris' online service.
- CCC has received vendor responses to the RFPs for Safekeeping and Custodial Services and Electronic Accounts Payable Services. After Procurement's criteria

review, the responses will be delivered to the respective Evaluation Committees for further review and recommendation.

- Working to consolidate college bank accounts, streamline Treasury's role in the A/P process and determine best check printing option for the consolidated Imprest and Agency Account.

Payroll Disbursements:

Payroll	Month: February 2011		Month: March 2011	
Checks (# of Checks/Amount)	2,633	\$2.6M	2,624	\$1.7M
Direct Deposit (# of Advices/Amount)	8,245	\$9.1M	8,643	\$9.1M

CONTROLLER'S OFFICE:

Status of the FY 2010 State Receivables:

As of March 31, 2011, \$175K of FY 2010 state grant receivables remain more than 30 days overdue. This reflects net collections of \$77K during the month of March. The major outstanding account receivables include the following:

State Program	February 2011	March 2011	Variance
Alternative School Network	\$89,475	\$0	(\$89,475)
WIA (Work Force Invest. Act)	\$35,429	\$35,429	\$0
CYATC	\$70,141	\$70,141	\$0
State Pre-K	\$57,001	\$57,001	\$0
Total	\$252,046	\$162,571	(\$89,475)

Status of the FY 2011 State Receivables:

As of March 31, 2011, \$20.8 million of FY 2011 grants receivables from the state are outstanding. During the month of March, more than \$18 million was received from the state, bringing the base operating grant (credit hour) and MAP payments up to date.

State Program	March 2011	30 days past due
Base Operating (Credit Hour)	\$0	\$0
Additional Grant (Equalization)	\$7,500,000	\$7,500,000
Monetary Award Program (MAP)	\$5,600,000	\$5,600,000
Adult Ed	\$2,379,751	\$1,903,801
Truants Alternative	\$1,162,629	\$1,033,448
Carl Perkins III	\$3,002,665	\$2,669,036
Partnership for College & Career Success (PCCS)	\$276,961	\$153,169
All other State Funded Programs	\$875,327	\$429,576
Total	\$20,797,333	\$19,289,030

Completed Activities:

- Updated Integrated Post-secondary Educational Data System (IPEDS) and Higher Learning Commission (HLC) reporting modules for fiscal year 2010 in advance of March 30th internal deadline and April external deadlines.
- Assisted Internal Audit in conducting surprise audits of cash handling procedures at selected campuses.
- Transmitted the fiscal year 2010 A-133 (eZ-Audit) to Federal Student Aid and the Federal Audit Clearinghouse.
- Submitted audited financials to IBHE for the Nursing Expansion Program administered at Truman College and IDHS for the Supported Employment, Vocational Development, and Teen Reach Programs.
- Supported the Department of Family Support Services audit of Headstart Collaboration, Childcare, Support Services, and Learn/Earn Programs at end of March 2011.
- Prepared FY 2012 grants budget forecast.
- Provided February grant spending report to each college executive director and executive management team.

STUDENT FINANCE:

Student Refunds:

During the month of March 2011 a total of approximately \$26.6 million was refunded to students. The chart below details the number of electronic and paper check refunds processed during March:

Refund Type	Number of Refunds	%
Paper Checks	16,505	50%
Electronic (ACH)	16,497	50%
Total	33,002	

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 and Spring 2011, as of March 31, 2011.

