

**Finance Report  
December 2011 Board Meeting  
Thursday, December 1, 2011**

**31270**  
**APPROVED – BOARD OF TRUSTEES COMMUNITY**  
**COLLEGE DISTRICT NO. 508**  
**JANUARY, 12, 2012**

**GENERAL UPDATE:**

Illinois Community College Board (ICCB) staff report that FY 2011 State payments will be fully paid in early December. Current year State payments will still be slow this year due to the large backlog of State bills. ICCB expects another difficult State budget for FY 2013 due to pension costs, expiring temporary income tax increase and Medicaid costs. We can expect a very difficult lame duck session with twenty members not running for re-election. The General Assembly will likely act on pension reform and CIP. ICCB will be revising the Unit Cost formula which will impact next year's Basic Operating Grant formula allocations. Also, Performance Based Funding will be enacted in FY 2013. ICCB staff are recommending a funding this at a fixed amount - no larger than \$1 million to fund the seven performance goals. Other key outstanding community college bills include the fix to the equalization grant, eliminating the 1/3 tuition cap requirement, and restoring exemptions to the SURS 6% rule. The Governor's Office and the Capital Development Board have approved the release of several community colleges' capital funds.

**TREASURY:**

The operating cash balance as of October 31, 2011 is \$150 million which is more than the \$87 million required by the District's investment policy.

The Short-Term Operating, Working Cash and OPEB portfolios outperformed their respective benchmarks for the month of October. All portfolios benefitted from their longer duration as well as from their allocations to higher-yielding non-Treasury securities.

The PFM investment strategy will continue to focus on maintaining the safety of the invested principal and achieving the long term objectives of preserving safe, well diversified and high quality portfolios.

**Account balances are as November 30, 2011:**

PFM Prime Money Market Fund Account - \$4,916 with a yield of 0.15%

J.P. Morgan Chase Savings - \$98,652,142 with a yield of 0.24%

Other Treasury Activity:

- Response to the RFP seeking a vendor to provide Electronic Safes and Armored Car Services is under review by the evaluation committee. After demo presentations, the recommended vendor will be submitted to the February 2012 board for approval.

Treasury - Strategic Metrics

<b>Metric</b>	<b>Frequency</b>	<b>FY11 Base</b>	<b>FY12 Target</b>	<b>Results/Status</b>
Investment Policy Compliance	Monthly	100%	100%	100%
Daily cash needs met and excess balances of \$500,000 are invested timely	Daily	within 48 hours or next business day	within 48 hours or next business day	Compliant
Short-term Investment performance within or better than benchmark in a total return (inception to date) basis net of fees	Quarterly	within 98% of benchmark or better; no real loss of principal	within 98% of benchmark or better; no real loss of principal	Compliant
Timely and courteous response to requests from internal/external customers	Monthly	N/A	85% resolved within 48 business hours	Reporting will start in January 2012
Bank & Credit Card Service Fees	Monthly	N/A	Contract issues resolved within 45 days	N/A No contract issues as of the December report date
Communication and training of changes to policies and regulation changes	Monthly	N/A	30 days from Board approval or knowledge of regulatory change	N/A for December

**CONTROLLER'S OFFICE:**

Financial Reporting and General Accounting:

The fiscal year 2011 audited Comprehensive Annual Financial Report was completed on November 15th, more than a month ahead of last year's completion date of December 17<sup>th</sup> and the earliest it has been completed since 2003.

The CCC Foundation audited financial report was completed on schedule this year. The IRS 990 forms were submitted on November 15th.

A preliminary set of WYCC financial statements has been submitted to the auditors, who are near completion. The final report will be submitted to the Corporation for Public Broadcasting's online module on the due date of Wednesday, November 30<sup>th</sup>.

During November, \$24,484,124 was drawn down from PELL, and \$6,594,515 was drawn down from the Direct Loan program.

Grant Accounting:

Grant Accounting submitted \$427,046 in Federal payment requests and \$446,867 in State and Local billing during November.

First quarter expenditure reports were submitted to ICCB for the following programs:

- Adult Education \$722,913
- Carl Perkins \$455,214
- Program Improvement \$2,684.

With the District, WYCC, and Foundation audits completed, the District’s external auditors are focusing on finishing the A-133 and Program Specific Grant audits before the holidays. All audit requests have been provided to date.

**Status of the FY 2011 State Receivables:**

As of November 30, 2011, \$5.2 million of FY 2011 grants receivables from the State are outstanding. ICCB has informed us that all outstanding FY 2011 receivables are expected to be paid by December 31, 2011.

