



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

May 27, 2003

7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Educational Presentations**
 - Sheila Quirk: Strategic Long-Range Plan Update
- VI. President's Report**
- VII. Consent Agenda* (Roll Call Vote)**
 - A. For Approval**
 - 1. Minutes – April 22, 2003 Regular Board Meeting Exhibit VII-A.1
 - 2. Bills Payable, Payroll for April 17, 2003 and May 2, 2003;
Estimated payrolls for May 3, 2003 through May 30, 2003 Exhibit VII-A.2
 - 3. Bid Awards Exhibit VII-A.3
 - 4. Purchase Orders Exhibit VII-A.4
 - 5. Personnel Action Sheets Exhibit VII-A.5
 - 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: Retention of Law firm of Liston and Lafakis for TECH Center Exhibit VIII-A

- B. RECOMMENDATION: Campus Lighting Exhibit VIII-B

- C. RECOMMENDATION: Resource Allocation and Management Plan for Community Colleges (RAMP) Document Exhibit VIII-C

- D. RECOMMENDATION: Purchase of Electrical Power Exhibit VIII-D

IX. Citizen Participation

X. Announcements by the Chair

- A. Communications
- B. Calendar Dates
(Note: * = Required)

On-Campus Events

- *May 27, 2003 7:00 p.m. - Regular Board Meeting - Room W214-215
- May 30, 2003 5:30 p.m. - Convocation - Performing Arts Center
- May 30, 2003 7:30 p.m. - Graduation - Wellness and Sports Center
- *June 24, 2003 7:00 p.m. - Regular Board Meeting - Room W214-215
- *July 22, 2003 7:00 p.m. - Regular Board Meeting - Room W214-215
- *August 26, 2003 7:00 p.m. - Regular Board Meeting - Room W214-215
- ***September 30** 7:00 p.m. - Regular Board Meeting - Room W214-215
(note change of date)

Off-Campus Events

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

XII. Adjournment

Minutes of the Regular Board Meeting of Tuesday, April 22, 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, April 22, 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, April 22, 2003 at 7:10 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Botterman, Gillette, Howard, Kelley, Kolze and Stone; Student Member Chartrand
Absent: None

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; Cheryl Kisunzu, Assistant V.P. Diversity/Organizational Development; Linda Kolbusz, Associate V.P. Development, Government Relations; Sheila Quirk, Associate V.P. for Strategic Alliances; Catherine Brod, Assistant V.P. for Development; Joe Accardi; Mike Alsup; Carol Blotteaux; Phil Burdick; Daniel Corr; Jim Edstrom; Robert Getz; Sara Gibson; Sally Griffith; Michael Harkins; Michael Held; Julie Hennig; Thea Keshavarzi; Laura LaBauve-Maher; Roberta Lindenthaler; Laurie Miller; Russ Mills; Maria Moten; Jeanne Pankanin; Diana Sharp; Lisa Tompkins; Dennis Weeks; Deanna White and Rick Will. Students: Ronnie Kroell; Arpan Shah and William Sheppard, Jr., newly-elected Student Trustee.

Guests: Tim Kane, Chicago Tribune; Mario Bartoletti, Pioneer Press; Natasha Korecki, Daily Herald; Michael Lundeen, Legat Architects; William Huley, Northwest Tax Watch; Gary Clair, citizen/parent; Matt Murphy, newly-elected Trustee.

Chair Howard noted that the Board and Dr. Breuder had been speaking to the Press prior to the meeting, and that Dr. Breuder would be joining the meeting shortly. She added that there will not be an executive session following the Board meeting.

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

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Chartrand voted aye.

Chair Howard recognized and welcomed newly-elected Trustee William Kelley.

PRESENTATIONS

PeopleAdmin System

Cheryl Kisunzu gave a brief presentation on the PeopleAdmin system, an electronic employment site implemented over the past year. She noted that Employment Specialist Lisa Tompkins assumed the primary responsibility for the initiative. The Harper community immediately began to experience the enhanced quality, efficiency and cost-effectiveness after it was launched in December 2002. In spite of some challenges, they are very pleased with the beginning experience of this initiative. Ms. Kisunzu noted that the site also provides a venue for informing potential employees of Harper's commitment to diversity.

Lisa Tompkins highlighted various features of the system. She noted that Harper College was the twelfth college to go live with the PeopleAdmin system. Since then, five additional schools have gone live, and 18 others are in the implementation stages. Of the 35 total schools, eight are community colleges. Since its launch, there have been approximately 870 on-line applicants; ten of which have been hired and are now current employees.

Ms. Tompkins noted that the system has increased the rate of return for affirmative action/equal employment statistics from 33 percent to 98 percent, which helps Human Resources plan recruiting and advertising strategies. She estimates that the system will save Harper College approximately \$97,500 this year, which includes the cost of paper, mailings, Human Resource processing time, as well as departmental employee costs.

One of the most beneficial features of the system is that it eliminates applicants who did not meet minimum

qualifications. She showed an example where there were 45 active applicants out of 105 original applicants.

Ms. Tompkins thanked the Board for approving the implementation of the PeopleAdmin System. The Human Resource Department is excited to offer these features to applicants, hiring managers and search committees.

It was noted that an article in the December 30, 2002 issue of *Chronicle of Higher Education* affirms the value of the electronic employment site. Ms. Kisunzu added that they are pleased that, through the initiative, Harper is consistent with its Core Value of Excellence.

Emergency Planning Update

Vice President Judy Thorson stated that September 11, the new National Alert System of Yellow/Orange/ Red and the war in Iraq have all played a role in the heightened awareness and concern for safety on Harper's campus. Concerns have been heard from students, faculty, Facilities Committee and the Board. She highlighted some key items regarding the Emergency Plan.

Vice President Thorson explained that the Emergency Plan focuses on preparing for an emergency and implementing procedures to protect people during an emergency. The preparing stage has been invisible to the College community; their efforts are just now becoming more visible as they interact with the College community. She discussed lessons they learned during the bomb threat on campus September 11, 2001. As a result, they have programmed modifications into their new Emergency Plan, which will result in better coordination with outside agencies, improved traffic flow, better delegation of responsibilities and altogether enhanced preparedness. She discussed staff training, "hardening" the facility (or making it more secure) and roles of various individuals on campus. It was noted that most of the training has focused on handling fires and bomb threats, the two most likely occurrences on campus.

Vice President Thorson noted that special areas on campus (Childcare, Students with Disabilities, the Library and Theatre) have been working on their own Emergency Plans, because of their unique needs. Public Safety has been prototyping the use of Palm Pilots, so they can store and easily access important information as they walk around campus. Tom Thompson has provided a list of students with disabilities and their locations throughout the day. For example, this would provide information that there is a

person who needs special evacuation attention in the event of an emergency in Building D at 2:00 p.m.

Vice President Thorson noted that emergency procedures will now be more visible. There will be a Desk Reference, which is designed for quick reference near a telephone and/or in classrooms and across campus. She displayed the draft form of the reference. She also noted that different roles have been assigned to individuals on campus, and training has been provided. In the event of an emergency, efforts will be coordinated with these individuals performing tasks according to their role.

Sara Gibson, Manager of Regulatory Compliance, discussed emergency prevention on campus. She formulated an Occupational Safety and Health Administration (OSHA) Plan based on OSHA regulations and the Environmental Protection Agency (EPA) regulations that the College is required to follow through the Illinois Codes. This manual explains how to stay safe on campus, including knowing where chemicals are located and the hazards associated with those chemicals, forklift safety and confined space. Each area of the College is slightly different.

Ms. Gibson has been helping with the Emergency Response issues of the College. She noted that Harper will be doing things specifically in regard to Homeland Security levels that are issued by the federal government. They will raise levels of awareness and look to identify areas of risk that could be increased with the different levels of security, such as student movement in an area or large campus event that could be affected with the threat levels. They will harden the facility when they are at a higher threat level, as outlined by the federal government.

Ms. Gibson noted that they are working with employees around campus to do evacuation planning. In the case of a fire, a bomb threat or a chemical release, plans are being made to clear people out of the buildings quickly and safely. Buildings will be divided into zones, and each zone will have emergency evacuation personnel. One person will be a leader, and other individuals will be trained as searchers who can quickly sweep through the area. Everyone will have a key role to make sure that the building is efficiently evacuated. They will be performing an evacuation drill, where they will make sure everybody is educated in the emergency systems of the building, they can determine the sounds of the alarm, and building systems can be checked

to make sure everyone can hear the alarms and see the strobes in their area. The drill will aid in efficient and calm, orderly evacuation, so they can get back to business and class as soon as possible.

Mike Alsup, Supervisor of Public Safety, discussed ways in which Harper College is working more closely with the fire departments and police departments to enhance their emergency responsiveness. They speak on a weekly basis with the Palatine Emergency Management Agency, and they have been conducting a great deal of training on the Harper campus with the Palatine Police Department and the Palatine Fire Department. Some of the training has included practice tunnel extrications from the campus steam tunnels and high rope rescues in the theatre catwalks. During Spring Break, the fire department was on campus for three days dragging fire hoses from point A to point B to point C, just to see what length and size of hose would be necessary in different situations.

Mr. Alsup explained the four levels of emergencies that will be built into the Emergency Plan.

