

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

February 25, 2003

7:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Educational Presentations
 - Julie Hennig: Update on Career Advisory Groups
 - Stanford Simmons: Education-to-Careers - A Partnership That Works
- V. Student Trustee Report
- VI. President's Report
- VII. Consent Agenda* (Roll Call Vote)
 - A. For Approval
 - 1. Minutes – January 21, 2003 Regular Board Meeting Exhibit VII-A.1
 - 2. Bills Payable, Payroll for January 10, 2003, January 24, 2003 Exhibit VII-A.2
and February 7, 2003; Estimated payrolls for February 8, 2003
through March 7, 2003
 - 3. Bid Awards Exhibit VII-A.3
 - 4. Purchase Orders Exhibit VII-A.4
 - 5. Personnel Action Sheets Exhibit VII-A.5
 - 6. First Reading of the Fair Use Policy Exhibit VII-A.6
 - B. For Information
 - 1. Financial Statements Exhibit VII-B.1
 - 2. Committee and Liaison Reports Exhibit VII-B.2
 - 3. Grants and Gifts Status Report Exhibit VII-B.3

* At the request of a Board member or the President, an item may be removed from the Consent Agenda for discussion. In addition, certain recurring recommendations may be included in the Consent Agenda at the discretion of the College President.

VIII. New Business

- A. RECOMMENDATION: Resolution to Issue \$5,500,000 Limited Tax Funding Bonds Exhibit VIII-A
- B. RECOMMENDATION: Addendum to Educational Service Providers Exhibit VIII-B
- C. RECOMMENDATION: Recommendation to accept Crumb Rubber Grant and Authorize Payment Exhibit VIII-C

IX. Citizen Participation

X. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

On-Campus Events

- March 4 8:00 p.m. - Lecture - Terry Savage "The Savage Truth on Money" - Wellness & Sports Center
- March 6 7:30 p.m. - Java Jams features Chapter 6 with Adam Richman - Theatre - J143
- March 13 7:30 p.m. - Java Jams features Jay Phillips with STEP Performance - Theatre - J143
- March 14, 15, 16, 20, 21, 22, 23 Various - West Side Story - Performing Arts Center
- March 18 7:30 p.m. - Beat Poet Michael McClure - J143
- March 18 7:30 p.m. - Guitar Solo Concert - Black Box Theatre - L109
- March 20 7:30 p.m. - Java Jams features Robbie Fulks with Greg Trooper - Theatre - J143
- March 24 - 30 **SPRING BREAK**
- *March 25 7:00 p.m. - Regular Board Meeting - Room W214-215
- April 18 **READING DAY - COLLEGE IS CLOSED**
- *April 22 7:00 p.m. - Regular Board Meeting - Room W214-215
- *May 27 7:00 p.m. - Regular Board Meeting - Room W214-215
- *June 24 7:00 p.m. - Regular Board Meeting - Room W214-215

Off-Campus Events

XI. Other Business (including executive session, if necessary)

XII. Adjournment

Minutes of the Regular Board Meeting of Tuesday, January 21, 2003

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WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #512
COUNTIES OF COOK, KANE, LAKE AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Tuesday, January 21, 2003

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Howard on Tuesday, January 21, 2003 at 7:02 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Botterman, Gillette, Howard, Kolze, Shure and Stone
Absent: Student Member Chartrand

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the President; David McShane, V.P. Information Technology; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Linda Kolbusz, Associate V.P. Development, Government Relations; Cheryl Kisunzu, Assistant V.P. Diversity/Organizational Development; Catherine Brod, Assistant V.P. for Development; Joe Accardi; Larry Bielawa; Carol Blotteaux; Phil Burdick; Daniel Corr; Laura Crane; Lori Danaher; Dave Dluger; Jim Edstrom; Terry Engle; John Farris; Robert Getz; Sally Griffith; Vickie Gukenberger; Roberta Lindenthaler; Jim Ma; Bo'Lynne Modzelewski; Maria Moten; Michael Nejman; Stanford Simmons and Deanna White. Student: Arpan Shah.

Guests: Shruti Daté Singh, Daily Herald; Gary Clair, William Kelley, Matt Murphy, citizens.

Chair Howard noted that Exhibit VII-A.3.c will be added to the agenda under New Business.

APPROVAL OF AGENDA Member Barton moved, Member Gillette seconded, approval of the agenda.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard, Kolze, Shure and Stone
Nays: None

Motion carried.

PRESENTATIONS

There were no Educational Presentations.

STUDENT TRUSTEE REPORT

Chair Howard noted that Student Member Chartrand has a class on Tuesday evenings and will not be in attendance at the Board meeting. In his absence, Arpan Shah, President of the Student Senate, read highlights from the Student Trustee report.

PRESIDENT'S REPORT

Dr. Breuder introduced and welcomed newly-hired Director of Administrative Systems/Information Technology, Terence Felton. Mr. Felton will replace Elena Pokot.

Dr. Breuder noted that FTE enrollment for the current spring semester is up 4.86 percent from spring semester last year. He added that the numbers are not yet final. The fall semester was up 3.75 percent from the fall semester of the previous year.

He read a portion of a letter he recently received from Terry Engle, President of the Professional/Technical Union. In the letter, Mr. Engle expressed the pleasure of the Harper Professional/Technical Union in being able to finalize the four-year contract with the College. It stated that the union members are proud to be a part of the Harper College team, and they look forward to continuing to do whatever it takes to build a greater community at Harper College. Dr. Breuder stated that they were pleased to receive the letter and look forward to working with all of the unions on campus.

Dr. Breuder announced that the Board of Trustees and the Faculty Senate are making arrangements to meet for dinner during the semester. It is their desire to build a greater sense of community at Harper. Chair Howard added that they look forward to meeting in February or March.

CONSENT AGENDA

Chair Howard asked Member Kolze to comment on the Illinois Community College Trustees Association (ICCTA) meeting which he attended January 17 and 18 in Springfield.

Member Kolze distributed a report to Board members. He noted that finance and budget were major topics. Dr. Robert Schiller, State Superintendent, spoke briefly about the funding crisis and its effect on elementary and secondary schools. Of the 893 school districts in the State of Illinois, 62 are in danger of closing before the school year is completed because of lack of funds. Illinois is the 49th ranking state in

funding education. Major emphasis will be placed in this area. There was discussion about the relationship between the Board of Higher Education and community colleges. Member Kolze added that he included handouts regarding the Community College Economic Impact Study. He noted that Trustee Richard Gillette was one of the first people to start talking about the economic impact of attending a community college. It was noted that the ICCTA will be coming to Harper in March.