State Program	November 2011
Additional Grant (Equalization)	\$3,750,000
Adult Education	\$1,427,850
All Other State Funded Programs	\$62,487
WIA (Work Force Invest. Act)	\$7,895
<b>Total</b>	<b>\$5,248,232</b>

**Status of the FY 2012 State Receivables:**

As of November 30, 2011, \$17.7 million of FY 2012 grants receivables from the State are outstanding.

State Program	November 2011	30 days past due
MAP	\$6,700,000	\$6,700,000
Additional Grant (Equalization)	\$6,250,000	\$5,000,000
Adult Education	\$2,266,538	\$1,813,231
Truants Alternative	\$693,250	\$554,600
Retirees Health Insurance	\$626,600	\$626,600
Carl Perkins	\$455,214	\$0
Workforce Development	\$238,880	\$238,880
All Other State Funded Programs	\$243,904	\$0
WIA (Work Force Invest. Act)	\$213,872	\$213,872
<b>Total</b>	<b>\$17,688,258</b>	<b>\$15,147,183</b>

Metric	Frequency	FY11 Base	FY12 Target	Results/Status
Accounts Receivables Written Off (Bad Debt Expense)	Annual	4 to 5% of Tuition and Fees	3 to 4% of Tuition and Fees	Bad debt expense is accrued at 3.4% of tuition & fee revenue
Compliance with Grant Restrictions	Quarterly	90% to 100% adherence	90% to 100% adherence	142 of 145 grant reconciliations completed, currently being reviewed
Complete annual audit by deadline	Annual	12/15/2010	11/15/2011	CAFR completed and published 11/15/2011
Complete month-end close timely	Monthly	30 days after month ends	15 days after month ends	October 2011 report delivered to CFO, COO and colleges 11/15/11
Complete federal single audit (A-133) timely	Annual	2/28/2011	1/31/2012	Auditors conducting fieldwork now; expected completion before 12/31.
Timely submission of manual financial journal entries	Monthly	N/A	7 -10 days after month end	October month-end close completed 11/10/11
Timely and courteous response to requests from internal/external customers	Monthly	N/A	85% resolved within 48 business hours	
Communication and training of changes to policies and regulation changes	Monthly	N/A	30 days from Board approval or knowledge of regulatory change	

### **STUDENT FINANCE:**

Student Refunds: We issued refunds in the amount of \$26,012,328 during the month of November 2011. The chart below details the number of electronic and paper check refunds processed during November:

Refund Type	Number of Refunds	%
Paper Checks	11,016	44
Electronic (ACH)	13,826	56
<b>Total</b>	<b>24,842</b>	

Direct Loan Program: The William D. Ford Federal Direct Loan initiative is offered at all seven colleges and continues to be supported by City Colleges. The chart below details the Direct Loan disbursements for Fiscal Year 2012, as of November 30, 2011.

Type	Student Count	Amount	Average
Subsidized	2,926	\$5,485,560	\$1,875
Unsubsidized	1,493	3,069,266	2,056
Parent PLUS	2	35,272.00	17,636
<b>Total</b>	<b>4,421</b>	<b>\$8,590,098</b>	

Federal and State Program:

Financial Aid disbursed to students during 2011-2012 academic year, as of November 30, 2011:

Type of Aid	\$ Disbursed	Student Count	Average
Federal Pell Grant	\$53,113,492	25,929	\$2,048
Federal Supplemental Educational Opportunity Grant (SEOG)	516,619	1,308	395
Federal Work-Study	721,016	600	1,202
Illinois Monetary Award Program (MAP)	6,743,959	12,590	536
<b>Total</b>	<b>\$61,095,086</b>		

Student Receivable at November 30, 2011

Term	30-Oct-11	30-Nov-11	Collected
Spring 2009 and prior	140,409	135,238	5,171
Summer 2009	13,277	12,799	478
Fall 2009	65,214	62,233	2,981
Spring 2010	117,320	115,353	1,966
Summer 2010	181,833	179,561	2,272
Fall 2010	1,350,079	1,323,002	27,077
Spring 2011	1,709,692	1,653,574	39,946
<b>Sub-total</b>	<b>\$ 3,577,824</b>	<b>\$ 3,481,761</b>	<b>\$ 96,063</b>
<b>FY 2012</b>			
Summer 2011	1,228,863	1,121,886	106,977
Fall 2011	11,564,819	4,259,491	7,305,328
<b>Grand Total</b>	<b>\$ 16,371,506</b>	<b>\$ 8,863,138</b>	<b>\$ 7,508,368</b>

*Spring 2011	N/A	7,574,727
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\*Spring 2011 Registration began November 7, 2011.