- Level 1 - routine emergency or something that is of short-term duration and involves only the institution and only College employees.
- Level 2 - emergency with a predictable duration at a single site involving the College and only one outside agency, such as the fire department.
- Level 3 - emergency with an unpredictable duration and involving a multi-agency response. For example, when a certain type of acid was found on campus, it involved Harper College, the fire department's Hazmat Team and an external vendor who came to Harper to remove the material in a safe manner.
- Level 4 - wide-spread emergency impacting a large segment of the College, with long-term implications. For example, the bomb threat on campus September 11, 2001 required evacuation of the entire campus.

Mr. Alsup highlighted the chart for the Emergency Management Team. He noted that it begins with the President of the College and moves down through the Vice Presidents and various members of the Emergency Management Team. It is necessary to have top policy-makers deal with policy decisions, while Mr. Alsup and the Public Safety staff deal with law enforcement decisions. He noted that, if an emergency occurs, they will use the Standard Operating Procedures until the situation has been

assessed. They have designated an Emergency Operations Center, where the Emergency Management Team will assemble. In the event that the Center is unavailable, they have worked to identify alternative centers on campus and/or off-campus, if necessary.

Member Barton noted that she is impressed with the planning that has occurred. She thanked everyone for their efforts. In response to Member Kolze, Vice President Thorson noted that they are working on identifying a chain of command in the absence of the President. It will be outlined in the Plan.

On behalf of the Board, Chair Howard commended Vice President Thorson and others who have worked on the Plan. She noted that the College feels a great sense of responsibility when there are so many students and employees on campus six days of the week. They need to be prepared to respond appropriately. Vice President Thorson added that the Emergency Plan is like any insurance policy - you purchase it and hope you never have to use it.

STUDENT TRUSTEE REPORT

Student Member Chartrand noted that this is his last Board meeting as Student Trustee. He announced upcoming events on campus, including the Student Awards Banquet. Chair Howard noted the banquet is a wonderful time to recognize students and their activities.

Chair Howard read a Resolution regarding Patrick Chartrand's year of service as Student Trustee. She listed his many areas of involvement including: Student Senate, Program Board, Psychology Club, Astronomy Club, Student Ambassadors, Officer of the Honors Society, Student Community Service Club, MOVE, Member-At-Large for the Young Republicans/Democrats and International Students Club. She added that Mr. Chartrand has actively participated in the eXcel Student Leadership Program, represented Harper and served in Springfield for Illinois Community College Board Student Advisory Committee and represented Harper students in the Illinois Community College Trustees Association meetings in 2002-03, and in February 2003 was a participant in the Association of Community College Trustee Conference and ICCTA fly-in in Washington, DC. He received a Student Service Award for Fall 2002 and Spring 2003. On behalf of the Board, the College and the citizens of District 512, she thanked him for his loyalty, dedication and service. Chair Howard presented

him with a framed copy of the Resolution. The Board wished him well.

Mr. Chartrand thanked the Board. He added that he appreciated the Student Trustee opportunity and had a wonderful time in Washington and Springfield. He introduced new Student Trustee William Sheppard. The Board welcomed Mr. Sheppard.

PRESIDENT'S REPORT

Dr. Breuder thanked Mr. Chartrand for all his efforts.

Paperless Board Packet

Dr. Breuder noted that the Board recently asked that they start moving in the direction of going paperless. The Board packet for this meeting is thinner, because the bill payment section, the Change Order Log and Board Miscellaneous Memo were sent electronically to Board members instead of being distributed in hard copy form. In the near future, they will also send newspaper clippings and the summation of Board questions and responses electronically. Beginning in July, the full Board Book should be sent electronically, laptops will be provided and training will be offered. This will reduce the volume of paperwork, and the printing and reproduction associated with it. Dr. Breuder asked Board members to communicate suggestions to him, as they move in this direction.

Government Finance Officers Association

Dr. Breuder read a portion of a letter he recently received from the Government Finance Officers Association. "The Government Finance Officers Association of the United States and Canada (GFOA) is pleased to announce that William Rainey Harper College in Illinois has received the GFOA's Distinguished Budget Presentation Award for its budget. The Award represents a significant achievement by the entity. It reflects the commitment of the governing body and the staff to meeting the highest principles of governmental budgeting. In order to receive the Budget Award, the entity had to satisfy nationally recognized Guidelines for Effective Budget Presentation. These guidelines are designed to assess how well an entity's budget serves as a policy document, a financial plan, an operations guide and a communications device. Budget documents must be rated proficient in all four categories to receive this award." Dr. Breuder noted that this is the fourth year in a row that Harper has received this award, which acknowledges the fine work of Vice President Thorson and her colleagues.

Tuition and Fees

Dr. Breuder noted that he has a recommendation on the Board Agenda regarding tuition and fees for next year. It is an event that everyone takes very seriously. As they prepare for that process, they have extensive dialogue inside the institution, including student leaders. He has asked Arpan Shah, President of the Student Senate, to share his thoughts, and those of the Student Senate, relating to the tuition increase.

Arpan Shah stated he felt it critical to bring forward not only his own opinion, but to convey to the Board a general consensus of the students regarding the proposal for the increase in tuition. The matter was discussed with the Student Senate, it was brought up at various co-curricular activities and Mr. Shah polled students before and after classes. He was surprised to find out the following:

- Many students anticipated an increase in tuition. They had read recent headlines about forecasted increases in both two-year and four-year institutions within the State of Illinois and nationally.
- Students who have registered for summer courses have already been notified of the potential for an increase in tuition. Mr. Shah received considerable positive feedback regarding this. He feels anytime students are given a "heads-up," it gives them the ability to prepare for the circumstances.
- Many students on Harper's campus are very much in tune to the State's financial situation. They knew there was a chance that a) certain grants were going to be cut, or b) certain grants were going to be reallocated to other areas.

From the informal forums, Mr. Shah came to the conclusion that there is a quality of life on campus that students are willing to protect and preserve, even if it means paying a few extra dollars per credit hour. They have come to appreciate what Harper offers, such as tutoring services and the various workforce development programs.

Mr. Shah stated his personal support for the tuition increase recommendation. He supports it, not only on behalf of the Student Senate and on behalf of the student body, but also as a student who is responsible for his own tuition and books. He expressed appreciation to the Board, Dr. Breuder and to the administration for seeking student input before taking action on such an important issue. It reflects the positive relationship students have with the various departments on campus, and it reaffirms and strengthens some of the Institutional Core Values.

On behalf of the Board, Chair Howard explained that voting to raise tuition is one of the toughest things they do. It is necessary to keep quality of education high and the services excellent to support students. She thanked Mr. Shah for his support.

CONSENT AGENDA

Member Gillette asked that the minutes of March 25, 2003 be removed from the Consent Agenda.

Member Barton moved, Member Kolze seconded, approval of the minutes for the April 7, 2003 canvass board meeting; bills payable; payrolls for March 21, 2003 and April 4, 2003; estimated payrolls for April 5, 2003 through May 2, 2003; bid awards; purchase orders; personnel action sheets; review of executive session minutes; 2004-2005 academic calendar; 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 the minutes of March 25, 2003), (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,299,353.02
Tuition Refunds	133,236.33

The payrolls of March 21, 2003 in the amount of \$1,966,732.07 and April 4, 2003 in the amount of \$1,994,674.96; and estimated payroll of April 5, 2003 through May 2, 2003 in the amount of \$3,989,349.92.

Bid Awards

- | | |
|---------------|--|
| Ex. VII-A.3.a | Award bid Q00289 for SDRAM Computer Memory Modules to Multiwave, the lowest responsible bidder, in the amount of \$50,382. |
| Ex. VII-A.3.b | Award bid Q00279 for masonry restoration work for Buildings A and F to W.L. Kercher Company, the low bidder in the amount of \$146,850, plus an architect fee in the amount of \$11,014, reimbursables of \$1,000, and a contingency of not to exceed \$14,685 for a total award of \$173,549. |
| Ex. VII-A.3.c | Award bid Q00288 for Sony LCD data projectors for use in the three E Building lecture halls to Troxell Communications, Inc., the lowest responsible bidder, in the amount of \$23,940. |

	Ex. VII-A.3.d	Award bid Q00281 for asbestos removal in Building A to Universal Asbestos Removal, Inc., the low bidder in the amount of \$53,000, architect and engineering fees in the amount of \$42,316, reimbursables in the amount of \$1,000, and a contingency of not to exceed \$5,300 for a total award of \$101,616.
	Ex. VII-A.3.e	Award bid Q00271 to College Class Schedule Specialists, the low bidder for printing of the Fall 2003 Credit Course Schedule, which is a major publication promoting enrollment, in the amount of \$23,507.05.
	Ex. VII-A.3.f	Award bid Q00286 for a leased Microsoft Campus Agreement 3.1 License for Microsoft software for both administrative and academic environments to Software Plus, the lowest responsible bidder for the entire package, in the amount of \$71,437.30 per year from May 1, 2003 through April 30, 2006.
Purchase Orders	Ex. VII-A.4.a	Approve issuance of a change order in the amount of \$50,000 to purchase order number 019814 issued to Boise Cascade Office Products for office supplies, for a new total of \$140,000 per year for fiscal years 2002/03, 2003/04 and 2004/05, with the option to renew for two additional years at the same or lower cost.
Personnel Actions	<u>Faculty Appointments</u> Teresa Chung, Assistant Professor-English, LIB/ARTS, 08/19/03, \$40,311/year Joshua Sunderbruch, Assistant Professor-English, LIB/ARTS, 08/19/03, \$40,311/year <u>Professional/Technical Appointment</u> Grant Prellwitz, Web Developer, Lead, IT/AS, 04/07/03, \$59,850/year	

Supervisory/Confidential Appointment

Russell Kingsley, Project Manager, Purchasing, 04/21/03,
\$63,201/year

Harper #512 IEA-NEA Appointments

Marco Ramirez, Weekend Custodian, p/t, PHY PLT,
04/12/03, \$5,441/year

Michael Travers, Custodian/Groundskeeper, PHY PLT,
03/24/03, \$20,384/year

Professional/Technical Resignation

Michael Martin, Laboratory Assistant-RAC, TM/PS, 03/19/03,
3 years

Supervisory/Confidential Resignation

Brian Posdal, Assistant Manager, BKST, 03/19/03, 5 years 4
months

Classified Staff Resignations

David Pinson, Shipping/Receiving Clerk-Evenings, BKST,
03/19/03, 9 months

Lawrence Wells, Sr., Lead Shipping/Receiving Clerk-
Evenings, BKST, 03/19/03, 8 months

The Board approved for public record the executive session minutes of October 17, 2002; December 17, 2002 and February 25, 2003.