Chair Howard noted that she recently attended the annual Strategic Planning Retreat of the Harper College Educational Foundation, where they reviewed the history of the Foundation and its accomplishments. They also began working on a strategic plan with goals and objectives. Once the Educational Foundation's Strategic Plan is complete, Chair Howard will bring it to the Board.

Member Stone moved, Member Barton seconded, approval of the minutes for the December 17, 2002 regular Board meeting; bills payable; payroll for December 13, 2002 and December 27, 2002; estimated payrolls for December 28, 2002 through January 24, 2003; bid awards; purchase orders; personnel action sheets; student service awards; and for information: financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits VII-A.1 through VII-B.3 (excluding VII-A.3.c), (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$5,272,688.51
Tuition Refunds	68,929.41

The payrolls of December 13, 2002 in the amount of \$1,938,401.60, and December 27, 2002 in the amount of \$1,641,043.71; and estimated payroll of December 28, 2002 through January 24, 2003 in the amount of \$3,093,761.99.

Bid Awards

- | | |
|---------------|---|
| Ex. VII-A.3.a | Award bid Q00268 for 25 Data/Video projectors for use in academic and administrative areas of the College to AV Marketplace, the lowest responsible bidder, in the amount of \$55,425.00. |
| Ex. VII-A.3.b | Award bid Q00269 to Von Hoffman Corporation, the low bidder for printing of the 2003/04 College Catalog which |

provides official information about the College, in the amount of \$22,153.00.

Purchase Orders

Ex. VII-A.4.a

Approve issuance of a purchase order to The Gale Group, for subscription service access to the Literature Resource Center Database via the World Wide Web, in the amount of \$17,578.72.

Ex. VII-A.4.b

Approve issuance of a purchase order to Proquest Information and Learning, for renewal of subscriptions to newspaper on microfilm, in the amount of \$14,164.50.

Personnel Actions

Administrator Appointments

Laura Crane, Director, Research, OFC/RES, 01/22/03, \$76,000/year

Terence Felton, Director, Administrative Systems, IT/AS, 01/22/03, \$85,000/year

Eric Rosenthal, Director, Advising/Counseling, STU DEV, 02/03/03, \$62,000/year

Professional/Technical Appointment

Neil Tufano, Design Program Technology Specialist, LIB/ARTS-Fashion Dept., 10/28/02, \$42,998/year

Supervisory/Confidential Appointment

Melanie Frazier, Development Services Coordinator, DEV OFF, 01/13/03, \$32,000/year

Classified Staff Appointment

Naomi Brandner, Administrative Secretary, LS/HS-Nursing, 01/06/03, \$30,000/year

Administrator Reclassifications

Michael Barzacchini, Director, Marketing Services, MSC, 01/01/03, \$86,352/year

Maria Moten, Dean, Enrollment Services, REG OFF, 01/01/03, \$84,290/year

Professional/Technical Reclassifications

Michael Chomiczewski, Senior Graphic Designer/Web & Electronic Media, MSC, 01/01/03, \$50,273/year

Jan Elbert, Graphic Designer/Production Specialist Project Tracking, MSC, 01/01/03, \$42,331/year

Matthew Nelson, Graphic Designer/Mac Specialist, MSC,
01/01/03, \$41,086/year

Supervisory/Confidential Reclassification

Bo'Lynne Modzelewski, Manager of Lab Support and Media
Events, IT/CS, 01/01/03, \$58,436/year

Faculty Retirements

Julie Ann Fleenor, Professor-English, LIB ARTS, 07/31/03,
11 years

C. Duane Sell, Professor-Chemistry, TM/PS, 07/31/05, 29
years

Professional/Technical Resignations

Georgeann Clark, Continuing Education Coordinator,
12/02/02, 4 years 9 months

Michelle Roth-Stobbe, New Student Specialist, STU DEV,
01/18/03, 5 years 11 months

Victor Sima, Intranet Developer, IT/AS, 01/10/03, 1 year 4
months

Supervisory/Confidential Resignation

Connie Corso, TECH Manager, TECH, 01/24/03, 2 years 5
months

Classified Staff Resignations

Telia Butler, TECH Program Specialist, TECH, 01/24/03, 1
year 11 months

Michelle Munce, Information Receptionist, p/t, STU DEV,
12/23/02, 1 year 4 months

Harper #512 IEA-NEA Resignations

Carlos Berrios, Custodian, PHY PLT, 12/12/02, 2.5 months

Maira Rodrigues, Custodian, PHY PLT, 12/12/02, 2 months

Rigoberto Sosa, Custodian, PHY PLT, 12/12/02, 2 months

Approval of the Fall 2002 Student Service Awards in the
amount of \$6,572.00 from Account No. 0538-858-59900 and
\$5,797.00 from Account No. 0134-125-592.4, and \$930.00
from Account No. 01-00-039-139136.

Member Barton noted that Exhibit VII-A.4.b is for an annual
subscription service. Harper College has extensive
resources available in the Library for students and faculty.

Upon roll call on the Consent Agenda, the vote was as
follows:

Ayes: Members Barton, Botterman, Gillette, Howard,
Kolze, Shure and Stone
Nays: None

Motion carried.

NEW BUSINESS:
Public BINA Hearing

Chair Howard called to order the public hearing for issuance of funding bonds at 7:16 p.m.

She added that the proposal is to issue \$5,500,000 limited tax funding bonds for the purpose of funding and paying claims against the district.

Vice President Thorson explained that she reviewed the steps in the bond selling process at the December Board meeting. In the current step, the Board will claim their intent to sell bonds and pass the Resolution that establishes claims against the district. She distributed two handouts regarding the claims constituting the bond sale. She reminded everyone that they are doing two bond sales: one for \$3.5M (the claim for that bond is the loan or debt certificate recently taken out from Northern Trust); and one for \$2M (to use money that is currently sitting in the Bond and Interest Fund). The \$3.5M eventually will be used to fund technology initiatives. The \$2M bond is a mechanism to access the interest which has accumulated in the Bond and Interest Fund.