Completed Activities:

- Finalized the contents of the web pages and submitted to Marketing for final review and approval. Completed the Department of Education (DOE) Off-Site Program Review Appeal Process for Kennedy King. We are awaiting DOE's response.
- Submitted the *Student Financial Aid Survey* to the Illinois Board of Higher Education (IBHE) for the seven (7) campuses. The financial aid survey collects data about the number and value of financial aid awards for students enrolled in courses for which they receive credit toward a degree or certificate.
- Illinois Student Assistance Commission (ISAC) has concluded the on-site program review at Kennedy King for 2010-2011 academic year. We are awaiting ISAC response.

Work-in-Progress:

- Continuing to work with OIT and Research Development on the implementation of another new DOE regulation - Gainful Employment.
- In the process of sending a final billing notice to students with accounts in write-off. We will subsequently submit these accounts to our collection agency for further action.
- Collaboratively working with OIT to issue the 2011 1098-T Tuition statements and to implement the electronic communication (E-Consent) feature for students for financial aid and student finance communications.
- Working to update the *Registration Checklist* relating to Financial Aid.

Financial Aid - Strategic Metrics

Metric	Frequency	FY11 Base	FY12 Target	Results/Status
Financial Aid Verification Completed prior to Fall Open Registration	End of Fall 2011Term	TBD	5% Increase	Reporting of this date will be provided at the end of the Fall term, Dec 2011
Financial Aid Offices (specifically the Directors and Assistant Financial Aid Directors), Office of Finance Staff/Managers and the Internal Audit team should attend conferences conducted by the Dept. of Education, NASFAA, ISAC and other Financial Aid organizations.	End of Term	N/A	Information and knowledge gained from the conferences/webinars shared with the rest of the financial aid staff either thru workshops or written documentation.	Staff were scheduled to attend several webinars: <ul style="list-style-type: none"> <li>• Oct. 5, 2011 – Supporting Unaccompanied Homeless Youth in Accessing Higher Education</li> <li>• Oct. 11, 2011 - Federal Update and FAFSA and Delivery System Update</li> <li>• Oct. 12, 2011 - Verification Documentation Requirements</li> <li>• Oct. 13, 2011 - Gainful Employment</li> <li>• Oct. 18, 2011 – Nsight</li> </ul>

				Demo for DL servicing. <ul style="list-style-type: none"> <li>Nov. 28 – Dec. 2 – FSA Conference</li> </ul>
Percent of Financial Aid Applicants enrolled in Title IV eligible programs	Term at Census Date	70%	75%	Fall 2011 – 72%
Completed financial aid R2T4 (Return to Title IV) calculations within 45 days	Term (After Census Date)	80%	85%	As of 11/29/2011, for Fall 2011, 93% of the calculation was completed within 45 days.
Provide financial awareness to staff and students	Annual	N/A	Develop partnership with at least two external agencies (e.g., Ladder UP	Annual: to be reported as of June 30, 2012.
Timely and courteous response to requests for assistance from students	Monthly	N/A	85% resolved within 48 business hours	Reporting to begin January 2012
Timely and courteous response to requests from internal/external customers	Monthly	N/A	85% resolved within 48 business hours	Reporting to begin January 2012
Communication and training of changes to policies and regulation changes	Monthly	N/A	30 days from Board approval or knowledge of regulatory change	External Regulations: <ul style="list-style-type: none"> <li>Gainful Employment</li> <li>Net Price Calculator</li> <li>IRS Retrieval for Verification (2012-2013)</li> <li>Ability to Benefit (ATB) data transmission to DOE's database, (COD).</li> <li>Change of 1098-T Reporting Method.</li> </ul>

**BUSINESS SERVICES:**

Completed Activities:

- Completed the training materials for Direct Voucher/Invoice Vendor Payments and AP Voucher Journal processes with assistance of the Finance Control and Compliance Department.
- During the month of November, Business Services presented at the Harold Washington, Wilbur Wright, Richard J Daley and Malcolm X Colleges the Procure to Pay Work Shop's.
- Business Services conducted 2-two AP Direct Voucher Data Entry Training November 11, 2011 and November 21, 2011.

Work-in-Progress:

- Business Services continues to monitor District transactions to ensure compliance with the Board operational policies and procedures; as well as federal and state regulations. Violations are noted and reprimands issued, as needed.
- Developing processes around invoice centralization and updating procedural payment process to enhance the proficiency of vendor payments.
- Implementation of Electronic Pay Card with US Bank which was approved in July. Approximate target date is January1, 2012.