The Board adopted the 2004-2005 Academic Calendar and 2005-2006 Academic Calendar.

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

Ayes: Members Barton, Botterman, Gillette, Howard,
Kelley, Kolze and Stone

Nays: None

Motion carried. Student Member Sheppard voted aye.

In response to Member Gillette, Chair Howard noted that the Special meeting they held to discuss the Strategic Plan, and the President's goals as they related to the Strategic Plan, was not an Executive Session. It was a Special early meeting, and it was posted. That subject (Strategic Plan and goals) does not qualify for an executive session.

With regard to Exhibit VII-A.4.a, Member Kolze asked how the online ordering works. Vice President Thorson explained that this is an example of the College becoming more efficient. Prior to using Boise Cascade, various individuals around campus were purchasing supplies from a number of different places. With the online ordering system, authorized individuals from departments across campus may order supplies. It provides greater efficiency and a better discounted rate, because they are bundling together the dollars.

In response to Member Kolze, Vice President Thorson explained that Donna Drake is authorized to order online in her department. When Ms. Drake does order supplies, Vice President Thorson receives an email from Boise Cascade showing what was ordered. If it reaches a certain dollar level, Vice President Thorson must approve it. There is a limit and people are keeping track in all departments.

Member Kolze noted that the grants awarded total as of March 25, 2003 is \$3,100,000. This is a good example of many people working hard to find and pull in other sources of money besides taxes, tuition and state funds.

With regard to Exhibit VII-A.3.d, Chair Howard explained that it is very expensive to remove asbestos. The College is being extremely careful to follow all the regulations and to have the air monitored while the asbestos is being removed. Because the process is being so carefully conducted and the responsibility for it is with the architect and with the company removing the asbestos, it protects the College from possible litigation. The College is spending money up front to remove the asbestos extremely carefully.

With regard to Exhibit VII-A.3.e, Member Gillette commented that he had asked many questions about the catalog printing, and he received satisfactory responses. He was pleased with the competitive bidding; therefore, he voted in favor of it. However, he did make the observation that the College may get a lower price by doing either of two things next time: a) requesting a due date greater than 20 days, because a 21-day turnaround is cheaper than a 10-day turnaround; and b) allowing the print shop to have plates made by a subcontractor, because the College must approve the plates prior to printing.

With regard to Exhibit VII-A.3.b, Member Stone asked whether or not the masonry work is a planned work rotation.

Vice President Thorson explained that a masonry study was done several years ago, which identified where repairs were needed on campus. Each building was rated for its tuck pointing needs, and jobs were listed in order of priority. Life Safety money is used for the repairs. This is the second or third year in the tuck pointing cycle. Chair Howard added that it is a part of the overall maintenance plan, looking at the buildings, roofs, gutters and masonry, and planning to build some repairs into the budget every year.

There was discussion regarding the paperless Board Book. Chair Howard stated that it is good for the Board to be moving into the electronic age like the rest of the campus. If Board members decide that they want some of it printed out, they can certainly do that. It will save money, because they are printing a lot of paper for every Board meeting.

Member Barton noted that Governor Blagojevich gave his FY 2004 Budget Address on April 9. Two days later, Harper hosted a Spring Legislative Breakfast, with the following legislators in attendance: Senator Kay Wojcik, Senator Wendell Jones, Representative Terry Parke, Representative Mark Beaubien, Representative Sydney Mathias, Representative Suzie Bassi and Representative Paul Froehlich. She noted that Representative Kathleen Ryg was represented by her Legislative Aide, Kelly Talbot. Board members Howard, Kolze and Barton were in attendance and spoke on various topics. Dr. Breuder addressed the entire group regarding Harper's priorities for FY 2004. Legislators had the opportunity to tour the campus. Member Barton reminded everyone that the Illinois Community College Trustee Association Lobby Day in Springfield is Wednesday, April 30. Additionally, she called attention to the upcoming Korean War 50th Anniversary Observation on May 24 from 7:00 to 8:00 in the Wojcik Conference Center. It will be hosted by Congressman Phil Crane and admission is free.

Minutes of March 25
Regular Board Meeting

With regard to the March 25 Regular Meeting minutes, Member Gillette stated that he had previously shared his comments with Board members. He will vote no.

Member Botterman moved, Member Barton seconded, approval of the minutes of the March 25 Regular Board meeting, as outlined in Exhibit VII-A.1 (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, Howard, Kelley,
Kolze and Stone
Nays: Member Gillette

Motion carried. Student Member Sheppard voted aye.

NEW BUSINESS:

Proposed Fee
Changes for 2003-04

Member Botterman moved, Member Kolze seconded, approval of the Proposed Fee Changes for 2003-04, effective with the 2003 Fall semester, 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,
Kelley, Kolze and Stone
Nays: None

Motion carried. Student Member Sheppard voted aye.

It was noted that the fees are break-even costs.

Proposed Tuition
Increase for the
2003-04 Academic Year

Member Botterman moved, Member Kolze seconded, approval of the **District Resident** tuition increase of a minimum of \$5.00 per credit hour from \$62 to \$67 per credit hour and a \$1.00 increase in the Technology Fee from \$4.00 to \$5.00 per credit hour for FY 2003-2004 effective Summer 2003. Using current year per capita cost, the student share would be 18.6 percent. The **Non-Resident** rate is set at the formula plus the **District Resident** rate per credit hour for FY 2003-04 effective Summer 2003. The **Out-of-State** rate is set at the formula of \$360 per credit hour for FY 2003-2004 effective Summer 2003. The **International Student** rate is set at \$320 per credit hour for FY 2003-2004 effective Summer 2003, as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder explained that Board members should update their Board Book with supplemental information. The sheet entitled "Impact of Governor Blagojevich's Proposed Budget" originally showed a shortfall from the State of \$834,677, with no change reflected in "Credit Hour Grants." There has since been a \$149,000 decrease in Credit Hour Grants, bringing a new shortfall from the State of \$983,677. This, of course, exacerbates the problem. Dr. Breuder noted that, earlier this evening, they had the opportunity to visit with the press and share specific information with them about the

tuition increase. It is a complex process and one that is not easily understood. He read portions of the press release, reinforced the basis for the tuition increase recommendation. He called attention to the "Harper Budget Fact Sheet." When they began the budgeting process, they envisioned a shortfall of \$2.3M. The Education Fund (01) budget is \$56.8M.

Dr. Breuder explained that the College has three sources of revenue, and they are intertwined. When one has a good reaction, it helps the other two; when one has a negative reaction, it impacts the others. With a negative value of \$983,677 from the State, if they held pat on everything else, they would be working with almost \$1M less money in the budget. That is the first problem. The second problem is caused by the Property Tax Advisory Board issue, with the projected negative impact being \$1.7M. The Education Fund alone is impacted by \$900,000. Dr. Breuder mentioned the effect of other increased costs -- utilities, salaries, health insurance, liability insurance and property insurance, among other things.

Dr. Breuder pointed out that, if the tuition is increased next year per the recommendation, a full-time student (taking 30 credit hours) would have to pay an additional \$180 to cover the cost of the increase. It was noted that financial aid is available through the federal government, the state government or the Harper College Educational Foundation. In any given year, the Foundation has yet to distribute all the money it has available for financial aid.

The Harper tuition per capita cost is pegged at 19 percent next year. For the last few years from 1997/98 forward, the per capita cost percentage has been 19.2, 19, 19.7, 19.5, 19.4, 17.2 and 19 percent. As the institution has increased its budget and sought dollars from various constituent pieces, the piece of the pie being paid by students still runs at approximately 19 percent. Board policy states that the per capita may run up to 25 percent, and State law allows up to 33 percent.

Dr. Breuder explained that other areas (Lake County, McHenry County and Elgin) are able to draw more dollars proportionately from their local constituencies because of a growing tax base. The Harper area is pretty much built out, and they have less ability to draw larger dollars through the local taxpayer. Oakton has the benefit of having annexed additional pieces of area into their district, bringing in more

taxes without a growth in student populations. They can take more money locally from the taxpayers remaining in the tax cap, which results in requiring less from the student. It is difficult to compare one institution to the other. He called attention to the comparison page and noted that only six community colleges are listed. Each approaches fees differently -- some imbed fees in their tuition, others do not charge for certain things, but charge for other things.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard, Kelley, Kolze and Stone

Nays: None

Motion carried. Student Member Sheppard voted aye.