Type	Student Count	Amount	Average
Subsidized	2,228	\$ 5,922,786	\$2,658
Unsubsidized	1,040	2,825,461	2,717
Parent PLUS	12	121,012	10,084
Total	3,280	\$ 8,869,259	

In addition, we have disbursed the following financial aid to students for the 2010-2011 academic year:

Type of Aid	\$ Disbursed	Student Count	Average
Federal Pell Grant	\$100,885,446	32,180	\$3,135
Federal Supplemental Educational Opportunity Grant (SEOG)	1,129,539	1,838	615
Federal Work-Study	1,473,688	738	1,997
Academic Competiveness Grant (ACG)	171,893	445	386
Illinois Monetary Award Program (MAP)	11,852,850	12,832	924
Total	\$115,513,416		

Student Receivable at March 31, 2011

Term	28-Feb-11	31-Mar-11	Collected
Summer 2009 and prior	1,016,383	1,007,773	8,610
Fall 2009	1,321,971	1,310,565	11,406
Spring 2010	1,476,457	1,464,434	12,023
Summer 2010	463,368	454,389	8,979
Fall 2010	1,873,655	1,768,568	105,087
Total	\$ 6,151,834	\$ 6,005,729	\$ 146,105

Completed Activities:

- The calendar year 2010 1098T Transmittal files were created and transmitted to the IRS. A total of 28,426 records were transmitted.
- Financial aid regression testing for Fiscal Year 2012 was completed.
- Participated in PeopleSoft "Fit Gap" sessions to upgrade to version 9.0 PSSA for Financial Aid and Student Financials.
- Sent three email notifications to students: with Bad Addresses instructing the student to update their record with the Registrars Department; informing them of the FAFSA submission deadline date to receive MAP funding; and to warn about "College Financial Advisory" scam.
- Met with Chicago Coalition for the Homeless for potential partnership opportunities
- Attended the Department of Education 2011 Regulatory Update and will communicate pertinent information to appropriate process owners and staff.

Work-in-Progress:

- We've completed the re-designed of the Financial Aid web page, currently, making a more student friendlier and accessible City College's website.
- Loading of the 2011-2012 ISIRS and sending email notification to those students selected for verification.
- Local student refunds (i.e. on-demand refunds) being processed by Student Finance instead of the College Business Office.

ACCOUNTS PAYABLE:

Completed Activities:

- Processed a total of 2,665 vouchers for vendor payment during March 2011.
- 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.
 - CTA and Oce' have agreed to submit all their invoices electronically to AP. Oce has agreed to the P-Card payment method and CTA agreed to the AP alternative *Automated Clearing House (ACH) payment method*.
- Created the AP off-cycle payment form and initiated the vendor payment process for emergencies.
- Attended the Form 1099-MISC Changes: New Rules & More Proposals Webinar: to keep abreast with the new laws and changes that will assist AP with upcoming 1099-Misc requirements that will be updated in our Financial PeopleSoft system.

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 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	Payment Disbursements (# of /Amount)					
	# of Checks	Amount	# of ACH	Amount	# of P-Card	Amount
March 2010	2,971	\$13.1M	19	\$1.1M	54	\$115,150
March 2011	1,562	\$8.7M	61	\$3.5M	188	\$601,563

In March 2011, A/P had a 47.4% decrease in printed checks over the prior year due to a reduction in the frequency of payment disbursements (e.g., checks, ACH, p-card) from daily to semiweekly; thus reducing cost and improving the efficiency and effectiveness of the department.

Accounts Payable Vouchers Processed - FY Comparison by Month:

March 2009	March 2010	% Change	March 2011	% Change
3,645	3,469	-5%	2,665	-23%

The 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 decrease noted between March 2010 and March 2011 can be attributed to more District-wide purchases being made for items such as computers, furniture and capital items, plus an overall reduction in District spending.

AP Aging for Number of Invoices Paid - FY Comparison by Month:

FY	<30 Days	31-60 Days	61-90 Days	>91 Days	Total
March 2010	2,843	692	184	236	3,955
March 2011	1,921	513	134	102	2,670

A fiscal year comparison for the month of March noted the percentage of total invoices paid in 60 days or less increased by 2% from 89% in FY 2010 to 91% in FY 2011. This can be attributed to more efficient use of the system, more timely receipt of invoices, as well as District-wide enhanced accountability, proficiency, and management being more proactive.