Year to Year Comparison for NOVEMBER Period (5)	Period (5) Payment Disbursements (# of /Amount in Millions)										
	# of Checks	Amt	% of Total	# of ACH	Amt	% of Total	# of Electronic Pay Card	Amt	% of Total	Grand Total # of Payments	Grand Total Amount
<b>FY2011</b>	1,791	\$11.0	95.67%	80	\$5.5	4.27%	1	\$0.0	0.05%	1,872	\$16.5
<b>FY2012</b>	1,036	\$3.7	89.08%	86	\$4.5	7.39%	41	\$0.4	3.53%	1,163	\$8.6

There was a 57% decrease in printed checks over the prior year due to a reduction in the frequency of payment disbursements from daily to once per week and a 63% increase in electronic payments (ACH and pay card); due to the AP Electronic Vendor Payment Method initiative in progress.

Vouchers/Invoices Processed Period (5) FY Comparison by Month Across (3) Years				
November FY10	November FY11	% Change	November FY12	% Change
2,835	2,367	-16%	2,253	-4%

The reduction in voucher/invoice processing year to year is due to more strategic sourcing, District-wide combined purchases, and efficiencies gained through combined invoices by vendor for purchases being made for items such as computers, furniture and capital items.



Aging of Number of Invoices Paid						FY Comparison by Month			
Period (5)									
Year to Year Comparison for November Period (5)	<30 Days	% to Total	31-60 Days	% to Total	61-90 Days	% to Total	>91 Days	Grand % to Total	Grand Total
FY2011	1,883	68.65%	699	25.48%	101	3.68%	60	2.19%	2,743
FY2012	970	59.88%	360	22.22%	89	5.49%	201	12.41%	1,620

A fiscal year comparison for the month of November noted the percentage of total invoices paid in 60 days or less decreased by 12% from 94% in FY 2011 to 82% in FY 2012. The delay in processing invoices is primarily due to increased strategic sourcing and district wide combined purchases resulting in more complex receiving across the District. In addition, the Mayor's Office has placed a hold on all travel reimbursements which is aging these transactions. Business Services is continuously looking for ways to improve processes and make more efficient use of the system while insuring timely receipt and payment of invoices. In addition, focus has been on more enhanced accountability, proficiency, and management oversight.

Business Services - Strategic Metrics

Metric	Reporting Frequency	FY11 Base	FY12 Target	Results/Status
Number of Vendors Paid Electronically	Monthly	2%	20%	8%
Percentage of Invoices paid Timely	Monthly	83% (Annual)	88% (Annual)	82% (Cumulative YTD)
Decrease invoices aged 60 days or older.	Monthly	Currently 10%	Decrease to 8%	12% increased due to travel reimbursement placed on hold.
Timely and courteous response to requests from internal/external customers	Monthly	N/A	85% resolved within 48 business hours	Reporting will start in January 2012
Communication and training of changes to policies and regulation changes	Monthly	N/A	30 days from Board approval or knowledge of regulatory change	<ol style="list-style-type: none"> <li>Presented and trained ED's, Bus. Mgrs. and the District Office Staff on the new DV &amp; Journal Voucher entry processes.</li> <li>Presented at the HWC, WRC, RJDC, &amp; MXC Procure to Pay Workshops.</li> </ol>

**BUDGET OFFICE:**

Work-in-Progress: Manage the position file to open budgeted/funded positions at colleges and district office. Continue working with Vice Chancellors to better monitor their budget appropriations. Began setting up with district office department's salary expenditure projections. Continue working with Grants/Development to improve the PeopleSoft Grants system/methodology. Work with Strategy and Institutional Intelligence task forces to begin to organize and cost out student/college initiatives. Continue to improve payroll distributions for part-time lecturers. Continued meeting with Strategy and Institutional Intelligence's to develop the strategic plan and zero based budgeting process. Continue to work with Academic Affairs and the other non-instructional Vice Chancellor's to standardize the college organization charts. Support colleges and district office departments in day-to-day budget transactions and reports.

**2011 Budget Transfers**

One transfer from services to other expenditure budget account.

**Education and Operation & Maintenance Fund Transfer Summary**

<b>Account</b>	<b>Transfers Out</b>	<b>Transfers In</b>	<b>Net Change</b>
<b>Salaries</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>Services</b>	\$5,300.00	\$ 0.00	\$ (5,300.00)
<b>Supplies</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>Travel</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>Rents</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>Utilities - Telecom</b>	\$ 0.00	\$ 0.00	\$ 0.00
<b>Other</b>	\$ 0.00	\$ 5,300.00	\$ 5,300.00