PTAB Issue

Dr. Breuder called attention to the summation of the PTAB impact on Page 2. He asked if the Board wanted the College to support the legislation, which is intended to eliminate commercial businesses from accessing the PTAB, and causing them to go back through the court system. He explained that, if the law is passed, the losses Harper experiences through the appeal process will not entirely go away, but they will be reduced dramatically. Unfortunately, if the College chooses to support the legislation, they run the risk of injuring a relationship with a supporter of Harper. It is a difficult position. The Illinois Community College Trustees Association (ICCTA) and the school districts are cuing up in support of the legislation, because it represents lots of dollars. Between 1999 and 2002, Harper lost \$4.3M, and they anticipate losing another \$1.7M. If PTAB were not carried out the way it is now, the College would have had approximately \$6M more available since 1999.

Member Stone noted that, on the one hand the College is concerned about alienating businesses by signing on to the groups that are opposing PTAB; on the other hand, the College is not showing businesses where the cuts have occurred. As a business person, she would like to know more about where the cuts are occurring in the College budget, in order to show balance. In business, one cannot just continue to raise the price of the product; one must be responsible and show where the cuts are being made. In response, Dr. Breuder noted that the information will be shared. When all of it is finished, they will certainly share it with the Press to show them that the first step in building a balanced, responsible budget is to look at the existing

budget and make adjustments, before going out and seeking new revenue. Member Stone added that people in management positions understand how difficult that is; there are some areas that are sacred that nobody wants to look at. As a responsible Board member, it is very important to bring certain subjects out on the table, even if they are painful. Sometimes that involves cuts in personnel, or cuts in other things. Member Stone explained that she is not trying to open up a complete can of worms; however, she feels they have to look at all aspects of the institution. Dr. Breuder noted that the budget is not yet finished. Before it comes to the Board in June, they will work to find the \$800,000. At that time, the Board will see specifically where the cuts were made.

Dr. Breuder noted that the College has been criticized for not increasing the number of full-time faculty. He explained that they have increased the number of faculty to some degree, but not as much as they would have liked, because it is more cost-effective to use part-time faculty. They have also been criticized for having too many management people. He called attention to the last page of the document, which shows similar numbers of administrators at Harper, Lake County, Elgin, DuPage and McHenry.

Member Gillette explained that another significant point to make with legislation is that PTAB is reducing the money even lower than the tax cap. The College is only allowed to increase its levy from one year to another by the amount of the tax cap, which is either the amount of the Consumer Price Index (CPI) or five percent, whichever is less. It was noted that, because of the tax appeals, the College actually gets less than the CPI because they must refund money based on tax appeals. Therefore, in terms of local property taxes, the College is not even getting what is allowed under the legislation. Member Gillette added that it impacts them even further, because the refund lowers the base; therefore, the percentage Harper gets next year is from a lower base to start with.

Member Gillette asked Vice President Thorson to resend him the information regarding the tax cap, the CPI and PTAB. It was noted that Carol Blotteaux will send Member Gillette the information he requested. Member Gillette stated he will try to put together some information, with the help of experts, and he will present it to the ICCTA to see if they can find a uniform position. They can alert others to the fact that community colleges are trying to live within the tax

caps like they wanted; however, they are challenged to live lower than the tax caps because of the CPI and PTAB.

Member Kelley moved, Student Member Sheppard seconded, to join the ICCTA and school districts to lobby the legislators about the Property Tax Advisory Board.

In response to Member Barton, Dr. Breuder explained that he feels corporate people will understand that it is not a personal thing, but it is an issue of dollars and cents. The College is losing \$1.7M per year because of the PTAB issue. In a worst case scenario, they might lose \$100,000 or \$200,000 from businesses. Companies such as Motorola are doing things they do not want to do, in places they do not want to go, in order to make the numbers work. In this case, Dr. Breuder feels corporate people would understand Harper's situation. Chair Howard reminded everyone that if a corporation has a very good case, they can still appeal through the court system. Rather than going to the Property Tax Appeal Board, which was really designed for residential appeals, they would have to go through the court. They still have an opportunity to get a reduction.

Member Kelley noted that the courts are currently looking into whether or not the PTAB was ever meant or intended to cover commercial property owners, as opposed to just residential owners. If the appellate court rules accordingly, the legislation may not be needed.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard, Kelley, Kolze and Stone

Nays: None

Motion carried. Student Member Sheppard voted aye.

Following discussion, Board members decided not to support the idea of further increasing tuition by one or two dollars per credit hour in order to cover \$900,000 (or less) of the PTAB loss. Chair Howard felt they should work hard with legislation to correct the PTAB situation first. If they can make progress this year, perhaps they could get relief without adding extra dollars to tuition.

Affiliation Agreement:
University of Chicago
Hospitals

Member Kolze moved, Member Barton seconded, approval of the Affiliation Agreement between William Rainey Harper College and University of Chicago Hospitals, for the clinical education of students in health career programs, as outlined in Exhibit VIII-C (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,
Kelley, Kolze and Stone
Nays: None

Motion carried. Student Member Sheppard voted aye.

Bid for Roofing Removal
and Replacement Work

Member Barton moved, Member Gillette seconded, award bid request Q00278 for roofing removal and replacement work on Buildings A, B and C to All American Roofing Company, Inc., the low bidder, in the amount of \$551,600 plus the architects fee in the amount of \$41,370, reimbursables of \$1,000, and a contingency of not to exceed \$55,160 for a total award of \$649,130, as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette stated that many items contain a ten percent contingency. He requested that the Board receive an annual report on what contingency dollars were eventually spent and why. Dr. Breuder stated that they would keep track of that information and provide it to the Board on a yearly basis. He noted that they do not dip into the ten percent contingencies very often.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Verbatim Recording
of Executive Sessions

Member Botterman made a formal recommendation that the Harper College Board of Trustees begin the verbatim recording of all future executive session minutes, and he requested that the staff and College attorneys take the necessary steps to put in place a policy for the recording, cataloging, and storage of all executive session minutes.

Member Botterman provided background information regarding the status of legislation concerning this issue. Chair Howard noted that the Board was being proactive by recommending that the process begin immediately, because they anticipate a Bill will be passed shortly requiring verbatim recording. This will entail dropping a tape in a machine, marking the tape properly and storing it.

Chair Howard explained that the Board could not currently take action on this recommendation; the Open Meeting Act mandates that they must post an exhibit 48 hours in advance of taking action.

After the Board concurred, Dr. Breuder stated that he would proceed with preparing a policy for a first reading at the May Board meeting.

CITIZEN PARTICIPATION

Chair Howard noted that Bill Huley of Northwest Tax Watch, had requested to speak to the Board. Mr. Huley stated that he would defer to another time.

ANNOUNCEMENTS BY CHAIR

Communications

Chair Howard noted that they have a formal Resolution thanking Leon Shure for his service to Harper College in his role as Trustee. The framed Resolution will be sent to Mr. Shure, unless he would prefer to accept it at a Board meeting.

Chair Howard read the following note received from faculty member Susan Farmer who was just granted a sabbatical. "Dear Chair Howard, Please accept my sincere gratitude for being selected to receive a sabbatical in the Fall 2003 semester. First, I am grateful that Dr. Breuder recommended me, and second, I am grateful that the Board of Trustees granted the sabbatical. I am committed to making productive use of my time to improve instructional materials for Harper students. Thank you for your support of Harper's faculty." Chair Howard noted that granting sabbaticals for Harper faculty is something the Board is pleased to do. It enables faculty members to take a semester (or year) off to study, to do special projects, and to enhance their teaching ability.

Chair Howard presented Barbara Barton, William Kelley and Matt Murphy with their official Certificates of Election from Cook County Clerk David Orr.

Calendar Dates

Calendar dates are printed on the agenda for Board information.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

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

In a voice vote, the motion carried at 9:01 p.m.

Chair

Secretary

BOARD REQUESTS

APRIL 22, 2003 REGULAR BOARD MEETING

1. Dr. Breuder asked Board members to communicate suggestions to him as they move in the direction of a paperless Board Book.
2. Member Gillette asked Vice President Thorson to resend him the information regarding the tax cap. It was noted that Carol Blotteaux will send Member Gillette the information he requested.
3. Member Gillette stated that many items contain a ten percent contingency. He requested that the Board receive an annual report on what contingency dollars were eventually spent and why. Dr. Breuder stated that they would keep track of that information and provide it to the Board on a yearly basis. He noted that they do not dip into the ten percent contingencies very often.
4. Member Botterman made a formal recommendation that the Harper College Board of Trustees begin the verbatim recording of all future executive session minutes, and he requested that the staff and College attorneys take the necessary steps to put in place a policy for the recording, cataloging, and storage of all executive session minutes. After the Board concurred, Dr. Breuder stated that he would proceed with preparing a policy for a first reading at the May Board meeting.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

May 27, 2003

SUMMARY OF BIDS

- Exhibit VII – A.3.a The administration recommends that the Board award bid request Q00292 for earthwork, topsoil and sod for various locations on campus to Countryside Industries, Inc., the low bidder, in the amount of \$81,183 plus the architects fee in the amount of \$8,500, reimbursables of \$1,000, and a contingency of not to exceed \$5,000 for a total award of \$95,683.
- Exhibit VII – A.3.b The recommendation will be presented to the Board at the May 27, 2003 meeting of the Board of Trustees.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00292 for earthwork, topsoil and sod for various locations on campus as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$95,683 will be provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account numbers 0392-039-533.00-9302 and 0392-039-582.00-9302.