BUDGET OFFICE: April 2011 activities include:

- Send out and receive FY12 enterprise funds estimates for both Profit and Loss centers and college based accounts.
- Send out and received grant estimates to colleges to provide to Grants Development staff.
- Updated the People Soft grants module to use grants development and budget business methodologies. Continue developing an improved grants management process.
- Continued working with the reinvention team to develop costing methodologies in order to create standardized college allocation formulas and performance measures.
- Complete standardizing all the departments.
- Discussed with Human Resources reviewing job titles as part of the FY12 budget process.
- Complete FY12 goals panels and work with Strategy and Institutional Intelligence to create examples of college based reinvention goals and initiatives..
- Review FY12 assumptions for revenues and completed three year financial projections.
- Completed one-time college and district office transfer process.
- Work with departments to tie in Annual Planning guidelines to the FY12 Budget process.
- Continued developing and documenting a 5 year capital budgeting process.
- Continue developing new Rehabilitation and Maintenance Budget assumptions.

March 2011 Budget Transfer Summary

- Transfers crossing accounts total \$112,000.00 for the City Colleges Reorganization costs, and \$30,000.00 for student graduation related costs. Regular operating transfers total \$175,635.00, which included transfers related to the Foundation of Excellence partnership professional development and District Office mail room costs.
- Request approval of transfers totaling \$317,635.00 for February of 2011.

Education and Operation & Maintenance Fund Transfer Summary

Account	Transfers Out	Transfers In	Net Change
Salaries	\$ 0.00	\$ 0.00	\$ 0.00
	\$		
Services	129,502.24	\$ 142,000.00	\$ 12,497.76
Supplies	\$ 46,132.76	\$ 45,000.00	\$ (1,132.76)
Travel	\$ 0.00	\$ 130,635.00	\$ 130,635.00
Other	\$ 142,000.00	\$ 0.00	\$ (142,000.00)

Summary - FY11 Transfers Needing Board Approval

Category	Transfers	Comments
Total February	\$317,635.00	Executive search firm costs, city-wide graduation, District Office mail services and college professional development.
Total January	\$751,978.66	Salaries for Reinvention Team and miscellaneous student and enterprise fund costs.
Total December	\$110,612.70	Additional employee at Truman and lobbying services.
Total November	\$303,134.50	Funds used for increase in PPO fees, Student Government, District Office reorganization and a training specialist at Wright.
Total October	\$80,620.00	Includes transfers for reorganizing business enterprise funds and the adding of new budgetary controls.
Total September	\$1,879,612	Includes transfers for marketing campaign, reinvention support, reorganizing the Inspector General, Community Relations, Internal Audit Departments and day-to-day operations .
Total August	\$488,971	Includes transfers for reinvention and day-to-day operations.
Total July	\$171,319	Transfers completed before FY11 Budget was completely loaded.

March 25th Capital Budget Summary

FY11 Capital Projects Summary by Campus			
	Appropriation	Current Projection	Expenditures
Olive Harvey	41,233,728	14,719,520	2,813,641
SCLC	18,119	18,119	0
Truman	34,654,990	21,855,073	8,149,387
Daley	23,165,000	11,322,549	315,800
District Office	5,755,643	24,706,794	999,729
Wright	5,043,445	9,954,392	648,341
Malcolm X	4,165,000	2,317,388	1,012,740
WSLC	0	396,737	369,335
Kennedy King	2,808,668	650,534	8,017,119
Dawson Tech	1,647,703	3,605,838	60,391
Harold Wash	1,350,000	2,912,029	105,375
District Wide	19,850,000	22,916,099	691,939
Total	139,692,296	115,375,072	23,183,797