**Summary – Rolling 12 months of Budget Transfers Submitted for Board Approval**

<b>Month</b>	<b>Transfers</b>	<b>Comments</b>
<b>October 2011</b>	<b>\$5,300</b>	Repaying Community Service Grant
<b>September 2011</b>	<b>\$0</b>	
<b>August 2011</b>	<b>\$0</b>	
<b>July 2011</b>	<b>\$0</b>	
<b>June 2011</b>	<b>\$906,000</b>	OIT college classroom and lab equipment
<b>May 2011</b>	<b>\$55,149</b>	Level-up program at colleges
<b>April 2011</b>	<b>\$76,262</b>	Graduation cost

<b>March 2011</b>	<b>\$6,688,624</b>	March transfers represent a one-time adjustment process for all colleges and district offices. Included transfers for the task forces, reduction in force and college purchases.
<b>February 2011</b>	<b>\$317,635</b>	Executive search firm costs, city-wide graduation, District Office mail services and college professional development.
<b>January 2011</b>	<b>\$751,979</b>	Salaries for Reinvention Team and miscellaneous student and enterprise fund costs.
<b>December 2010</b>	<b>\$110,612</b>	Additional employee at Truman and lobbying services.
<b>November 2010</b>	<b>\$303,134</b>	Funds used for increase in PPO fees, Student Government, District Office reorganization and a training specialist at Wright.
<b>October 2010</b>	<b>\$80,620</b>	Includes transfers for reorganizing business enterprise funds and the adding of new budgetary controls.
<b>September 2010</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.

Capital Budget Summary – November

<b>FY12 Capital Projects Summary by Campus</b>			
	Appropriation	Current Projection	Expenditures
Olive Harvey	8,695,489	8,695,489	714,157
SCLC	844,413	844,413	189,000
Truman	27,906,472	27,906,472	189,222
Daley	12,257,795	12,257,795	1,181,732
District Office	24,188,364	24,188,364	2,478,073
Wright	13,763,075	13,763,075	272,468
Malcolm X	4,320,842	4,320,842	612,995
WSLC	87,402	87,402	0
Kennedy King	5,479,899	5,479,899	61,205
Dawson Tech	5,033,497	5,033,497	62,711
Harold Wash	2,585,269	2,585,269	563,077
District Wide	37,345,699	37,345,699	456,633
<b>Total</b>	<b>142,508,216</b>	<b>142,508,216</b>	<b>6,781,273</b>

Budget - Strategic Metrics

<b>Metric</b>	<b>Frequency</b>	<b>FY11 Base</b>	<b>FY 12 Target</b>	<b>Results/Status</b>
10% reduction in Board Report budget transfers	Quarterly	515	460	0 Transfers for 1 <sup>st</sup> Quarter
Maintain the Operating Fund Balance at 3% of Expenses	Annual	Balanced Budget	Balanced Budget	3% of monthly expenses accrued on Interim Financials
Timely and courteous response to requests from internal/external customers	Monthly	N/A	85% resolved within 48 business hours	Reporting will start in January 2012
Communication and training of changes to policies and regulation changes	Monthly	N/A	30 days from Board approval or knowledge of regulatory change	Compliant

## **Administrative Services & Procurement**

**– Diane Minor, Vice Chancellor**

### *4.00 JOB ORDER CONTRACTING (JOC) PROGRAM CONSULTANT:*

The Office of Administrative and Procurement services is requesting approval to exercise the option to extend the agreement with the Gordian Group, Inc., to manage and support the District's computer based system used to prepare and monitor JOC construction projects for the period from December 1, 2011 through December 1, 2013 at a total cost not to exceed \$780,000 which represents 1.95% of the maximum construction contract values approved per Board Report 31072 adopted on July 14, 2011. With Indirect M/WBE compliance MBE: Bren Products, Sunnyside Travel, and Worlds Printing; WBE: Anchor Staffing and Arrow Messenger.

### *4.01 CONSTRUCTION MANAGEMENT SERVICES:*

The Office of Administrative and Procurement services is requesting to execute an agreement with Cotter Consulting, Inc., to provide construction management services to support the execution of various space renovation projects included in the Capital Plan, for a total cost not to exceed \$127,500. Cotter Consulting, Inc., will provide a full range of project management services for all project phases from inception through closeout including: project planning, project activation, design management, project controls, scheduling, cost estimating, financial management, capital planning, contract administration, risk management, quality assurance, document management, and construction oversight. Cotter Consulting, Inc. will staff City Colleges of Chicago projects with one full time and one half personnel. With Direct M/WBE compliance- MBE: Rodriguez and Associates, Inc.; WBE: Cotter Consulting, Inc.