III. INFORMATION

A legal bid notice was published and seven bids solicited. Three responses were received. The following is a recap of the bid tab sheet:

Countryside Industries, Inc.	\$ 81,183.00
Moore Landscapes, Inc.	86,555.65
Kovilic Construction Company, Inc.	125,186.25

This request is for the application of lawn herbicide, cultivation of soil and dead lawn, and the application of new topsoil and sod in five locations on campus.

Also included in the request are the architects fee in the amount of \$8,500, reimbursables of \$1,000, and a contingency of not to exceed \$5,000.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00292 for earthwork, topsoil and sod for various locations on campus to Countryside Industries, Inc., the low bidder, in the amount of \$81,183 plus the architects fee in the amount of \$8,500, reimbursables of \$1,000, and a contingency of not to exceed \$5,000 for a total award of \$95,683.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00298 for interior signage for the main campus, the Northeast Center and the Harper Professional Center. This includes all destination identifiers, office identifiers, room identifiers, building directory maps, elevator directories, staff directories, building identifiers, evacuation maps, overhead directionals, overhead building transition signs, and wall directional signs as identified in the signage master plan.

II. BUDGET STATUS

Funds in the amount of \$375,000 will be provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-582.00-9301.

III. INFORMATION

A legal bid notice was published and seven bids solicited. **Three** responses were received. The following is a recap of the bid tab sheet:

2/90 Sign Systems	\$216,908.86
ASI-Modulex	225,891.37
Visual Entities	230,500.00

The College has hired Corbin Design to develop a comprehensive signage system. ~~The bid request for internal signage will be opened on May 22, 2003. The timelines for installation require that action be taken at the May 27, 2003 meeting of the Board of Trustees. A complete recommendation will be provided to Board members at the May 27, 2003 meeting of the Board of Trustees.~~

The College has embarked on a comprehensive wayfinding system to help students, visitors and others move easily throughout the campus. The interior signage is the third phase of the system to be implemented. Phase I was the development of the master plan and Phase II was the purchase and installation of all of the exterior signage. The estimated cost for Phase III, the interior signage, is between \$355,000 and \$375,000.

~~This request does not include the signage that will be required in the Science, Emerging Technology and Health Careers Center. Signage funds for this building are included in the building budget.~~

Included in the recommendation is the Sign Consultant's fee of **\$16,000 for this project and \$35,750 for the Science, Emerging Technology and Health Careers Center** and a contingency of not to exceed 10 percent **\$21,690**.

2/90 Sign Systems has guaranteed in their bid no increase for the cost of additional signage for an additional year after the installation of the signage in this project. Therefore, the signage for the Science, Emerging Technology and Health Careers Center is included in this recommendation. Funds for this building, including the design fees, are included in the building budget. It is estimated that the interior signage for this building will be a not to exceed amount of \$50,000.

This project is \$100,000 below the budgeted amount. This savings is a result of the current good bidding climate.

IV. RECOMMENDATION

~~The recommendation will be presented to the Board at the May 27, 2003 meeting of the Board of Trustees.~~

The administration recommends that the Board award bid request Q00298 for interior signage for the main campus, the Northeast Center and the Harper Professional Center, including all destination identifiers, office identifiers, room identifiers, building directory maps, elevator directories, staff directories, building identifiers, evacuation maps, overhead

directionals, overhead building transition signs, and wall directional signs as identified in the signage master plan, to 2/90 Sign Systems, the low bidder, in the amount of \$216,908.98, a contingency in the amount of \$21,690, a not to exceed amount of \$50,000 for the Science, Emerging Technology, and Health Careers Center interior signage, as well as design fees of \$16,000 for this project and \$35,750 for the Science, Emerging Technology and Health Careers Building, for a total of \$340,348.98. (\$254,598.98 for this project and approximately \$85,750 for the Science, Emerging Technology and Health Careers Center.)

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

May 27, 2003

SUMMARY OF PURCHASE ORDERS

- Exhibit VII – A.4.a The administration recommends that the Board approve issuance of a purchase order to EADS Telecom, for renewal of a maintenance agreement for the digital phone switch system hardware and software, in the amount of \$87,285.
- Exhibit VII – A.4.b The administration recommends that the Board approve issuance of a purchase order to Cisco Systems, Inc. for maintenance of hardware and software, and remote technical support for routing equipment, in the amount of \$40,000.
- Exhibit VII – A.4.c The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard Corporation, for renewal of the UNIX hardware and operating system software maintenance contract, in the amount of \$81,884.
- Exhibit VII – A.4.d The administration recommends that the Board approve issuance of a purchase order to Pitney-Bowes for the purchase and maintenance of a DI800 Folder/Insertter with Optical Mark Reader in the amount of \$28,474.
- Exhibit VII – A.4.e The administration recommends that the Board approve issuance of a purchase order to Cognos Corporation, for renewal of a software licensing and maintenance agreement, in the amount of \$21,266.00.

- Exhibit VII – A.4.f The administration recommends that the Board approve issuance of a purchase order to Endeavor Information Systems, Inc., for renewal of a standard licensing and maintenance agreement for the Voyager Library Series Computer Software, in the amount of \$31,210.29.
- Exhibit VII – A.4.g The administration recommends that the Board approve issuance of a purchase order to EMC Corporation for maintenance of hardware and software for data storage devices, in the amount of \$30,932.
- Exhibit VII – A.4.h The administration recommends that the Board approve issuance of a purchase order to Computing Options Company, for renewal of a standard licensing and maintenance agreement covering Regent Integrated Application System software, in the amount of \$115,000.
- Exhibit VII – A.4.i The administration recommends that the Board approve issuance of a purchase order to Open Text, Inc., to renew the annual maintenance agreement for the OnTime® Enterprise system in the amount of \$10,560.
- Exhibit VII – A.4.j The administration recommends that the Board approve issuance of a purchase order to GEE Communications, for renewal of a service and maintenance agreement for voice messaging hardware and software, in the amount of \$15,220.
- Exhibit VII – A.4.k The administration recommends that the Board approve issuance of a purchase order to Blackboard, Inc. for a course management software site license, and support, hosting, and consulting services in the amount of \$37,500.
- Exhibit VII – A.4.l The administration recommends that the Board approve issuance of a purchase order to Autodesk Inc. for renewal of an ACES 4.5 Edition – Campus Pack License and maintenance for AutoCAD software, in the amount of \$17,250.

Exhibit VII – A.4.m The administration recommends that the Board approve issuance of a purchase order to Laurus Technologies, for renewal of an annual maintenance agreement for computing hardware and operating system software, in the amount of \$11,360.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to EADS Telcom (formerly Intecom, Inc.), for renewal of a maintenance agreement covering the digital phone switch system hardware and software, as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$87,285 will be provided in the 2003/2004 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

EADS Telcom provides regular service and maintenance for the digital phone switch system's hardware and software, assuring uninterrupted voice communication for the College. All system components are covered under the maintenance agreement, including all system common control equipment and system peripheral equipment such as printers, terminals, and station devices. The renewal period is July 1, 2003 through June 30, 2004.

EADS Telcom is the only vendor that offers hardware and software maintenance for this digital phone switch system. There is an increase of \$7,935, which is 10 percent more than the current year's amount of \$79,350. Maintenance agreements experience upward pricing pressures for various reasons, including increases in salaries paid to support staff by the vendors, and costs for obtaining and storing replacement parts for aging equipment. In

addition, costs increase because equipment is added to maintenance agreements when warranty periods end.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to EADS Telecom, for renewal of a maintenance agreement for the digital phone switch system hardware and software, in the amount of \$87,285.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Cisco Systems, Inc. to renew the annual maintenance agreement for hardware and software, and remote technical support for routing equipment, as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$40,000 will be provided in the 2003/04 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

The Cisco routing equipment consists of key primary network components that support the Harper College Communication Network (HCCN) connectivity for desktops, the local area network (LAN) application, Web servers, and Internet access at the Northeast Center (NEC), the Harper Professional Center (HPC) and the main campus. The renewal period is July 1, 2003 through June 30, 2004.

Cisco Systems, Inc. is the only vendor that provides maintenance for this hardware and software. There is an increase of \$2,830, which is approximately 7.6 percent more than last year's amount of \$37,170, partly due to additional equipment added to the HCCN. Maintenance agreements experience upward pricing pressures for various reasons, including increases in salaries paid to support staff by the vendors, and costs for obtaining and storing replacement parts for aging equipment. In addition, costs increase because equipment is added to maintenance agreements when warranty periods end.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Cisco Systems, Inc. for maintenance of hardware and software, and remote technical support for routing equipment, in the amount of \$40,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Hewlett-Packard Corporation for renewal of the UNIX hardware and operating system software maintenance contract, as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$81,884 will be provided in the 2003/2004 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

Hewlett Packard is the only vendor that offers maintenance for the HP UNIX computing hardware hosts and operating system software, which support Instructional and Administrative systems. The renewal period is July 1, 2003 through June 30, 2004

The cost, \$81,884, represents an increase of \$15,730, which is approximately 23 percent more than last year's amount of \$66,154, partly due to the coverage of additional components and systems. Maintenance agreements experience upward pricing pressures for various reasons, including increases in salaries paid to support staff by the vendors, and costs for obtaining and storing replacement parts for aging equipment. In addition, costs increase because equipment is added to maintenance agreements when warranty periods end.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard Corporation, for renewal of the UNIX hardware and operating system software maintenance contract, in the amount of \$81,884.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Pitney-Bowes for the purchase and maintenance of a DI800 Folder/Inserter with Optical Mark Reader as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$28,474 will be provided in the 2003/04 Operations & Maintenance Fund budget, \$25,590 under account number 0295-245-585.10 and \$2,884 under account number 0295-245-534.00.

