



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

June 24, 2003

7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Educational Presentations**
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- V. Student Trustee Report**
- VI. President's Report**
- VII. Consent Agenda* (Roll Call Vote)**
 - A. For Approval**
 - 1. Minutes – May 27, 2003 Regular Board Meeting Exhibit VII-A.1
 - 2. Bills Payable, Payroll for May 16, 2003 and May 30, 2003;
Estimated payrolls for May 31, 2003 through June 26, 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
 - 6. Student Service Awards - Spring 2003 Exhibit VII-A.6
 - 7. Faculty Tenure Status Report Exhibit VII-A.7
 - 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

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| A. RECOMMENDATION: Strategic Long-Range Plan: 2003-2006 | Exhibit VIII-A |
| B. RECOMMENDATION: Prevailing Wage | Exhibit VIII-B |
| C. RECOMMENDATION: Administrative Employment Contracts | Exhibit VIII-C |
| D. RECOMMENDATION: Classified, Food Service and Supervisory/
Confidential Salaries and Fringe Benefit
Expenses | Exhibit VIII-D |
| E. RECOMMENDATION: Educational Service Providers | Exhibit VIII-E |
| F. RECOMMENDATION: Preliminary Budget Fiscal Year 2003-2004 | Exhibit VIII-F |
| G. RECOMMENDATION: Resolution to Establish 2003-2004 Budget
Hearing Date | Exhibit VIII-G |
| H. RECOMMENDATION: New AAS Degree and Certificates in
Maintenance Technology | Exhibit VIII-H |
| I. RECOMMENDATION: Second Reading of Addition to the Board of
Trustees Policy Manual - Recording of
Closed Sessions | Exhibit VIII-I |
| J. RECOMMENDATION: Affiliation Agreement Renewal Between
Harper College and Children's Memorial
Hospital | Exhibit VIII-J |
| K. RECOMMENDATION: Enter Into a Contract with E-S-P Vending | Exhibit VIII-K |
| L. RECOMMENDATION: Enter Into an Exclusive Contract Agreement
with Pepsi Cola General Bottlers, Inc. | Exhibit VIII-L |
| M. RECOMMENDATION: Renewal of All College Liability Insurance | Exhibit VIII-M |

IX. Citizen Participation

X. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

On-Campus Events

*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)

*October 28, 2003 7:00 p.m. - Regular Board Meeting - Room W214-215

Off-Campus Events

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

XII. Adjournment

Minutes of the Regular Board Meeting of Tuesday, May 25, 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, May 27, 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, May 27, 2003 at 7:05 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Botterman, Gillette, Howard, Kelley, Kolze and Stone; Student Member Sheppard
Absent: Member Barton

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 Planning and Alliances; Catherine Brod, Assistant V.P. for Development; Joe Accardi; Larry Bielawa; Carol Blotteaux; Phil Burdick; Daniel Corr; Laura Crane; Lori Danaher; Rob Dix; Terry Engle; Don Evangelista; Terence Felton; A.J. Fleck; Robert Getz; Sally Griffith; Vickie Gukenberger; Thea Keshavarzi; Jim Ma; Maria Moten; Jeanne Pankanin; Janie Petersen; Diana Sharp; Dennis Weeks and Deanna White.
Student: Arpan Shah.

Guests: Tim Kane, Chicago Tribune; Michael Lundeen, Legat Architects; Ernest Leaf, Stanley Consultants; William Huley, Northwest Tax Watch; Gary Clair, citizen/parent; Matt Murphy, Trustee Elect.

Chair Howard noted that there would not be an executive session following the meeting. Changes to Exhibits VII-A.3.b, VII-B.1, VIII-A and VIII-D are outlined in the document "Changes to Board Exhibits." Member Botterman requested that Exhibit VIII-E, First Reading of the Closed Session Recording Policy, be added under New Business.

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

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

PRESENTATIONS

Strategic Long-Range Plan Update

Chair Howard noted that the Strategic Long-Range Plan (SLRP) is the blueprint for the College. She introduced Sheila Quirk, Associate Vice President for Strategic Planning and Alliances, who would be giving an update on the Plan. Ms. Quirk explained the planning process which takes place before the SLRP is brought to the Board.

Planning Process

The Institutional Planning and Review Committee, Co-Chaired by Duane Sell and Mark Mrozinski, is made up of many people who put in a great deal of time to create the Plan. The Committee worked with President's Council; decisions were made on what items would move forward; pieces of the plan were approved by the College Assembly; and the Plan was finally approved by Dr. Breuder. It has been a collaborative process.

Planning Components

The SLRP is based on a three-year window. It covers four elements:

- Foundational - philosophy, vision, mission and core values lay the foundation for moving forward.
- Analytical - strengths, weaknesses, opportunities and threats (SWOT) are analyzed in a database. Strengths and weaknesses are the evaluation of how Harper is doing as an organization; opportunities and threats are the evaluation of things happening in the community around Harper and how the College must respond to them.
- Directional - goals and tasks will be undertaken in the next three-year planning horizon.
- Executional - directions, objectives and strategies are set for various personnel. Evaluations are based on the completion of that scope of work.