### *4.02 UPGRADE BUILDING AUTOMATION SYSTEM:*

The Office of Administrative and Procurement Services is requesting approval to execute an agreement with Johnson Controls, Inc., to provide an upgraded Building Automation System at various colleges, enhanced with the latest software revisions and mechanical features for the period from December 2011 through completion of installation or December 31, 2012 at a total cost not to exceed \$153,605. Johnson Controls will replace the outdated NAEs presently installed in our colleges, provide and install upgraded servers and provide other technical support services to ensure that City Colleges' physical plant is re-engineered to handle Johnson Controls latest software release as well as future upgrades. The affected equipment is located at Daley, Olive Harvey, Malcolm X, West Side Learning Center, Arturo Velasquez, Harold Washington, Truman, and Kennedy King College. With Direct M/WBE compliance- MBE: PCS Power; WBE: All Tech Energy.

### *4.04 FOR INFORMATION TECHNOLOGY RESEARCH AND ADVISORY SUBSCRIPTION SERVICES:*

The Office of Information Technology is requesting approval to execute an agreement with Gartner, Inc. (Gartner) to provide information technology research and advisory subscription services for a one (1) year period from on or around December 15, 2011 through December 14, 2012 and with one (1) year option to renew at a total cost not to exceed \$289,700.00. Specifications were prepared by District Procurement staff and publicly advertised on August 29, 2011 as Request for Proposal (RFP) SH1106 –Information Technology (IT) Research and Advisory Subscription Services. Said RFP was sent to 14 firms and a pre-proposal conference was conducted on September 7, 2011. Submittals were received on September 22, 2011 from one (1) vendor: Gartner Inc. Forrester Research Inc. was deemed nonresponsive for failure to comply with formatting requirements and failure to meet the submission deadline. This solution will afford OIT, including district office and college personnel, with the necessary research tools to provide direction, planning, resources, execution and coordination in managing information systems needs across the district. A waiver of M/WBE participation is recommended.

**PURCHASES**

5.00 JOC PROJECTS: The Office of Administrative and Procurement Services is requesting approval of the JOC projects listed for a total not to exceed amount of \$1,526,517 with Direct M/WBE participation.

**7.03 Utility and Postage and Other Expenditures**

CAMPUS/DEPT.	VENDOR	AMOUNT	CATEGORY	DESCRIPTION OF SERVICE
District Office Malcolm X Wilbur Wright	AT&T Inc.	\$190,829.76	Utilities-Telecommunications	Local Service and Phone Lines
Kennedy-King Olive Harvey	Sprint	\$882.23	Utilities-Telecommunications	Network Wireless Card
Harold Washington Harry S. Truman	United States Postal Service	\$1,175.00	Postage	Postage
Kennedy-King Malcolm X	Magnetic Office Products	\$1,029.09	Purchase of Office Supplies from Illinois Community College System Purchasing Consortium (ICCSPC) MBE Partner – Corporate Express / Staples	Various Office Supplies
District Office Malcolm X Harold Washington Wilbur Wright Richard J. Daley Kennedy-King	Office Max, Inc.	\$18,107.57	Purchase of Office Supplies from Educational & Institutional Cooperative Purchasing (E&I)	Various Office Supplies
District Office Kennedy-King Harold Washington Malcolm X Harry S. Truman Olive Harvey Wilbur Wright Richard J. Daley	Grainger	\$111,524.71	Purchase of Hardware Supplies from Educational & Institutional Cooperative Purchasing (E&I)	Various Maintenance and Engineering Supplies
Olive Harvey	Sexauer	\$557.02	Plumbing Supplies from Educational & Institutional Cooperative Purchasing (E&I)	Various Plumbing Supplies
District Office	ThyssenKrupp Elevator	\$635.05	Purchase of Elevator Maintenance Service from Illinois Community College System Purchasing Consortium (ICCSPC)	Elevator Maintenance-South Shore Cultural Center
Kennedy-King Malcolm X Harry S. Truman Olive Harvey Richard J. Daley Wilbur Wright	Fisher Scientific	\$19,378.50	Purchase of Scientific Supplies from Illinois Public Higher Education Cooperative (IPHEC)	Various Scientific Supplies
District Office	CDW-G	\$143,595.00	Purchase of Computer Products from Illinois Community College System Purchasing Consortium (ICCSPC)	Various Computer Products
Richard J. Daley Kennedy-King	Home Depot	\$2,819.66	Purchase of Maintenance Supplies from U.S. Communities Government	Various Maintenance Supplies