FY11 Capital Projects Summary by Category			
	Appropriation	Current Projection	Expenditures
New Facilities	\$82,317,340	\$7,247,396	\$15,508,953
Architectural & Structural	\$18,418,463	\$38,084,127	\$3,353,200
Technology	\$13,400,000	\$15,216,771	\$35,278
Property	\$1,900,000	\$3,554,613	\$28,025
Academic Enhancements	\$13,501,383	\$26,952,173	\$2,903,521
Soft Costs	\$0	\$553,580	\$139,152
Life Safety	\$2,417,417	\$2,945,484	\$825,258
Mechanical Electrical Plumbing	\$5,937,693	\$17,650,684	\$390,410
Conveying Systems	\$1,800,000	\$3,170,244	\$0
Environment & Compliance	\$0	\$0	\$0
Total	\$139,692,296	\$115,375,072	\$23,183,797

FY11 Capital Projects Summary by Progress

	Appropriation	Current Projection	Expenditures
Proposed	\$0	\$2,528,187	\$0
Cancelled Project	\$4,128,000	\$167,002	\$0
Soft Costs	\$0	\$553,580	\$139,152
Long Term Planning	\$50,700,000	\$1,002,461	\$0
Planning	\$20,165,000	\$23,816,771	\$0
Funding Process 1	\$15,500,000	\$17,858,446	\$0
Architect Selection	\$3,300,000	\$9,900,000	\$0
Architect Programming Process	\$5,650,000	\$27,383,524	\$545,620
Funding Process 2	\$3,485,000	\$8,000,000	\$0
Pre-Construction	\$1,500,000	\$3,274,232	\$225,000
Construction	\$29,328,231	\$16,092,258	\$17,242,733
Post-Construction	\$1,000,000	\$0	\$961,746
Completed	\$4,936,065	\$4,798,611	\$4,069,546
Total	\$139,692,296	\$115,375,072	\$23,183,797

Administrative Services & Procurement – Diane Minor, Vice chancellor
Board Reports

Agreements

1.03 Adopting a Debarment Policy

To ensure the integrity of the District's Procurement practices, the Debarment Policy that supports the use of only responsible vendors as well as their affiliates, has been developed and is recommended for adoption by the Board. Adoption will mean that the District conducts business with responsible businesses with the discretion to exclude from participation in its procurement transactions and activities companies that have been found to have committed a criminal offense in performing on a contract, violation of Federal, State, or municipal statutes, violation of terms of a Board contract or subcontract including improper conduct and representation of the business's viability. The District also has the authority to exclude firms that have been debarred by any agency of any Federal, State or local government. Debarment shall be used only in the public interest and for the protection of City Colleges, not for purposes of punishment. As a result of the adoption, the District may require the filing of an annual disclosure statement by vendors who do business with the District, listing company officers, all persons owning 25% or greater interest and any conviction or violation of state or federal law as determined by a court of competent jurisdiction or administrative proceeding related to an owner with 25% or greater interest. After due process conducted by District personnel, final recommendations on debarment are submitted to the Board of Trustees and their recommendation will be final. Exclusion is a minimum of 1 year.

1.04 Withdrawn

4.00 Lease Agreement to provide Off-Site Space for the Office of the Inspector General

Authorization is sought to approve the lease for an off-site location to allow the Inspector General to conduct investigations in a discreet and confidential manner. The space is comprised of 2954 square feet and includes offices and work spaces, conference and meeting areas for a five year period beginning May 1, 2011 at a rate of \$22 per square foot for an annual cost of \$63,728. The lease will be with Prime LaSalle/Madison Partners, LLC of Chicago. Build out will be provided by the building. Furniture and data connections to the District's infrastructure will be our responsibility.

4.01

That the Board of Trustees authorizes the Chairman to extend the issuance of purchase orders to Simplex Grinnell to repair and maintain District time clocks, until such time as the District has implemented the time and attendance process, as needed by each campus for the period from March 7, 2011 through June 30, 2013, or earlier if the District-Wide time and attendance process is initiated, at a total cost not to exceed \$49, 748.

Administrative Services & Procurement – Diane Minor, Vice chancellor-continued

4.02 Mail Services

Seeks authorization to renew the existing agreement with United Graphics & Mailing Group, to provide print, pre-sort, and mailing services for an additional two (2) year period from May1, 2011 through April 30, 2013, at an annual cost of \$240,000 and a total cost not to exceed \$480,000 for the term of the contract. The vendor is in full compliance with the District's M/WBE Program.