Vice President Thorson explained that the claim being used for the \$2M bond sale is Harper's 2002 retirees. Referring to the handouts, she noted that the amount of money Harper will be paying the 2002 retirees over the next five years is greater than \$2M. When they use the bond money to pay the retirees, it will free-up money in the Education Fund and allow some flexibility over the next five years.

In response to Member Gillette, Vice President Thorson explained that bids for the \$3.5M loan were received from Northern Trust, Bank One and Harris Bank. Northern Trust was the low bidder. In response to Member Gillette, Dr. Breuder stated that they would send a compilation of the competitive bid information to each Board member.

Member Gillette mentioned that, during the December Board meeting, the majority of the Board voted to delegate their fiduciary responsibility to the Chair regarding the loan bids. He feels that, as Board members, they are not doing what

the voters elected them to do if they just say, "Someone else sign it." His disappointment is compounded by the fact that the Board still has not been informed of what actually was bid. In response, Chair Howard apologized for not bringing the paperwork with her this evening. She assured Board members that she chose the lowest bid, as she was delegated. She reiterated that an issue of timing was involved in their decision at the December Board meeting. The delay would have been very costly.

There was discussion regarding how often they should delegate the authority of the Board. Dr. Breuder reiterated that they delegated the responsibility to the Chair, in this instance, where there was no judgment to be made. The numbers were as they were, and they simply picked the lowest number. Authority should not be delegated often; these exceptions ought to be few and far between, where there is no interpretation.

Chair Howard asked if there was anyone present who would like to comment on the funding bond sale. Hearing none, Chair Howard asked for a motion to close the hearing.

Member Barton moved, Member Gillette seconded, that the hearing be closed and they return to the regular meeting.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard,
 Kolze, Shure and Stone
Nays: None

Motion carried and the hearing was closed at 7:25 p.m.

Signage for Conference
Center

It was noted that this bid, originally awarded to Quantum Graphics, will now be awarded to Doyle Signs. Quantum could not fabricate the signs to the College specifications.

Member Kolze moved, Member Gillette seconded, approval of awarding the exterior signs for the Conference Center and Performing Arts Center to Doyle for the amount bid plus 10% for contingency for a total award of \$86,669. Final documents and award will not be made until all details are reviewed and approved by the College attorney, as outlined in Exhibit VII-A.3.c (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Stone, Dr. Breuder noted that Quantum did not receive any compensation from Harper College.

In response to Member Gillette's question regarding the contingency, Vice President Thorson explained that it will be used for any unforeseen complications that might arise while installing the very large signs on the high fly tower. A 10 percent contingency is standard.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard,
Kolze, Shure and Stone
Nays: None

Motion carried.

Bond Sale

Member Gillette moved, Member Kolze seconded, to sell \$5,500,000 worth of bonds, as outlined in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard,
Kolze, Shure and Stone
Nays: None

Motion carried.

Resolution of Intent for Funding Bonds and Claims Against the District

Member Kolze moved, Member Gillette seconded, adoption of the Resolution establishing claims against the district, as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard,
Kolze, Shure and Stone
Nays: None

Motion carried.

Revisions to the 2002-2006 Collective Bargaining Agreements with Pro/Tech Union, IEA/NEA Union and ICOPS Union

Chair Howard noted that the next three items are revisions in collective bargaining agreements with the Professional/Technical Union, the IEA-NEA Union and the ICOPS Union, to bring their medical insurance in line with what was agreed upon in negotiations with the Faculty Union. She asked if Board members would like to vote on them separately or combined. Board members decided to combine them.

Member Gillette moved, Member Barton seconded, ratification of the revisions to the four-year Collective Bargaining Agreements with the Professional/Technical Union, the Harper 512 Association, IEA/NEA and the Illinois Council of Police and Sheriffs, Local 7, International Union of Police Associations, AFL-CIO, effective July 1, 2002 and ending June 30, 2006, and authorization for the Board Chair and Secretary to execute such Agreements on behalf of the Board of Trustees, as outlined in Exhibits VIII-C, VIII-D and VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard, Kolze, Shure and Stone
Nays: None

Motion carried.

Member Gillette stated that he is proud to approve this, and he is proud to serve on a Board that feels that insurance benefits should be as good for the lowest paid employee of Harper as the highest paid employee of Harper. It takes a team of many people to run Harper College.

CITIZEN PARTICIPATION

There was no citizen participation.

ANNOUNCEMENTS BY CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information.

OTHER BUSINESS

Member Gillette noted that an item regarding insurance is listed as "complete" in the Board Requests Log, and he feels it should still be "open." He stated that he would like someone to look into the possibility of purchasing a Delta

policy to give retirees every benefit that they get under the Blue Cross/Blue Shield policy, to make the State the primary and Harper the secondary. He feels this would drop Harper's insurance premium and cost the taxpayers less money.

Member Gillette noted that, a year ago, Member Botterman suggested that the College display on the website upcoming purchases and bid information. Member Gillette stated that, when he looked at the website today, it appeared as though they had acted on Member Botterman's suggestion. However, the only bid listed was Q00276 due January 24 at 10:30 a.m., and the description did not match the bid. Member Gillette suggested that someone follow up on this issue and keep the website updated.

Additionally, Member Gillette noticed that the Meeting Agenda posted today in the Trustees section of the website was for the Regular Board meeting on November 25, 2002, even though it states that "Agendas are posted on this page 72 hours prior to the meeting." Member Gillette suggested they either update the website with the current agenda, as it states, or remove the phrase from the website.

Member Gillette read the following Presidential Proclamation: "I send greetings to those celebrating 'National Engineering Week' (February 16-22, 2003). Innovation is one of our greatest national strengths. The important efforts of engineers help drive our economy, protect our environment and ensure public safety. Engineers help America remain at the forefront of technological development and contribute to the countless breakthroughs that improve the quality of life for people throughout the world. During this week, I encourage students to explore new ideas and develop skills that will help you achieve your dreams. I also commend the teachers and professionals participating who are introducing young Americans to this essential industry. By involving students in your work and creating opportunities for them to learn, you are inspiring a new generation of engineers. Laura joins me in sending our best wishes for a successful event." It was signed "George W. Bush, President of the United States."

In response to Member Gillette, Chair Howard noted that he is welcome to attend the National meeting in Washington, DC.

Member Botterman announced that he would not be able to attend the February 25 Board meeting.

ADJOURNMENT

Member Barton moved, Member Kolze seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 7:45 p.m.