Harry S. Truman Wilbur Wright			Purchasing Alliance	
District Office	Jostens	\$70.95	Purchase of Graduation Regalia from Illinois College System Purchasing Consortium (ICCSPC)	Degree order for Records Office
District Office Wilbur Wright	Krueger International	\$235,551.28	Purchase of Office Furniture from U.S Communities Government Purchasing Alliance	Various Office Furniture
District Office	Centennial Contractors Enterprise Inc.	\$223,310.06	Job Order Contracting Services from Illinois College System Purchasing Consortium (ICCSPC)	Various Job Order Contracting (JOC) projects
Kennedy-King	Buedel Food Products	\$124.27	Purchase of Foods, Staples, Groceries from Entegra Procurement Services from Illinois College System Purchasing Consortium (ICCSPC)	Various Foods items for Culinary Program
Harold Washington	Network Illinois Learning Resources	\$900.00	Membership Dues	Renewal Membership for the Library- Sherry Ledbetter
District Office Kennedy-King Harold Washington	NAEYC- National Association for the Education of Young Children	\$590.00	Membership Dues	Comprehensive Membership for Allison Walker - Harold Washington; Annual Accreditation program fee for Joann Burnside, Bonnie Muirhead, Joy Terrell-Hearns, Carrie Hepstad, Patricia Perez, Jennifer Alexander and Jennifer Asmow at District Office; Accreditation fee Child Care Program at Kennedy-King
Malcolm X	Physician Assistant Education Association	\$3,150.00	Membership Dues	Membership for the Physician Assistant Program
Harry S. Truman Richard J. Daley	National Junior College Athletic	\$5,507.00	Membership Dues	Member ship Dues for the Men's and Women's Basketball team, Women & Men Soccer team , Basketball & Soccer Coach Association Dues
Harry S. Truman	Illinois Association of Cosmetology	\$550.00	Membership Dues	Membership Dues for the Cosmetology Program
Richard J. Daley	National Council for Workforce Education	\$150.00	Membership Dues	Membership for Adult Ed Asst. Dean Nancy Koll
Olive Harvey	University of Illinois – Urbana -Champaign	\$1,250.00	Membership Dues	Membership dues for Consortium of Academic and Research Libraries in Illinois (CARLI)

## City Colleges of Chicago Current Formal Bid Projects

Dept/Campus	Solicitation	Status	Estimated Annual Value
<b>ADVERTISED</b>			
Office of Marketing and Communications	RFP # MWJ1120- Market Research Service	Proposal Due: December 13, 2011	TBD
Strategy and Institutional Intelligence / Reinvention	RFP # DT1117 - Business Intelligence Solution	Bids Due: December 21, 2011	\$1,500,000
WYCC-TV	Bid # MWJ 1117 Wireless Production Equipment	Bids Due: December 13, 2011	\$20,000
<b>BIDS BEING PREPARED</b>			
Administrative Services	RFP # DT1112 –Offsite Storage and Document Management	Expected Ad Date: TBD	\$500,000
Academic Affairs/ Reinvention	DT1115 – RFP – Degree Audit System	Expected Ad Date: TBD	TBD
Strategy and Institutional Intelligence	RFP# SH1109 – Graduate Follow Up Survey	Expected Ad Date: TBD	\$40,000-\$80,000
<b>BIDS BEING EVALUATED/ SUBMITTED FOR BOARD APPROVAL</b>			
Administrative Services	Bid # MWJ1107- Shuttle Bus Services	Expected Board Submission Date: TBD	\$636,000
Administrative Services	Bid # DT1108 – Laboratory Renovation at Wright College	Expected Board Submission Date: January 2012	\$1,700,000
Office of Information Technology	RFP # DT1106 -Electronic Time and Attendance	Expected Board Submission Date: TBD	\$1,500,000
Office of Information Technology	RFP# SH1108- IT Staff Augmentation Services	Expected Board Submission Date: January 2012	TBD
Finance	RFP # DT1114 – Electronic Safe and Armored Car Services	Expected Board Submission Date: February 2012	\$200,000
Finance	Bid # MWJ 1118 – Temporary Staffing	Expected Board Submission Date: January 2012	\$100,000-\$250,000
Human Resources and Staff Development/Reinvention	RFP# DT1110 – Performance Management and Development Program	Expected Board Submission Date: February 2012	\$400,000 - \$1,500,000 For multiple phases
WYCC-TV	Bid # MWJ 1116 Studio Drapery and Rigging Equipment	Expected Board Submission Date: January 2012	\$90,000
Client Services and Student Engagement/ Reinvention	Bid #DT1111- Early Alert and Appointment Management	Expected Board Submission Date: February 2012	\$400,000
<b>FUTURE BID PROJECTS</b>			
Finance	Travel Management Services	Expected Ad Date: January 2012	TBD
Academic Affairs	Educational Books, Periodical and Training Materials	Expected Ad Date: January 2012	\$900,000
Risk Management	Commercial Insurance District Wide	Expected Ad Date: January 2012	\$1,000,000
Risk Management	Third Party Administrator	Expected Ad Date: January 2012	TBD



