

31127

**ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
SEPTEMBER 1, 2011**

**NO MINUTES SUBMITTED THIS
MONTH FOR THE OFFICE OF FINANCE**

Administrative & Procurement Services

Board Reports

Agreements

4.01 Amendment to the IGA with City of Chicago District-wide use of Fleet Management Fueling Stations

Administrative Services requests an amendment to continue the use of the City's Fleet Management fuel and vehicle maintenance services for a two year period at a cost not to exceed \$275,000 for the District's 78 owned and operated vehicles.

4.02 Postage Mail Machine Equipment, Software and Maintenance for Pitney Bowes

City Colleges uses Pitney Bowes in all of the Colleges and District Office to process and send mailings. Authorization is sought to continue the agreement for software updates, annual equipment lease fees and supplies for a period from August 5, 2011 thru July 31, 2014 at a cost not to exceed \$84,400 annually.

4.03 Uniform Rental Services for Engineers and Custodial Staff District-Wide

Thru a competitive bid issued by Procurement Services, Cintas is the lowest responsive, responsible bidder to provide the required uniforms to the members of Locals 399 and 73 on a weekly and seasonal basis. The award is for a three year period through September, 2012 with an annual cost of \$67,067 for weekly cleaning and \$20,000 for uniform replacements on an annual basis, not to exceed \$261,201 for the three year period.

4.04 Projector Software by Facility Wizard Software, Inc., Administrative Services

Three software models were reviewed by staff in Administrative Services, Procurement and Information Technology to select a capital project management software product to be housed on a dedicated server at the District Office. Facility Wizard had the most competitive product with ease of interface with People Soft, lowest price and the most robust maintenance and technical support of the three vendors. For the first year of implementation, the cost is not to exceed \$74,033.

4.05 Conversion of Existing Art Studio into Dental Hygiene Clinic at Kennedy-King College by Holabird & Root

The District has determined the need to expand the current Dental Hygienist Program at KKC, using the Nursing Classroom areas as well as relocating the current Art Studio space. To do this, we are recommending Holabird & Root to perform the necessary architectural and engineering work and preparing the bid documents for competitive solicitation to ensure the success of the project and building integrity. The term of the agreement ends December, 2012 or by project completion, with an amount not to exceed \$242,985. Full M/WBE participation has been approved for this project.

4.06 New Entrance at Olive-Harvey College, Additional Architect & Engineering Fees for The Architect's Enterprise

Due to additional work required by changing City Building Code requirements related to civil engineering and water detention and the need for additional temporary lighting on site, Administrative Services is asking for an additional \$68,436 to be paid to TAEI for services necessary to complete the project.

Purchases

5.00 Parking Space Rental

The District is requesting authorization to enter into an annual agreement with the lowest respondent in monthly parking fees, Interpark, for slots for District owned vehicles and those that are used daily to travel to the various colleges and satellite learning centers at a cost not to exceed \$89,952.

5.01 Monthly Summary of Job Order Contract (JOC) Projects District-wide

Listed are the renovation and repair projects recommended for the various colleges and District Office to be performed by the approved JOC contractors that have been competitively selected based on Board policies. The projects include work at Daley, Olive-Harvey, Malcolm X and District Office for an amount not to exceed \$2,109,634. Full M/WBE compliance has been met.

Monthly Summary of Expenditures

7.06 Utility, Postage and Other Monthly Expenditures Summary

The routine expenditures of the District are submitted to the Board that consist of the utilities costs, postage, Board approved consortium vendors and annual membership fees to academic and professional organizations that City Colleges works with to improve academic and operational proficiencies.

Project Updates

With the continuing warm weather this summer, Administrative & Procurement Services has been working with several of the facilities to deal with cooling challenges. Thanks to the patience of Malcolm X Colleges that is undergoing the replacement of the Liebert cooling unit in their IT Server Room as well as the installation of a new 800 Ton Chiller. There have been minor challenges at other locations with electrical outages and brown outs, but by and large classes, events and registration have not been affected. We participate with ComEd every year with an Energy Curtailment Program that asks the District to reduce power consumption on those days where high demand may compromise their ability to service the City. We have been responsive each time with the cooperation of the Colleges and the

Engineers, resulting in substantial monetary rebates to the District. Thanks to the Colleges for their quick responses and flexibility and we will report back to the Board of our performance and rebate.

The Colleges are also getting ready for school opening, using this time between semesters to clean, repair and renovate for Fall classes. Many of the Science labs that have been under renovation will be online this semester as well as recently upgraded Smart Classrooms will be used by trained faculty. Bookstores are ready, selling and leasing new and used textbooks as well as offering e-books when possible.

With the old Kennedy-King demolition project coming to an end, the Illinois Environmental Protection Agency has issued the final determination that a site that was potentially hazardous is now pollution free after reviewing the test results and soil samples.

We are working with the City's Public Building Commission to review 58 proposals from A&E firms to work on future City College projects.

Truman staff has confirmed the move date of September 19th into the Larry McKeon Student Services Building after completing Fall registration.

August 2011 OIT Accomplishments

This month the Office of Information Technology completed three major enhancements that support the District goals of providing better service and support to our students. We recently completed:

A new online application for admission

This application replaces a manual paper based process and allows students to apply for admissions to the CCC much more quickly and accurately than before. This application should greatly improve the registration process for new students. During Fall Registration, 2492 online admissions applications were submitted. Additionally, upon completion and submission of the application, students are provided with a CCC student email address almost instantaneously which grants them access to services provided via my.ccc.edu.

A new degree audit report

In collaboration with Student Services, OIT has enhanced the existing degree audit report allowing advisors to have more accurate information regarding student progress towards degree completion and allowing for much richer and robust advising interactions with students. A total of 112 plans spanning from Academic Years 2007 through 2011 will be available in PeopleSoft along with a Blank Degree Audit Report (per Academic Plan), and a User Friendly Degree Audit Report, all of which will provide students with much greater transparency regarding their own progress towards degree completion.

Pre-Requisite Clean-up Project

In collaboration with the Office of Academic Affairs, OIT completed a “Pre-requisite Clean-up” which proved to be successful for Fall 2011 Registration. OIT reconfigured PeopleSoft to reflect the correct prerequisites and course enrollment requirements for all course offerings throughout the District. Based on statistics, online self-service registration issues were minimized tremendously. The PeopleSoft Student Administration System currently provides accurate data which is consistent with CCC’s 2011 Academic Catalog.