Chair

Secretary

BOARD REQUESTS

JANUARY 21, 2003 REGULAR BOARD MEETING

1. In response to Member Gillette, Vice President Thorson explained that bids for the \$3.5M loan were received from Northern Trust, Bank One and Harris Bank; Northern Trust was the low bidder. In response to Member Gillette, Dr. Breuder stated that they would send a compilation of the competitive bid information to each Board member.
2. Member Gillette noted that an item regarding insurance is listed as “complete” in the Board Requests Log, and he feels it should still be “open.” He stated that he would like someone to look into the possibility of purchasing a Delta policy to give retirees every benefit that they get under the Blue Cross/Blue Shield policy, to make the State the primary and Harper the secondary. He feels this would drop Harper’s insurance premium and cost the taxpayers less money.
3. Member Gillette noted that, a year ago, Member Botterman suggested that the College display on the website upcoming purchases and bid information. Member Gillette stated that, when he looked at the website today, it appeared as though they had acted on Member Botterman’s suggestion. However, the only bid listed was Q00276 due January 24 at 10:30 a.m., and the description did not match the bid. Member Gillette suggested that someone follow up on this issue and keep the website updated.
4. Additionally, Member Gillette noticed that the Meeting Agenda posted today in the Trustees section of the website was for the Regular Board meeting on November 25, 2002, even though it states that “Agendas are posted on this page 72 hours prior to the meeting.” Member Gillette suggested they either update the website with the current agenda, as it states, or remove the phrase from the website.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

February 25, 2003

SUMMARY OF BIDS

There are no bids this month.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

February 25, 2003

SUMMARY OF PURCHASE ORDERS

- Exhibit VII – A.4.a The administration recommends that the Board approve issuance of a change order to purchase order number 019956 issued to Smith Janitorial & Maintenance for contract custodial services to augment Harper College crews, in the amount of \$36,000 for a new total of \$86,000.
- Exhibit VII – A.4.b The administration recommends that the Board approve the issuance of a purchase order to Krueger International, Inc. for 50 stacking chairs for the Performing Arts Center, in the amount of \$12,600.
- Exhibit VII – A.4.c The administration recommends that the Board approve issuance of a change order to purchase order 020131 to IKON Office Solutions, for the lease and maintenance of campus copiers, in the amount of \$21,398 for a new total of \$111,583.84.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a change order to purchase order number 019956 issued to Smith Janitorial & Maintenance for contract custodial services to augment Harper College crews as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$36,000 are provided in the 2002/03 Operations and Maintenance Fund budget, under account number 0272-064-534.

III. INFORMATION

In fiscal year 2001/02, the College spent \$193,155 for contract janitorial services. New custodial staff positions for the two new buildings were scheduled to be filled in the current fiscal year. The hope was that this would reduce our reliance on outside contractual services.

The award of Bid Request Q00241 for contract custodial services for fiscal year 2002/03, plus an option to renew for fiscal years 2003/04 and 2004/05, was approved by Board action July 23, 2002. As a result, purchase order 019956 in the amount of \$50,000 was issued to Smith Janitorial & Maintenance.

While the acquisition of the Wojcik Conference Center in July 2002 provided the College with much needed office space, it placed a much greater than anticipated demand on custodial staff to help with the move into this space. The College, also, continues to experience turnover in the third shift custodial team. For these reasons, a change order in the amount of \$36,000 is needed to cover additional custodial services for the remainder of the 2002/03 fiscal year.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a change order to purchase order number 019956 issued to Smith Janitorial & Maintenance for contract custodial services to augment Harper College crews, in the amount of \$36,000 for a new total of \$86,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Krueger International, Inc. for 50 stacking chairs for the Performing Arts Center as requested by the Liberal Arts Division.

II. BUDGET STATUS

Funds in the amount of \$12,600 are provided in the 2002/03 Operations and Maintenance Fund budget, under account number 0292-039-589.

III. INFORMATION

This request is for chairs that will be used on the mezzanine level of the theater in the Performing Arts Center. There will be 25 chairs on each side.

This purchase is from the State of Illinois Joint Purchasing Agreement, Contract number PSD4008241.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Krueger International, Inc. for 50 stacking chairs for the Performing Arts Center, in the amount of \$12,600.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a change order to purchase order 020131 to IKON Office Solutions, for the lease and maintenance of campus copiers as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$21,398 are provided in the 2002/03 Education Fund budget, under account 0193-127-562.

III. INFORMATION

The lease and maintenance of all campus copiers, in the amount of \$75,693.84 per year through September 30, 2005, was approved by Board action September 28, 2000 and adjusted to \$90,185.84 by Board action July 25, 2001. The College currently leases 30 copiers, 28 at a yearly cost of \$2,943 each and two at a yearly cost of \$3,890 each. The original bid document required the ability for the College to acquire additional copiers with terms similar to the original contract.

The College has since added two new buildings that require five additional copiers, the Wojcik Conference Center and the Performing Arts Center. The administration is requesting four copiers at a yearly cost of \$4,068 each and one at a yearly cost of \$5,126. The copiers at \$4,068 each are the same model copiers as the ones the College is now paying \$3,890 each for. In addition, the copiers also have the ability to track copy activity internally within each machine. These costs are also higher due to charges incurred in the renegotiation and rewrite of the contracts. The higher priced copier will replace the one in the Liberal Arts Division office, which has the highest usage on campus. The new machine

is a high volume copier that can provide up to three times the copy volume of the other copiers. The higher volume copier also has the ability to track copy activity internally. The copier that is currently in the Liberal Arts Division office will be moved into the Performing Arts Center where copier requirements are not as great.

The original request for a change order to IKON Office Solutions for a 12-month lease at \$52,656 was presented to the Board on December 17, 2002. This request is the result of renegotiating the original 12-month lease for 36 months.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a change order to purchase order 020131 to IKON Office Solutions, for the lease and maintenance of campus copiers, in the amount of \$21,398 for a new total of \$111,583.84.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

Board Action is required to ratify and approve personnel actions for all employees.