**NO REPORTS SUBMITTED THIS  
MONTH FOR THE  
OFFICE OF INFORMATION  
TECHNOLOGY**

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

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

<b>EQUIPMENT LOCATION</b>	<b>COMPUTERS</b>	<b>PRINTERS</b>	<b>SOFTWARE</b>	<b>RELATED EQUIPMENT</b>	<b>MAINTENANCE/ TRAINING</b>	<b>TOTAL PER LOCATION</b>
Richard J. Daley College	\$0.00	\$0.00	\$0.00	\$26,221.00	\$0.00	\$26,221.00
West Side Technical Institute	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Harold Washington College	\$0.00	\$0.00	\$0.00	\$460.00	\$0.00	\$460.00
Kennedy-King College	\$0.00	\$0.00	\$0.00	\$6,382.00	\$0.00	\$6,382.00
Dawson Technical Institute	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Malcolm X College	\$0.00	\$397.00	\$2,193.00	\$896.00	\$0.00	\$3,486.00
West Side Learning Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Olive-Harvey College	\$0.00	\$0.00	\$0.00	\$1,780.00	\$0.00	\$1,780.00
South Chicago Learning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Harry S. Truman College	\$0.00	\$0.00	\$0.00	\$1,600.00	\$0.00	\$1,600.00
Harry S. Truman Technical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lakeview Learning Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Wilbur Wright College North	\$13,020.00	\$0.00	\$0.00	\$2,218.00	\$0.00	\$15,238.00
Wilbur Wright College South	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Humboldt Park Vocational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
District Office(exclusive of OIT)	\$3,906.00	\$3,192.00	\$0.00	\$27,373.00	\$0.00	\$34,471.00
Office of Information Technology	\$629,908.00	\$0.00	\$1,169.00	\$291,993.00	\$0.00	\$923,070.00
<b>TOTAL</b>	<b>\$646,834.00</b>	<b>\$3,589.00</b>	<b>\$3,362.00</b>	<b>\$358,923.00</b>	<b>\$0.00</b>	<b>\$1,012,708.00</b>

**City Colleges of Chicago**  
**Fiscal 2012 Year to Date (7/1/11 - 06/30/12)**

**THIS REPORT WAS PREPARED BY PACE SYSTEMS, INC. REGARDING SHIPPED AND INVOICED PRODUCTS. THIS REPORT IS FOR INFORMATIONAL PURPOSES ONLY.**

<b>EQUIPMENT LOCATION</b>	<b>COMPUTERS</b>	<b>PRINTERS</b>	<b>SOFTWARE</b>	<b>RELATED EQUIPMENT</b>	<b>MAINTENANCE/ TRAINING</b>	<b>TOTAL PER LOCATION</b>
Richard J. Daley College	\$8,463.00	\$0.00	\$0.00	\$41,485.00	\$0.00	\$49,948.00
West Side Technical Institute	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Harold Washington College	\$3,472.00	\$0.00	\$0.00	\$3,089.00	\$0.00	\$6,561.00
Kennedy-King College	\$37,696.00	\$677.00	\$3,168.00	\$25,108.00	\$0.00	\$66,649.00
Dawson Technical Institute	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Malcolm X College	\$61,820.00	\$1,968.00	\$10,023.00	\$23,998.00	\$0.00	\$97,809.00
West Side Learning Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Olive-Harvey College	\$992.00	\$8,307.00	\$0.00	\$39,243.00	\$0.00	\$48,542.00
South Chicago Learning Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Harry S. Truman College	\$3,238.00	\$669.00	\$0.00	\$11,335.00	\$0.00	\$15,242.00
Harry S. Truman Technical Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lakeview Learning Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Wilbur Wright College North Campus	\$72,220.00	\$0.00	\$0.00	\$18,339.00	\$0.00	\$90,559.00
Wilbur Wright College South Campus	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Humboldt Park Vocational Educational Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
District Office(exclusive of OIT)	\$48,636.00	\$3,192.00	\$6,576.00	\$46,316.00	\$0.00	\$104,720.00
Office of Information Technology	\$1,345,237.00	\$2,154.00	\$602,489.00	\$623,190.68	\$0.00	\$2,573,070.68
<b>TOTAL</b>	<b>\$1,581,774.00</b>	<b>\$16,967.00</b>	<b>\$622,256.00</b>	<b>\$832,103.68</b>	<b>\$0.00</b>	<b>\$3,053,100.68</b>