5.00 District Wide Uninterruptable Power System Maintenance Solution

Requests authorization to execute a three (3) year maintenance contract with Emerson Network Power Liebert Services, Inc to service the Liebert Uninterruptable Power System (UPS) located at the District Office, for the period from April 7, 2011 through April 6, 2014 at a total cost not to exceed \$37, 828.56.

7.04 Utility, Postage, and Other Monthly Expenditures Summary

List the routine district-wide expenditures from February, 2011 that are authorized thru Board approved contracts and consortium agreements as well as District wide professional memberships.

Project Summary

Larry McKeon Truman Student Services & Parking Facility

The Base Building is 100% complete with work on Bid Package 5 issued by the Capital Development Board. Punch list activities are continuing in the building as staff identifies issues that will be problematic for operations and are the responsibility of the General Contractor to correct. Interior work is substantially complete with the exception of data wiring and set-ups and delivery of final furniture. Final cleaning will start April 15th. At this time, final move in date will be in June after the Spring Semester has wound down. Finance and Business Enterprises are engaged at researching garage management systems while Admin Services has ordered safety and maintenance equipment to enhance operations.

District Office Renovations

Elevator Replacement Project is moving forward. All Building permits have been issued by the City of Chicago for the chosen systems and the interior cab has been designed and accepted by the District. Planned replacement of the Air Handling and the Fire Alarm Systems has begun as well as addressing ADA compliance in the Board Chambers and electrical upgrades in support of the increasing technology needs. Recently, the Office of Information Technology has moved staff to the 8th Floor and will begin operating the completed Server Room in the near future.

Administrative Services & Procurement – Diane Minor, Vice chancellor-continued

District wide, projects are still continuing that address learning environment upgrades, touching physical and life sciences, technology centered classrooms, physical education spaces as well as overall building maintenance.

Lastly, City Colleges was a co-sponsor of the day long Empower Me Tour with the United Negro College Fund, held at Malcolm X College. Under the direction of Cheiko High, Executive Director of Community Relations, collaborative efforts brought resources from the faculty, communications, facilities operations & security, Information Technology, WKKC and WYCC. Over 300 college and high school students of diverse backgrounds attended the sessions that focused on education, self-esteem, leadership, health and well-being. Special thanks were extended by UNCF and participants to Chancellor Hyman, President Brooks, and Director High on their vision and support in partnering to positively impact the lives of Chicago students.

Office of Information Technology Report

Two months ago I reported that we were starting the PeopleSoft Upgrade project and that requirement gathering sessions would start. We are winding to a close for those phases of the project (also known as fitgap sessions) and to date we have completed 35 PeopleSoft requirements gathering sessions covering Student Administration, Finance and Human Resources modules and respective staff processes and operations. These requirement gathering sessions have been very collaborative and will create critical inputs to developing our PeopleSoft upgrade plan.

This week the Office of Information Technology will kick off the website redesign project. After the kickoff we will start stakeholder interviews during the next two – three weeks. The stakeholder interviews will be collaborative and allow us to generate important input to understand what our stakeholders want in a website. We anticipate the initial launch of the new website in mid September and the final phase to complete in mid November.

**City Colleges of Chicago
Monthly Micro City Purchases
March 2011**

THIS REPORT WAS PREPARED BY MICRO CITY REGARDING SHIPPED AND INVOICED PRODUCTS. THIS REPORT IS FOR INFORMATIONAL PURPOSES ONLY.