III. BACKGROUND INFORMATION

- A. Ratification of Administrator Appointments.
- B. Ratification of Faculty Appointment.
- C. Ratification of Professional/Technical Appointment.
- D. Ratification of Supervisory/Confidential Appointments.
- E. Ratification of Classified Staff Appointment.
- F. Ratification of Harper #512 IEA-NEA Appointments.
- G. Ratification of Public Safety – ICOPS Appointment.
- H. Ratification of Faculty Retirement.
- I. Ratification of Professional/Technical Retirement.
- J. Ratification of Classified Staff Retirement.
- K. Ratification of Administrator Resignation.
- L. Ratification of Faculty Resignation.
- M. Ratification of Classified Staff Resignation.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees ratify the Administrator, the Faculty, the Professional/Technical, the Supervisory/Confidential, the Classified Staff, the Harper #512 IEA-NEA and the Public Safety - ICOPS Appointments; the Faculty, the Professional/Technical and the Classified Staff Retirements; the Administrator, the Faculty and the Classified Staff Resignations and the Overload and Adjunct Faculty Assignment Summary Sheets.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

First reading of the 'Fair Use Policy', a new policy being presented for adoption.

II. REASON FOR CONSIDERATION

New policy, and changes to policy, require approval of the Board of Trustees.

III. BACKGROUND INFORMATION

This new policy was recommended to the President by Academic Affairs to demonstrate the College's commitment to ensuring that members of the Harper College community use copyrighted materials for teaching in accordance with a good-faith understanding of the principles of fair use. This 'Fair Use' Policy has been reviewed by the College's attorney.

IV. RECOMMENDATION

This new policy is presented for a first reading by the Board of Trustees. The 'Fair Use' Policy is attached.

WILLIAM RAINEY HARPER COLLEGE
Preliminary Schedule of Investments
As of January 31, 2003

Exhibit VII-B.1
February 25, 2003

	<u>Outstanding Investments</u>	<u>Earned To Date</u>	<u>FY03 Budget</u>
EDUCATION FUND	\$ 22,978,270	323,508	700,000
OPERATIONS, & MAINT. FUND	6,803,566	96,333	180,000
OPERATIONS, & MAINT. FUND (Restricted)	6,212,830	72,356	70,000
BOND & INTEREST	2,801,609	52,981	0
AUXILIARY ENTERPRISES	2,423,095	30,351	70,000
RESTRICTED FUNDS	1,174,130	17,778	60,000
WORKING CASH FUND	12,438,707	177,783	340,000
AUDIT FUND	132,557	2,172	5,000
LIABILITY, PROTECTION & SETTLEMENT	<u>1,219,416</u>	<u>20,369</u>	<u>75,000</u>
Total	<u>\$ 56,184,180</u>	<u>793,630</u>	<u>1,500,000</u>

WILLIAM RAINEY HARPER COLLEGE
Schedule of Investments
As of January 31, 2003

Exhibit VII-B.1
February 25, 2003

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 1/31/2003	Market Value	
<u>Certificates of Deposits</u>								
Harris Bank	01/10/03	08/01/03	223	1.68	15,689.85	1,500,000.00		
Harris Bank	01/10/03	08/06/03	208	1.68	14,629.35	1,500,000.00		
PMA/Suburban Bank & Trust	01/10/03	07/09/03	180	1.40	10,376.45	1,500,000.00		
PMA/Pullman Bank	01/10/03	07/23/03	194	1.40	11,185.20	1,500,000.00		
PMA/Pullman Bank	01/17/03	10/16/03	272	1.40	15,707.02	1,500,000.00		
PMA/Discover Bank	01/17/03	09/04/03	230	1.40	13,271.54	1,500,000.00		
PMA/Discover Bank	01/17/03	09/18/03	244	1.40	14,075.91	1,500,000.00		
PMA/MBNA America NA	07/25/02	02/06/03	196	2.06	12,447.18	1,500,000.00		
PMA/MBNA America NA	07/25/02	02/20/03	210	2.06	13,345.51	1,500,000.00		
PMA/First NA of AZ	09/06/02	03/06/03	181	2.01	14,990.74	1,500,000.00		
PMA/CIB Bank	03/11/02	03/11/03	365	2.49	24,993.00	1,000,000.00		
PMA/American Enterprise Bank	03/11/02	03/11/03	365	2.60	26,101.37	1,000,000.00		
PMA/Metrobank	09/06/02	03/20/03	195	1.91	15,345.80	1,500,000.00		
LaSalle Bank	11/21/03	04/03/03	133	1.30	7,204.17	1,500,000.00		
LaSalle Bank	11/21/02	04/16/03	146	1.30	7,908.33	1,500,000.00		
PMA/Discover Bank	10/28/02	05/01/03	185	1.97	20,005.61	2,000,000.00		
PMA/MBNA America NA	08/20/02	05/15/03	268	2.12	23,375.98	1,500,000.00		
PMA/First State Bank	11/21/02	05/29/03	189	1.74	18,019.42	2,000,000.00		
PMA/Discover Bank	11/21/02	05/29/03	189	1.45	3,761.58	500,000.00		
PMA/MBNA America NA	08/20/02	05/29/03	282	2.12	24,610.69	1,500,000.00		
PMA/Cole Taylor Bank	10/30/02	06/12/03	225	1.90	15,263.14	1,300,000.00		
PMA/Discover Bank	11/21/02	06/25/03	216	1.47	13,078.39	1,500,000.00		
PMA/MBNA America NA	09/21/01	09/11/03	720	3.81	75,648.93	1,000,000.00		
Northern Trust	09/14/01	09/12/03	728	3.90	323,022.32	4,000,000.00		
Harris Bank	10/01/01	10/01/03	730	3.70	230,052.66	3,000,000.00		
Harris Bank	10/03/01	10/03/03	730	3.65	302,445.43	4,000,000.00		
LaSalle Bank	03/11/02	11/14/03	613	3.30	84,287.50	1,500,000.00		
LaSalle Bank	03/11/02	11/26/03	625	3.30	85,937.50	1,500,000.00		
PMA/Independent Bankers' Bank	08/20/02	02/11/04	540	2.55	56,790.74	1,500,000.00		
	Weighted Average: 2.37						48,300,000.00	48,300,000.00 *
<u>Government Securities</u>								
PMA/Federal Farm Credit Bank Note	10/01/01	10/01/03	720	3.05	124,514.32	1,995,000.00		
	Weighted Average: 3.05						1,995,000.00	2,019,319.05 **
Illinois Funds		Monthly Average		1.19		5,889,179.75	5,889,179.75	
TOTALS AS OF:	1/31/2003				\$	56,184,179.75	56,208,498.80	

*Market value not available

** Current market value shows gains or losses depending on the current interest rates and the rates when the securities were purchased. The gains or losses can only occur if the securities are sold before their maturity dates.