III. INFORMATION

This request is for a Pitney-Bowes DI800 Folder/Inserter with Optical Mark Reader that will fold, insert, and seal campus material for mailing. The machine will allow for increased volume, as well as providing better flexibility for more complex setups than the equipment currently owned by the College.

Pitney-Bowes and Neopost are the only manufacturers of this level of equipment in the marketplace. Representatives from both organizations visited the campus to view the current setup, and provided recommendations for appropriate equipment based on the current and future needs of the College. Subsequent visits were made to the vendors' main offices to view and test the proposed equipment.

The Pitney-Bowes machine was chosen because it provides better features such as five different folding speeds, an automatic clear

feature, top or bottom scanning, and the ability to handle 20,000 more pieces per month than the Neopost machine.

The current folder/insertor was purchased in 1994. Usually, the equipment would last about five years. It will be used as a trade-in.

This purchase is from the State of Illinois Joint Purchasing Agreement, Contract number 4010239.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Pitney-Bowes for the purchase and maintenance of a DI800 Folder/Insertor with Optical Mark Reader in the amount of \$28,474.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Cognos Corporation for renewal of a software licensing and maintenance agreement, as requested by Information Technology for Administrative Systems.

II. BUDGET STATUS

Funds in the amount of \$21,266.00 will be provided in the 2003/04 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

The Regent Integrated Application System software, which was purchased from Computing Options Company, requires the use of Cognos software tools and fourth generation languages. This agreement entitles the College to receive new releases of software, software enhancements and technical support, all of which insure that the software is up to date and consistent with technological advances and industry standards. The renewal period is July 1, 2003 through June 30, 2004.

Cognos is the only vendor that offers licensing and maintenance for this software. There is an increase of \$125, approximately 0.6 percent more than last year's amount of \$21,141. The increase is due to additional maintenance and support of the Oracle Data Access License.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Cognos Corporation, for renewal of a software licensing and maintenance agreement, in the amount of \$21,266.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Endeavor Information Systems, Inc. for renewal of a standard licensing and maintenance agreement for the Voyager Library Series Computer Software, as requested by Information Technology for Administrative Systems.

II. BUDGET STATUS

Funds in the amount of \$31,210.29 are provided in the 2002/2003 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

The Voyager Library Series Computer Software provides Library Services with an automated means of circulating library material.

The standard licensing and maintenance agreement entitles the College to receive software upgrades and technical support. The renewal period is June 1, 2003 through May 31, 2004.

Endeavor is the sole provider for the standard licensing and maintenance agreement for the Voyager Library Series Computer Software. There is an increase of \$2,497.97, which is 8.7 percent more than the current year's amount of \$28,712.32. Maintenance agreements experience upward pricing pressures for various reasons, including increases in salaries paid to support staff by the vendors, and costs for obtaining and storing replacement parts for aging equipment. In addition, costs increase because equipment is added to maintenance agreements when warranty periods end.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Endeavor Information Systems, Inc., for renewal of a standard licensing and maintenance agreement for the Voyager Library Series Computer Software, in the amount of \$31,210.29.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to EMC Corporation for renewal of a maintenance agreement covering hardware and software for data storage devices, as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$30,932 will be provided in the 2003/2004 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

This maintenance agreement is for EMC mass data storage devices. The storage devices house the administrative data used by the production Hewlett-Packard computing systems. EMC is the manufacturer of this equipment and is the sole source for maintenance. The renewal period is July 1, 2003 through June 30, 2004.

There is an increase of \$492.00, which is approximately 1.6 percent more than last year's amount of \$30,440. Maintenance agreements experience upward pricing pressures for various reasons, including increases in salaries paid to support staff by the vendors, and costs for obtaining and storing replacement parts for aging equipment. In addition, costs increase because equipment is added to maintenance agreements when warranty periods end.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to EMC Corporation for maintenance of hardware and software for data storage devices, in the amount of \$30,932.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Computing Options Company for renewal of a standard licensing and maintenance agreement covering Regent Integrated Application System software, as requested by Information Technology for Administrative Systems.

II. BUDGET STATUS

Funds in the amount of \$115,000 will be provided in the 2003/04 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

The standard licensing and maintenance agreement entitles the College to receive regular software releases, as well as modifications for Regent Integrated Application System software to assure conformity with federal and state regulations. It also entitles the College to unlimited telephone consultation regarding product capabilities and use. The renewal period is July 1, 2003 through June 30, 2004.

Computer Options is the sole provider for standard licensing and maintenance for Regent Integrated Application System software. There is an increase of \$9,400, which is 8.9 percent more than the current year's amount of \$105,600. Maintenance agreements experience upward pricing pressures for various reasons, including increases in salaries paid to support staff by the vendors, and costs for obtaining and storing replacement parts for aging equipment. In addition, costs increase because equipment is added to maintenance agreements when warranty periods end.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Computing Options Company, for renewal of a standard licensing and maintenance agreement covering Regent Integrated Application System software, in the amount of \$115,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Open Text, Inc., to renew the annual maintenance agreement for the OnTime® Enterprise system, as requested by Information Technology for Client Services.

II. BUDGET STATUS

Funds in the amount of \$10,560 will be provided in the 2003/04 Education Fund budget, under account number 0195-245-534.01.

III. INFORMATION

Open Text is the sole provider for the OnTime® Enterprise system annual maintenance agreement, which includes upgrades and technical support. The renewal period is July 1, 2003 through June 30, 2004.

The OnTime® package is the calendar management system that has been in use at the College for nine years. Harper College is currently licensed for 1,100 users, providing all employees utilization of the same desktop tool.

There is no change in cost from the current year's maintenance agreement.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Open Text, Inc., to renew the annual maintenance agreement for the OnTime® Enterprise system in the amount of \$10,560.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to GEE Communications, for the renewal of a service and maintenance agreement for voice messaging hardware and software, as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$15,220 will be provided in the 2003/04 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

GEE Communications is the Avaya authorized vendor that provides regular service and maintenance of the voice messaging system hardware and software, assuring uninterrupted call processing and voice messaging for the College. Upgrades to the system software, within the current version, are provided as part of the agreement. The renewal period is July 1, 2003 through June 30, 2004.

There is no other vendor that can offer service and maintenance for this voice messaging hardware and software. There is a decrease of \$1,220, which is approximately 7.4 percent less than last year's amount of \$16,440.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to GEE Communications, for renewal of a service and maintenance agreement for voice messaging hardware and software, in the amount of \$15,220.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Blackboard, Inc. for a course management software site license, and support, hosting and consulting services as requested by Information Technology for the Department of Instructional Technology.

II. BUDGET STATUS

Funds in the amount of \$37,500 will be provided in the 2003/04 Education Fund budget, under account number 0195-245-539.00.

III. INFORMATION

The College has standardized on the Blackboard course management system for online course development and delivery. Blackboard, Inc. is the sole provider for licensing and support for this system. The cost of renewal for the period of July 1, 2003 through June 30, 2004 will remain the same as for the current fiscal year.

The hosting service included in this recommendation ensures that all courses are easily accessible from any location for students and faculty with an Internet connection. Blackboard maintains a fully dedicated server for Harper College with redundant connectivity, comprehensive backup, RAID fault protection and four levels of power backup at a secured location with restricted access. Blackboard services are secure while allowing Harper College faculty to maintain complete control over their own course Web sites and content.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Blackboard, Inc. for a course management software site license, and support, hosting, and consulting services in the amount of \$37,500.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Autodesk Inc. for renewal of an ACES 4.5 Edition – Campus Pack License and maintenance for AutoCAD software to be used by Academic Divisions and Administrative areas as requested by Information Technology for Client Services.

II. BUDGET STATUS

Funds in the amount of \$17,250 will be provided in the 2003/04 Education Fund budget, under account number 0195-245-544.80.

III. INFORMATION

The ACES 4.5 Edition – Campus Pack License for AutoCAD entitles the College to 75 licenses of each software title included in the package. The package currently includes AutoCAD 2002, Autodesk Architectural Desktop 3.3, Autodesk Architectural Desktop Learning Assistance, Autodesk Map 6, Autodesk Inventor 6 Series, Autodesk Civil Series 3.02, Autodesk Building Electrical, Autodesk Building Mechanical, Autodesk VIZ R4.0, Autodesk Revit 4.5 and Autodesk Architectural Studio 3. Maintenance provides upgrades and technical support. Only Autodesk provides licenses and maintenance for this software. The renewal period is July 1, 2003 through June 30, 2004.

There is an increase of \$2,250, which is 15 percent more than the current year's amount of \$15,000. This is the first price increase since the inception of the program in 1995. The increase reflects the additional value of new Autodesk software solutions and the direct Autodesk technical support included in ACES. The increase

also allows for continued development of value-added curriculum and education programs.