EQUIPMENT LOCATION	COMPUTERS	PRINTERS	SOFTWARE	RELATED EQUIPMENT	MAINTENANCE/ TRAINING	TOTAL PER LOCATION
<i>Richard J. Daley College</i>	\$12,960.00	\$2,262.00	\$0.00	\$5,799.00	\$0.00	\$21,021.00
<i>West Side Technical Institute</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Harold Washington College</i>	\$1,350.00	\$0.00	\$0.00	\$24,696.00	\$0.00	\$26,046.00
<i>Kennedy-King College</i>	\$0.00	\$0.00	\$7,560.00	\$3,876.00	\$0.00	\$11,436.00
<i>Dawson Technical Institute</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Malcolm X College</i>	\$8,960.00	\$242.00	\$309.00	\$5,439.00	\$0.00	\$14,950.00
<i>West Side Learning Center</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Olive-Harvey College</i>	\$4,494.00	\$1,251.00	\$0.00	\$9,133.00	\$0.00	\$14,878.00
<i>South Chicago Learning</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Harry S. Truman College</i>	\$10,227.00	\$1,896.00	\$4,023.00	\$25,232.00	\$0.00	\$41,378.00
<i>Harry S. Truman Technical</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Lakeview Learning Center</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Wilbur Wright College North</i>	\$49,163.00	\$0.00	\$0.00	\$37,650.00	\$0.00	\$86,813.00
<i>Wilbur Wright College South</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Humboldt Park Vocational</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>District Office(exclusive of OIT)</i>	\$5,482.00	\$3,142.00	\$23,454.00	\$69,608.00	\$0.00	\$101,686.00
<i>Office of Information Technology</i>	\$18,920.00	\$0.00	\$5,120.00	\$2,278.00	\$0.00	\$26,318.00
TOTAL	\$111,556.00	\$8,793.00	\$40,466.00	\$183,711.00	\$0.00	\$344,526.00

City Colleges of Chicago
Fiscal 2011 Year to Date (7/1/10 - 06/30/11)

THIS REPORT WAS PREPARED BY MICRO CITY REGARDING SHIPPED AND INVOICED PRODUCTS. THIS REPORT IS FOR INFORMATIONAL PURPOSES ONLY.

EQUIPMENT LOCATION	COMPUTERS	PRINTERS	SOFTWARE	RELATED EQUIPMENT	MAINTENANCE/ TRAINING	TOTAL PER LOCATION
<i>Richard J. Daley College</i>	\$13,689.00	\$2,262.00	\$4,770.00	\$32,787.00	\$0.00	\$53,508.00
<i>West Side Technical Institute</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Harold Washington College</i>	\$1,350.00	\$1,259.00	\$124.00	\$71,398.00	\$1,428.00	\$74,131.00
<i>Kennedy-King College</i>	\$13,840.00	\$3,924.00	\$7,949.00	\$27,794.00	\$0.00	\$53,507.00
<i>Dawson Technical Institute</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Malcolm X College</i>	\$68,874.00	\$8,562.00	\$11,013.00	\$156,992.00	\$0.00	\$245,441.00
<i>West Side Learning Center</i>	\$0.00	\$0.00	\$0.00	\$5,561.00	\$0.00	\$5,561.00
<i>Olive-Harvey College</i>	\$7,535.00	\$1,251.00	\$663.00	\$94,563.00	\$0.00	\$104,012.00
<i>South Chicago Learning Center</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Harry S. Truman College</i>	\$17,427.00	\$7,865.00	\$16,852.00	\$72,062.00	\$0.00	\$114,206.00
<i>Harry S. Truman Technical Center</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Lakeview Learning Center</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Wilbur Wright College North Campus</i>	\$133,689.00	\$1,214.00	\$43,750.00	\$56,458.00	\$120.00	\$235,111.00
<i>Wilbur Wright College South Campus</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Humboldt Park Vocational Educational Center</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>District Office(exclusive of OIT)</i>	\$334,679.00	\$86,624.00	\$29,046.00	\$503,083.00	\$0.00	\$953,432.00
<i>Office of Information Technology</i>	\$156,954.00	\$0.00	\$86,202.00	\$90,096.00	\$0.00	\$333,252.00
TOTAL	\$748,037.00	\$112,961.00	\$200,369.00	\$1,110,794.00	\$1,548.00	\$2,173,709.00