WILLIAM RAINEY HARPER COLLEGE
FY2002/2003 BUDGET AND EXPENDITURES
January 31, 2003

Feb. 25, 2003
 Exhibit VII-B.1

EDUCATION FUND

DIVISION	BUDGET	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Institutional					
Admin Services	9,556,695.00	3,526,324.35	199,456.44	38.99%	5,830,914.21
Sub-Total	\$9,556,695.00	\$3,526,324.35	\$199,456.44	38.99%	\$5,830,914.21
President					
Development Office	388,919.00	218,488.88	118,001.84	86.52%	52,428.28
Pres/Brd of Trustees	345,782.00	194,071.04	107,319.73	87.16%	44,391.23
Strategic Alliance	165,273.00	92,346.88	60,510.89	92.49%	12,415.23
Assoc VP Development	177,715.00	101,471.42	64,289.17	93.27%	11,954.41
Sub-Total	\$1,077,689.00	\$606,378.22	\$350,121.63	88.75%	\$121,189.15
Student Affairs					
Student Activities	361,788.00	150,454.57	111,963.79	72.53%	99,369.64
Student Development	3,270,452.00	1,568,546.94	811,551.37	72.78%	890,353.69
Wellns/Human Perform	665,127.00	368,514.37	120,222.51	73.48%	176,390.12
Sub-Total	\$4,297,367.00	\$2,087,515.88	\$1,043,737.67	72.86%	\$1,166,113.45
VP Academic Affairs					
Acad Enrich/Lang Std	3,661,711.00	1,737,559.23	1,073,173.05	76.76%	850,978.72
Academic Affairs	488,097.00	142,607.54	70,435.04	43.65%	275,054.42
Assoc VP Aca Affairs	244,502.00	111,094.25	73,297.73	75.42%	60,110.02
Bus/Social Sciences	5,125,173.00	2,446,254.08	1,093,593.96	69.07%	1,585,324.96
Corporate Services	189,733.00	97,321.44	67,497.43	86.87%	24,914.13
Dean of Cont Educ	452,640.00	202,043.20	127,513.10	72.81%	123,083.70
Liberal Arts	5,176,231.00	2,529,547.50	1,226,730.23	72.57%	1,419,953.27
Life Sci/Hum Services	4,056,381.00	1,899,144.44	1,006,689.80	71.64%	1,150,546.76
Resource for Learning	2,049,589.00	1,075,510.90	554,918.86	79.55%	419,159.24

Tech/Math & Phy Sci	4,246,994.00	2,144,930.30	1,034,678.48	74.87%	1,067,385.22
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EDUCATION FUND

DIVISION	BUDGET	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Wellns/Human Perform	1,009,584.00	443,648.56	263,200.66	70.01%	302,734.78
Sub-Total	\$26,700,635.00	\$12,829,661.44	\$6,591,728.34	72.74%	\$7,279,245.22
VP Admin Services					
Admin Services	1,541,730.00	769,086.99	564,544.44	86.50%	208,098.57
Strategic Planning	10,393.00	6,124.87	0.00	58.93%	4,268.13
Sub-Total	\$1,552,123.00	\$775,211.86	\$564,544.44	86.32%	\$212,366.70
VP Diversity/Org Dev					
Human Res/Int. Affairs	13,329.00	5,045.21	0.00	37.85%	8,283.79
Asst VP Diversity/Org	1,025,510.00	306,968.28	182,104.89	47.69%	536,436.83
Sub-Total	\$1,038,839.00	\$312,013.49	\$182,104.89	47.56%	\$544,720.62
VP Info Technology					
Info Technology	4,916,143.00	2,621,621.04	1,581,002.83	85.49%	713,519.13
Sub-Total	\$4,916,143.00	\$2,621,621.04	\$1,581,002.83	85.49%	\$713,519.13
VP Mktg & Advancement					
VP Mktg & Advancemnt	1,266,609.00	465,170.02	492,750.29	75.63%	308,688.69
Enrollment Mgmt	1,825,907.00	926,198.91	469,346.87	76.43%	430,361.22
Pub/Comm Services	1,403,417.00	902,720.54	446,990.50	96.17%	53,705.96
Sub-Total	\$4,495,933.00	\$2,294,089.47	\$1,409,087.66	82.37%	\$792,755.87
Grand Total:	\$53,635,424.00	\$25,052,815.75	\$11,921,783.90	68.94%	\$16,660,824.35

Note:Future salary costs for all full-time and regular faculty and staff are encumbered as future commitments. Future commitments include salaries for adjunct faculty and overload only when these expenses enter the payroll system (which occurs during the Fall, Spring and Summer semesters). Salaries are not encumbered in future commitments for temporary employees (part-time and full-time) and student aids.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

Reports from liaison officers are provided as part of the Consent Agenda.

III. INFORMATION

- Kris Howard and Richard Gillette - national legislative conference
- Kris Howard - Educational Foundation Report

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Grants and gifts status report.

II. REASON FOR CONSIDERATION

The Board is provided with a monthly update of grants and gifts.

III. BACKGROUND INFORMATION

The attachment reports the current status of operational public and private grants to the College, and status of cash donations and in-kind gifts to the Educational Foundation.