This purchase complies with Board Policy and State Statute.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Autodesk Inc. for renewal of an ACES 4.5 Edition – Campus Pack License and maintenance for AutoCAD software, in the amount of \$17,250.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Laurus Technologies for renewal of an annual maintenance agreement for computing hardware and operating system software, as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$11,360 will be provided in the 2003/04 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

Sun computing hardware and operating system software supports Web applications and Library Administrative systems. The renewal period is August 1, 2003 through July 30, 2004.

Laurus Technologies is the only Campus Representative for Sun Microsystems in the state of Illinois. There is an increase of \$755.90, or 7.1 percent, over last year's amount of \$10,604.10. This is due to additional CPU units.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Laurus Technologies, for renewal of an annual maintenance agreement for computing hardware and operating system software, in the amount of \$11,360.

WILLIAM RAINEY HARPER COLLEGE

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 Faculty Appointments.
- B. Ratification of Professional/Technical Appointment.
- C. Ratification of Supervisory/Confidential Appointment.
- D. Ratification of Classified Staff Appointment.
- E. Ratification of Harper College #512 IEA-NEA Appointment.
- F. Ratification of Classified Staff Retirement.
- G. Ratification of Supervisory/Confidential Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE
Preliminary Schedule of Investments
As of April 30, 2003

Exhibit VII-B.1
May 27, 2003

	<u>Outstanding Investments</u>	<u>Earned To Date</u>
EDUCATION FUND	\$ 28,529,782	470,129
OPERATIONS, & MAINT. FUND	9,239,647	151,021
OPERATIONS, & MAINT. FUND (Restricted)	5,695,496	86,656
BOND & INTEREST	7,795,777	127,376
AUXILIARY ENTERPRISES	1,662,835	28,669
RESTRICTED FUNDS	-206,765	3,802
WORKING CASH FUND	12,459,388	220,144
AUDIT FUND	146,756	2,805
LIABILITY, PROTECTION & SETTLEMENT	<u>1,144,037</u>	<u>23,516</u>
Total	\$ <u><u>66,466,953</u></u>	<u><u>1,114,117</u></u>

WILLIAM RAINEY HARPER COLLEGE
Schedule of Investments
As of April 30, 2003

Exhibit VII-B.1
May 27, 2003

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 4/30/2003	Market Value
<u>Certificates of Deposits</u>							
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/MBNA America NA	08/20/02	05/29/03	282	2.12	24,610.69	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/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/Suburban Bank & Trust	01/10/03	07/09/03	180	1.40	10,376.45	1,500,000.00	
LaSalle Bank	04/01/03	07/15/03	105	1.15	3,354.17	1,000,000.00	
PMA/Pullman Bank	01/10/03	07/23/03	194	1.40	11,185.20	1,500,000.00	
LaSalle Bank	04/01/03	07/30/03	120	1.15	3,750.00	1,000,000.00	
Harris Bank	01/10/03	08/06/03	208	1.68	14,629.35	1,500,000.00	
PMA/Discover Bank	01/17/03	09/04/03	230	1.40	13,271.54	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	
PMA/Discover Bank	01/17/03	09/18/03	244	1.40	14,075.91	1,500,000.00	
PMA/MBNA America NA	04/01/03	09/29/03	181	1.29	12,823.37	2,000,000.00	
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	
PMA/Pullman Bank	01/17/03	10/16/03	272	1.40	15,707.02	1,500,000.00	
Northern Trust	03/06/03	10/30/03	238	1.22	11,974.18	1,500,000.00	
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/Bank of Nashville	03/03/03	11/28/03	270	1.35	20,023.81	2,000,000.00	
PMA/Discover Bank	02/26/03	11/28/03	275	1.34	60,733.40	6,000,000.00	
PMA/Discover Bank	03/06/03	12/11/03	280	1.25	14,423.47	1,500,000.00	
PMA/Discover Bank	03/12/03	12/26/03	289	1.15	13,697.88	1,500,000.00	
PMA/Discover Bank	03/12/03	01/08/04	302	1.15	14,316.57	1,500,000.00	
PMA/Discover Bank	03/12/03	01/22/04	316	1.15	14,984.71	1,500,000.00	
PMA/Discover Bank	03/12/03	02/05/04	330	1.15	15,655.27	1,500,000.00	
PMA/Independent Bankers' Bank	08/20/02	02/11/04	540	2.55	56,790.74	1,500,000.00	
Harris Bank	01/10/03	08/01/03	223	1.68	15,689.85	1,500,000.00	
	Weighted Average: 2.05					58,300,000.00	58,300,000.00 *
<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	2,014,331.55 **
Illinois Funds	Monthly Average				1.18	6,171,952.51	6,171,952.51
TOTALS AS OF:	4/30/2003					\$ 66,466,952.51	66,486,284.06

*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
April 30, 2003

May 27, 2003
 Exhibit VII-B.1

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Institutional						
Admin Services	9,459,181.00	6,775,611.35	5,123,490.58	130,971.48	55.55%	4,204,718.94
Sub-Total	\$9,459,181.00	6,775,611.35	\$5,123,490.58	\$130,971.48	55.55%	\$4,204,718.94
President						
Development Office	388,919.00	278,582.68	323,283.31	53,849.70	96.97%	11,785.99
Pres/Brd of Trustees	345,782.00	247,683.65	275,715.20	48,772.15	93.84%	21,294.65
Strategic Alliance	165,273.00	118,385.05	133,115.33	27,504.95	97.18%	4,652.72
Assoc VP Development	177,715.00	127,297.25	141,754.49	29,307.35	96.26%	6,653.16
Sub-Total	\$1,077,689.00	771,948.63	\$873,868.33	\$159,434.15	95.88%	\$44,386.52
Student Affairs						
Student Activities	363,792.00	260,584.21	221,116.66	50,871.20	74.76%	91,804.14
Student Development	3,312,518.00	2,372,756.64	2,299,622.68	395,613.12	81.37%	617,282.20
Wellns/Human Perform	675,652.00	483,969.53	540,912.74	67,362.35	90.03%	67,376.91
Sub-Total	\$4,351,962.00	3,117,310.38	\$3,061,652.08	\$513,846.67	82.16%	\$776,463.25
VP Academic Affairs						
Acad Enrich/Lang Std	3,660,751.00	2,622,195.94	2,610,838.54	554,149.13	86.46%	495,763.33
Academic Affairs	477,025.00	341,693.01	210,833.51	35,219.53	51.58%	230,971.96
Assoc VP Aca Affairs	240,152.00	172,020.88	159,868.68	33,317.15	80.44%	46,966.17
Bus/Social Sciences	5,126,757.00	3,672,296.04	3,689,681.17	644,716.91	84.54%	792,358.92
Corporate Services	198,733.00	142,352.45	136,345.21	34,387.65	85.91%	28,000.14
Dean of Cont Educ	452,640.00	324,226.03	317,080.61	61,204.10	83.57%	74,355.29
Liberal Arts	5,181,699.00	3,711,650.99	3,883,788.76	701,129.43	88.48%	596,780.81
Life Sci/Hum Services	4,057,604.00	2,906,461.75	2,884,630.91	568,866.49	85.11%	604,106.60
Resource for Learning	2,049,537.00	1,468,083.35	1,583,544.26	257,744.18	89.84%	208,248.56
Tech/Math & Phy Sci	4,249,462.00	3,043,889.63	3,213,743.44	544,377.31	88.44%	491,341.25

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Wellns/Human Perform	1,015,275.00	727,241.48	667,765.75	133,849.04	78.96%	213,660.21
Sub-Total	\$26,709,635.00	19,132,111.55	\$19,358,120.84	\$3,568,960.92	85.84%	\$3,782,553.24
VP Admin Services						
Admin Services	1,541,730.00	1,104,341.20	1,109,292.52	259,203.45	88.76%	173,234.03
Strategic Planning	10,393.00	7,444.51	8,879.30	0.00	85.44%	1,513.70
Sub-Total	\$1,552,123.00	1,111,785.70	\$1,118,171.82	\$259,203.45	88.74%	\$174,747.73
VP Diversity/Org Dev						
Human Res/Int. Affairs	13,329.00	9,547.56	8,861.93	0.00	66.49%	4,467.07
Asst VP Diversity/Org	1,028,460.00	736,685.90	409,924.33	97,872.95	49.37%	520,662.72
Sub-Total	\$1,041,789.00	746,233.46	\$418,786.26	\$97,872.95	49.59%	\$525,129.79
VP Info Technology						
Info Technology	4,917,700.00	3,522,548.51	3,710,275.05	765,693.33	91.02%	441,731.62
Sub-Total	\$4,917,700.00	3,522,548.51	\$3,710,275.05	\$765,693.33	91.02%	\$441,731.62
VP Mktg & Advancement						
VP Mktg & Advancemnt	1,212,352.00	868,407.74	727,496.38	250,389.79	80.66%	234,465.83
Enrollment Mgmt	1,845,805.00	1,322,150.12	1,351,257.05	228,847.55	85.61%	265,700.40
Pub/Comm Services	1,467,188.00	1,050,946.76	1,218,483.36	236,047.30	99.14%	12,657.34
Sub-Total	\$4,525,345.00	3,241,504.62	\$3,297,236.79	\$715,284.64	88.67%	\$512,823.57
Grand Total:	\$53,635,424.00	38,419,054.21	\$36,961,601.75	\$6,211,267.59	80.49%	\$10,462,554.66