WILLIAM RAINEY HARPER COLLEGE
LISTING OF
GRANT PROGRAMS

July 1, 2002 – June 30, 2003

Reported: February 25, 2003

NOTE: CHANGES FROM PREVIOUS MONTH IN BOLD

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
<u>NEW</u>			
ACHA Building Healthy Campus Community Project Health & Wellness D. Yurik	Cultural competency demonstration site	ACHA/CDC \$12,200	09/01/01 09/24/03
<hr/>			
<u>NEW</u>			
Energy & Recycling Used Tire Recovery Program Wellness & Human Performance J. Pankanin	Provide Harper with an innovative football field that will exhibit improved durability of the turf, while improving footing and safety for athletes.	DCCA \$15,000	07/01/02 04/03/04
<hr/>			
<u>NEW</u>			
Tire Crumb Rubber Contribution Agreement Wellness & Human Performance J. Pankanin	Contribution to help offset cost of the crumb rubber used in Harper's athletic field.	FORD MOTOR CO. \$15,000	07/01/02 04/03/04
<hr/>			
<u>RENEWAL</u>			
Illinois Century Network Regional Technology Center Program D. McShane	Technical Service and Support for Region II	IBHE \$81,347	07/01/02 6/30/03
<hr/>			
<u>FY 02 CONTINUATION</u>			
Minority Student Transfer Center Access & Dis. Services L. LaBauve-Maher	To improve the successful IBHE transfer rate of underrepre- sented minority students from Harper to baccalaureate institutions.	HECA \$45,500	8/20/02 8/31/03
<hr/>			
<u>NEW</u>			
Illinois Century Network "Bricks and Clicks" DoIT & TMPS S. Griffith/S.Stark	To support the development of online architecture studies.	IBHE \$33,500	04/02/02 06/30/03
<hr/>			
Business/Industry Workforce Preparation Corporate Services L. Danaher	State Allocation Grant To provide local economic development in workforce training	ICCB \$149,296	07/01/02 06/30/03
<hr/>			
Education to Careers Workforce Preparation J. Hennig	State Allocation Grant To promote career development and work based training	ICCB \$ 93,643	07/01/02 06/30/03
<hr/>			
Welfare to Work Workforce Preparation J. Hennig	State Allocation Grant Workforce Preparation	ICCB \$60,728	07/01/02 06/30/03
<hr/>			

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
Current Workforce Training Grants Corporate Services L. Danaher	State Allocation Grant To provide training for workers currently employed	ICCB \$288,799	07/01/02 06/30/03
Advanced Technology Information Technology D. McShane	State Allocation Grant To purchase technological resources for instruction (Staff Technical Skills, \$68,163; Advance Tech Support, \$147,363; Tech Support, \$108,228).	ICCB \$323,754	07/01/02 06/30/03
Advanced Technology Online Grants Distance Learning S. Stark	State Allocation Grant To support student services for online students	ICCB \$12,025	07/01/02 06/30/03
Deferred Maintenance Physical Plant R. Getz	State Allocation Grant Help reduce backlog of neglected maintenance projects.	ICCB \$118,954	07/01/02 06/30/03
Accelerated College Enrollment Grants J. Hennig	State Allocation Grant To pay for tuition for H.S. students taking college credit	ICCB \$ 74,445	07/01/02 06/30/03
Health & Safety Physical Plant R. Getz	Installation of ADA accessible chair lifts in Building "D"	ICCB \$235,808	01/01/01 12/20/02
<u>FY01 Continuation</u> Adult Education & Literacy Adult Educational Development D. Corr	Supports Adult Educational Development Programs (Federal Basic, \$153,418; EL/Civics, \$41,154; State Basic, \$130,527 State Public Aid, \$19,040 State Performance, \$102,321)	ICCB \$446,460	07/01/02 06/30/03
<u>FY01 Continuation</u> Disabled Student Project Access & Disability Services T. Thompson	To provide services to students with disabilities	IDHS \$134,754	07/01/02 06/03/03
<u>FY01 Continuation</u> Displaced Homemakers Women's Program K. Canfield	Advising and Job Placement for Women's Program participants	IDL \$67,000	07/01/02 06/30/03
<u>FY01 Continuation</u> Perkins III J. Hennig	Career and Technical Education	ICCB \$263,497	07/01/02 06/30/03
<u>FY01 Continuation</u> Program Improvement Grant J. Hennig	Supports improvement in career and technical educational programs.	ICCB \$30,649	07/01/02 06/30/03

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
<u>FY01 Continuation</u> Federal Tech Prep J. Hennig	Comprehensive Career Development Program	ISBE/USDE \$24,783	07/01/02 06/30/03
<u>FY01 Continuation</u> Federal Tech Prep Education to Careers S. Simmons	Comprehensive Career Development Program	ISBE \$218,661 { \$87,928 [F] & \$130,733 [S] }	07/01/02 06/30/03
<u>FY01 Continuation</u> Transitions Grant NSET-Education to Careers S. Simmons	Financial resources for Tech Prep Program	ISBE \$7,500	07/01/02 06/30/03
<u>FY01 Continuation</u> Work Based Learning NSET-Education to Careers S. Simmons	To provide experiences for students of the workplace	ISBE \$15,684	07/01/02 06/30/03
<u>NEW</u> Education-To-Careers Transition Grant S. Simmons	To assist in continued development of sustainable, systemic change in ETC region. (Full grant is \$78,471 – FY03 \$53,000, FY04 \$25,471)	ISBE \$53,000	10/01/02 09/30/03
<u>NEW</u> HELP Health Services D. Yurik	Become national pilot site to develop innovative health interventions to reduce student risk for HIV or other diseases.	NASPA \$2,000	10/02 03/31/03
<u>NEW</u> Scholarships for Success TMPS/ Marketing Services S. Griffith/D. Magno	Scholarship Assistance to support Math, Science, Engineering, & Computer Science students	NSF \$19,306	07/01/02 06/30/03
<u>FY01 Continuation</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kevin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical College \$15,000	07/01/02 09/30/02
<u>FY01 Continuation</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kevin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical College \$49,500	10/01/02 06/30/03
<u>NEW</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kevin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical College \$42,000	10/01/02 06/30/03

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE	AWARD AMOUNT	DATES STARTS - ENDS
<u>NEW</u> COPS Public Safety M. Alsup	Universal Hiring Program Hire 3 full time officers (Full grant is \$225,000 spread over three years – 08/01/02-7/31/05	USDJ	\$123,129 (F) (\$41,043 per officer x 3)	8/01/02 07/31/03

Total as February 25, 2003

\$3,072,922

DESCRIPTION OF ABBREVIATIONS

ACHA	American College Health Association
COPS	Community Oriented Policing Services
DCCA	Department of Commerce & Community Affairs
DoIT	Department of Instructional Technology
HECA	Higher Education Cooperation Act
HELP	Health Education and Leadership Program
IBHE	Illinois Board of Higher Education
ICCB	Illinois Community College Board
IDHS	Illinois Department of Human Services
IDL	Illinois Department of Labor
ISBE	Illinois State Board of Education
NASPA	National Assoc. of Student Personnel Administrators
NSF	National Science Foundation
NSET	Northwest Suburban Employment and Training Center
TMPS	Technology, Math & Physical Science
USDE	United States Department of Education
USDJ	United States Department of Justice