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

- Barbara Barton - ICCTA Legislative Fly-In 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: May 27, 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>			
Scholar-in-Residence International Studies J. Westney	Fulbright scholar from Costa Rica	CIES \$15,560*	08/01/03 12/31/03
	Matching funds required**		
<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 Contribtion 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>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>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>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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
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
Welfare to Work Workforce Preparation J. Hennig	State Allocation Grant Workforce Preparation	ICCB \$60,728	07/01/02 06/30/03
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> 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>NEW</u> Perkins Postsecondary Performance Enhance- ment Grant Advanced Implemen- tation J. Hennig	To develop and implement ICCB computerized automated degree & certificate audit systems to recognize and promote student success.	\$15,000	02/15/03 08/30/03
<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> 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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
<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
<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)	01/02 07/31/03
Total as May 27, 2003		\$3,103,482	

DESCRIPTION OF ABBREVIATIONS

ACHA	American College Health Association
CIES	Council for International Exchange of Scholars
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

**\$15,560 grant shared with College of Lake County

**\$7,000 cash and \$14,200 in-kind (shared by College of Lake County)

**Harper College Educational Foundation
April Fundraising Report FY03**

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Unknown	4	\$10.00	\$100.00	\$0.00	\$0.00	\$110.00
Alumni Direct Mail	3	\$115.00	\$0.00	\$0.00	\$0.00	\$115.00
Betty Windham Memorial Fund Appeal	2	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Direct Mail FY03 -- Board Pacesetters	2	\$443.10	\$0.00	\$0.00	\$0.00	\$443.10
Golf Open 2003 - Underwriting Packet	5	\$11,200.00	\$0.00	\$0.00	\$0.00	\$11,200.00
March 20, 2003 Event	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Proposal	1	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00
Student Scholarships	2	\$351.00	\$0.00	\$0.00	\$0.00	\$351.00
Stewardship	5	\$10,350.00	\$0.00	\$0.00	\$0.00	\$10,350.00
Tradition of Excellence 2003	67	\$1,965.00	\$9,776.10	\$335.00	\$0.00	\$12,076.10
Tradition of Excellence Campaign 2002	15	\$156.10	\$0.00	\$0.00	\$0.00	\$156.10
Unsolicited	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Grand Totals:	108	\$44,715.20	\$9,876.10	\$335.00	\$0.00	\$54,926.30

Harper College Educational Foundation Year to Date Fundraising Report (as of 4/30/03)

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Unknown	24	\$823.00	\$100.00	\$0.00	\$0.00	\$923.00
Alumni Direct Mail	24	\$1200.00	\$0.00	\$0.00	\$0.00	\$1200.00
Betty Windham Memorial Fund Appeal	2	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Direct Mail	59	\$11,594.00	\$0.00	\$0.00	\$0.00	\$11,594.00
Board and Trustee Pacesetters Mailing	18	\$10,081.70	\$2,059.20	\$0.00	\$0.00	\$12,140.90
Golf Open 2002	7	\$9,975.00	\$2,000.00	\$0.00	\$0.00	\$11,975.00
Golf Open 2003	24	\$37,550.00	\$15,000.00	\$800.00	\$0.00	\$53,350.00
Grant	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Harper Symphony Orchestra	2	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00
Harvest Gala 2002	355	\$79,570.00	\$7,400.00	\$12,248.08	\$155.00	\$99,373.08
Matching	2	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,050.00
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
March 20, 2003 Event	3	\$5,200.00	\$0.00	\$0.00	\$0.00	\$5,200.00
Performathon 2002	84	\$4,013.00	\$0.00	\$0.00	\$0.00	\$4,013.00
Personal Solicitation	10	\$17,505.00	\$12,500.00	\$0.00	\$0.00	\$30,005.00
Planned Giving	4	\$0.00	\$0.00	\$0.00	\$300,000.00	\$300,000.00
Proposal	7	\$54,000.02	\$0.00	\$0.00	\$0.00	\$54,000.02
Student Scholarships	2	\$351.00	\$0.00	\$0.00	\$0.00	\$351.00
Special Initiatives	2	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
Stewardship	20	\$17,456.43	\$0.00	\$0.00	\$0.00	\$17,456.43
Tradition of Excellence 2003	67	\$1,965.00	\$9,776.10	\$335.00	\$0.00	\$12,076.10
Tradition of Excellence Campaign 2002	72	\$475.10	\$260.00	\$0.00	\$0.00	\$735.10
Theatre Seat Campaign	9	\$5,565.00	\$0.00	\$0.00	\$0.00	\$5,565.00
Unsolicited	15	\$3,210.82	\$0.00	\$1,750.00	\$0.00	\$4,960.82
Young Artists' Competition	3	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
Grand Totals:	903	\$269,723.07	\$49,095.30	\$15,133.08	\$300,155.00	\$634,106.45

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Retain Law Firm of Liston and Lafakis for 650 Higgins Real Estate Tax Issues.

II. REASON FOR CONSIDERATION

The College seeks to minimize the real estate taxes paid at 650 Higgins. The College attorney was consulted. It was determined that property tax appeals are outside their firm's specialty. They provided a referral to the firm of Liston and Lafakis as being in the best interest of the College.

III. BACKGROUND INFORMATION

The property at 650 Higgins was reassessed last year and the assessed value jumped by 170%. The College has an exemption for the portion of 650 Higgins used by the College and other non-profits, but must pay taxes on the portion leased to for-profit corporations. The College has the right to pass on this increase to the tenants in most of our leases. In the current real estate market, passing on these large increases makes our property less attractive and may cause current tenants to search for alternate space as their leases come due. It may also be difficult to collect these increases from some tenants.

IV. RECOMMENDATION

It is the recommendation of the administration to retain the firm of Liston and Lafakis for real estate tax issues at 650 Higgins.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for award of bid request Q00283 to provide campus lighting, infrastructure for wireless computer support, and infrastructure for surveillance at campus entrances as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$2,395,000 will be provided in the 2003/04 Operations and Maintenance Restricted Fund Budget, under account numbers 0392-039-533.00-9308 and 0392-039-582.00-9308.

III. INFORMATION

A legal bid notice was published and four bids solicited. Four responses were received. The following is a recap of the bid tab sheet:

J. F. Edwards Construction Company	\$1,991,800
Cattaneo Electric Company	2,324,945
Divane Brothers Electric Company	2,409,000
	(No bid one item)
Aldridge Electric, Inc.	2,409,345

The College, in conjunction with Stanley Engineering and Smith JJR, has developed a campus lighting system to upgrade the security of the campus with the replacement of the original lighting in the parking lots and pedestrian walkways. As this system was being developed, Information Technology was in the process of establishing a plan for wireless capability for information technology. This plan includes using the new light poles for antennas. Costs will be saved by installing the required cabling for the wireless capability at the same time as the wiring for the new lighting. Current demands on security will also be accommodated

by installing surveillance devices at the entrances to the campus. This will be done at the same time the new lighting is installed, thereby reducing costs for the security project.

The engineering firm of Stanley Consultants, Inc. estimated the cost of this project for construction only (no fees or contingency are included) to be \$3,091,000. The low numbers received by the College are attributed to the continuation of a very positive bidding climate.

This recommendation also includes an engineering design fee of \$189,000, a construction management fee of \$46,950 and a contingency of not to exceed of \$200,000.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00283 to provide campus lighting, infrastructure for wireless computer support, and infrastructure for surveillance at campus entrances to J.F. Edwards Construction Company, the low bidder, in the amount of \$1,991,800, plus an engineering design fee in the amount of \$189,000, a construction management fee in the amount of \$46,950 and a contingency of not to exceed \$200,000 for a total award of \$2,395,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

The Resource Allocation and Management Plan for Community Colleges (RAMP) document.

II. REASON FOR CONSIDERATION

The planning document is required each year by the Illinois Community College Board and the Illinois Board of Higher Education and is the basis for requests to the legislature for capital funding. It contains the official request for Harper's capital funding.

III. BACKGROUND INFORMATION

The RAMP document has become more comprehensive. The rationale is that the ICCB would like to see fewer projects that are more thoroughly planned, therefore producing a better quality project. Legat Architects have been identified as producing a quality RAMP submission for other community colleges. The College has retained Legat Architects to assist College staff in producing the RAMP document for submission. The College has 2 projects on the ICCB list which need updated RAMP documents. They are the Renovation of the Engineering & Technology (G &H) Buildings and a Campus Life/One Stop Admissions Center.

In addition, the Board of Trustees must make a commitment the local dollars are available to match the state monies.

The College has set aside excess referendum dollars for this match.

IV. RECOMMENDATION

The administration recommends the approval of the capital request section of the RAMP document for submission to the Illinois Community College Board. The administration also recommends that the Board approve the dollars set aside of referendum dollars to provide the necessary match.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Purchase of Electrical Power

II. REASON FOR CONSIDERATION

The College has issued a Request For Proposal for electrical power. The College has received preliminary information from the vendors and from that information has developed a template to analyze the actual data when it is submitted. In discussions with electrical power vendors it has been determined that electrical power rates are as volatile as interest rates. Vendors will only hold their price for one day.

III. BACKGROUND INFORMATION

The deregulation of electrical power has been phased in over a number of years. During this period the College has taken advantage of every opportunity to buy power in the most economical way. In the last few years, we have stayed with ComEd, but moved from the 6L rate to the PPO rate. This year, a Request For Proposal was issued to test the market of other suppliers against the ComEd 6L and PPO rates.

IV. RECOMMENDATION

The attached template is a "Sample Only".

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