(F) Federal funds (S) State funds

**Harper College Educational Foundation
January 2003 Fundraising Report (FY03)**

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Theatre Seat	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Direct Mail FY03 -- Board Pacesetters	3	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
Direct Mail FY03	21	\$5,491.00	\$0.00	\$0.00	\$0.00	\$5,491.00
Memorial	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Performathon 2002	1	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
Stewardship	2	\$1,340.00	\$0.00	\$0.00	\$0.00	\$1,340.00
Tradition of Excellence Campaign 2002	3	\$26.00	\$0.00	\$0.00	\$0.00	\$26.00
Unsolicited	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Grand Totals:	33	\$10,242.00	\$0.00	\$0.00	\$0.00	\$10,242.00

**Harper College Educational Foundation
Year to Date Fundraising Report (as of 1/31/2003)**

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Unknown	14	\$193.00	\$0.00	\$0.00	\$0.00	\$193.00
Direct Mail 2003	56	\$11,094.00	\$0.00	\$0.00	\$0.00	\$11,094.00
Direct Mail 2003 - Board and Trustees	14	\$8,450.00	\$2,059.20	\$0.00	\$0.00	\$10,509.20
Golf Open 2002	7	\$9,975.00	\$2,000.00	\$0.00	\$0.00	\$11,975.00
Harper Symphony Orchestra	2	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00
Harvest Gala 2002	350	\$74,245.00	\$6,950.00	\$12,403.08	\$0.00	\$93,598.08
Matching	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Jim McGuire Golf Open	82	\$6,370.00	\$0.00	\$0.00	\$0.00	\$6,370.00
Memorial	5	\$133.00	\$0.00	\$0.00	\$0.00	\$133.00
Performathon 2002	84	\$4,013.00	\$0.00	\$0.00	\$0.00	\$4,013.00
Personal Solicitation	5	\$15,505.00	\$0.00	\$0.00	\$0.00	\$15,505.00
Planned Giving	1	\$0.00	\$0.00	\$0.00	\$31,500.00	\$31,500.00
Proposal	5	\$36,500.02	\$0.00	\$0.00	\$0.00	\$36,500.02
Special Initiatives	2	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
Stewardship	11	\$5,731.43	\$0.00	\$0.00	\$0.00	\$5,731.43
Tradition of Excellence Campaign 2002	46	\$254.00	\$260.00	\$0.00	\$0.00	\$514.00
Theatre Seat Campaign	9	\$5,565.00	\$0.00	\$0.00	\$0.00	\$5,565.00
Unsolicited	11	\$3,005.82	\$0.00	\$1,750.00	\$0.00	\$4,755.82
Young Artists' Competition	3	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
Grand Totals:	708	\$181,619.27	\$11,269.20	\$14,153.08	\$31,500.00	\$238,541.55

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to Issue \$5,500,000 Limited Tax Funding Bonds, Series B2003 and Series C2003 and for Levy of Tax to Pay Principal and Interest on said bonds where appropriate.

II. REASON FOR CONSIDERATION

Recent state legislation permits local governments to issue limited tax bonds in lieu of general obligation bonds that have otherwise been authorized by applicable law. Series 2003B Limited tax bonds will be secured by a 1995 non-referendum bond debt service extension base. The base amount for each local government will become available as existing non-referendum general obligation bonds are paid or retired. Series 2003C Limited tax bonds will be paid from accumulated excess in the Bond and Interest Fund.

The College has retired bonds recently. The retirement of these bonds creates bond capacity, up to the debt service extension base, to finance Funding Bonds for Series 2003B.

The College has obligations which can be met through the issuance of Funding Bonds. The College has a legal budget which was presented to the Board of Trustees on September, 2002. This bond sale will enable the College to meet its educational objectives, and meet its financial obligations. This can be accomplished without increasing the tax levy on the property owners of the district.

III. BACKGROUND INFORMATION

The College Board of Trustees has made a commitment in the past which now needs to be funded. The commitment is to updating technology and early retirement packages for faculty and staff. These items qualify as obligations which may be satisfied through the Funding Bonds portion of a General Obligation Limited Tax Bond sale.

IV. RECOMMENDATION

The Administration recommends that the Board approve the Resolution to Issue Limited Tax Bonds.

The attached resolution is a “Sample”.

(Bids will be opened the day of the Board Meeting. After bid opening and analysis, the final numbers will be inserted in the resolution. The complete resolution will be hand delivered the night of the Board Meeting).

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Addendum to Educational Service Providers and Rental Facilities

II. REASON FOR CONSIDERATION

The Community College Act, Section 805/3-40 stipulates that the Board may enter into contracts with any person, organization, association, educational institution, or governmental agency for providing or securing educational services.

III. BACKGROUND INFORMATION

The College has a growing number of educational service providers it is using to deliver educational programs in both credit and continuing education programs. The following two companies are presented as an addendum to the Educational Service Providers Exhibit VIII-A, June 2, 2002 approved for Fiscal Year 2002-2003.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board approve these two new Educational Service Providers:

Continuing Education

“Woodcrafters” woodcrafting instruction and facilities

Harper TECH

“Stampco Technology Group”: Training in Microsoft / Sun Microsystems / Comptia / Cisco / Linux / CIW

WILLIAM RAINEY HARPER COLLEGE

BOARD EXHIBIT

I. SUBJECT

The administration recommends that the Board approve payment to Turf Solutions for the project cost of \$30,000 to install tire crumb rubber as topdressing on the football field.

II. BUDGET STATUS

Funds in the amount of \$15,000 have already been received as a grant from the Ford Motor Company to pay for half of the project cost. An additional \$15,000 grant has been approved by the Illinois Department of Commerce and Community Affairs (IDCCA) for the remaining cost.

III. INFORMATION

The College is participating in a demonstration project in which tire crumb rubber is installed as topdressing to the natural turf football field. The primary goal of this project is to improve the durability of the turf, while improving footing and safety for the athletes.

Ford Motor Company is trying to find markets and uses for this high-quality tire crumb rubber. Ford Motor partnered with Recovery Technologies Group (RTG) as the only source authorized to prepare crumb rubber for use in environmentally responsible projects. In this region, Turf Solutions is the only company we are aware of applying crumb rubber to natural grass athletic fields in partnership with RTG. Turf Solutions was also instrumental in assisting the College in securing the initial grant from the Ford Motor Company.

There is no cost to the College for this project.

IV. RECOMMENDATION

The Administration recommends that the Board approve payment to Turf Solutions in the initial amount of \$15,000, with \$15,000 to follow after receipt of the second grant, for a total of \$30,000.