Impact of SLRP

The SLRP does not sit on a shelf; it is tied to what Harper College is about. Among other things, it is used for the following:

- Administrative Operations - priorities are set for specific units.
- Resource Allocation - many decisions regarding the budget are based on goals defined in the Plan. There is a cross-reference in the budget which shows how priorities were set and what money was used to reach the goals.
- Programs and Services - priorities are set for programs and services, giving them a direction to move forward. For example, the Technology Committee, along with the Planning Committee, will review goals and decide which projects will be prioritized with the Technology Fee funds received every year.
- Performance, Evaluations and Outcomes - annual objectives are documented for various personnel and approved by the President. The Board receives a copy of those for President's Council, in terms of an annual plan. That is the basis of evaluation. It is also the basis by which the College reports accomplishments to the Board in the form of an Outcomes document distributed at the end of July.

Process Improvements

The committee met with each of the Vice Presidents to gather feedback regarding last year's plan. They found out what each Vice President is looking to do with their organization, where they feel stress and pressure, and what their concerns were. From that feedback, they decided to make some changes to the process moving forward.

They simplified and integrated the goals and tasks this year. In the SLRP last year, goals were reflected under each individual Vice President's area of responsibility. Student Affairs, Academic Affairs, etc., each had their own set of goals. Since they determined that there are multiple areas of responsibility that have concerns about facilities, or concerns about diversity, or concerns about student life, they have decided to integrate the goals into "institutional goals." The Plan for this year has 13 institutional goals, as compared to the 46 area-specific goals last year. This should bring some efficiency, and it will be easier to see which areas of the College are working toward the same goal.

The other major change is that they have reviewed the draft of the first Environmental Scan. This takes a look at all the outside influences on Harper College to which we should respond. It categorizes and summarizes the data so that it can be used in the planning process. With that information, they held the first ever community influencers meeting. They had 50 mayors, organizations of non-profit and other school districts respond to the information. They are currently revising the scan based on the feedback of the influencers. Next year, they will present the Board with an official environmental scan that will play very heavily into SWOT analysis for next year.

What's next?

The committee holds a summer retreat; people feel it is important enough to donate some of their summer to work on the Plan. They will focus on their approach to communication. There have never been formal presentations by the committee to the rest of the governance committees, or to the departments or other areas of the Colleges that are directly impacted. The purpose of the retreat is to institutionalize communication mechanisms to make sure that the Plan is continually communicated. A presentation time has been reserved at faculty orientation. Next year the committee will share with the Board how they are going about that process. The Board will also see a whole different approach to SWOT next year. They will integrate into the planning process the committee and departmental plans at a sub-task level.

Dr. Breuder called attention to an addendum of the SLRP, the report of a visit from North Central Accrediting Association (NCAA). He stated that at President's Council level, they will look at exactly how far the College has come in addressing the recommendations that were contained in the 1997 NCAA Report. Each item will be listed, with an indication of where they are regarding that item. They recycle again with NCAA in 2007; it is a ten-year window. Sometime in 2005 or 2006, Harper will begin the process. Dr. Breuder stated he would prefer to use the College planning process as a means by which to comply with the expectations that the NCAA demands of Harper every ten years. If it is done properly, and if the NCAA is willing to be a little innovative, they can use strategic planning as the primary method for seeking the reaffirmation of accreditation.

In response to Chair Howard, Ms. Quirk stated that there were representatives from the business community and

community-based organizations, as well as from other groups, at the community influencers meeting.

Chair Howard thanked Ms. Quirk and everyone who worked very hard on Plan. The SLRP is an important contribution and sets the direction for the College. Dr. Breuder asked Board members to contact him with any questions regarding the Plan.

STUDENT TRUSTEE REPORT

Student Member Sheppard listed past events, which included a faculty/student softball game, Astronomy Day, Harper Wind Symphony performance, Student Awards Banquet and the Harper Symphony Orchestra performance. He noted that upcoming spring/summer events include: Convocation/ Commencement, first day of summer semester, free movie "Catch Me If You Can," New Student Orientation, "Jungle Book" film and a trip to see the Chicago Cubs vs. Chicago White Sox baseball game.

PRESIDENT'S REPORT

Dr. Breuder stated that there is no President's Report.

CONSENT AGENDA

Chair Howard noted that exhibits VII-A.3.b and VII-B.1 are revised. The changes are reflected in the "Changes to Board Exhibits" packet.

Member Kelley stated that he would like to ask several questions; however, he would not like to remove any of the items.

Member Kelley moved, Member Kolze seconded, approval of the minutes for the April 22, 2003 regular Board meeting; bills payable; payrolls for April 17, 2003 and May 2, 2003; estimated payrolls for May 3, 2003 through May 30, 2003; bid awards; purchase orders; personnel action sheets; and for information: financial statements, committee and liaison reports and grants and gifts status report, as outlined in revised Exhibits VII-A.1 through VII-B.3, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,713,522.61
Tuition Refunds	60,362.29

The payrolls of April 17, 2003 in the amount of \$1,875,439.32 and May 2, 2003 in the amount of \$1,957,044.87; and estimated payroll of May 3, 2003 through May 30, 2003 in the amount of \$3,832,484.19.

Bid Awards	Ex. VII-A.3.a	Award bid 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.
	Ex. VII-A.3.b	Award bid 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 Center, 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.)
Purchase Orders	Ex. VII-A.4.a	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.
	Ex. VII-A.4.b	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.

- Ex. VII-A.4.c 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.
- Ex. VII-A.4.d 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.
- Ex. VII-A.4.e 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.
- Ex. VII-A.4.f 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.
- Ex. VII-A.4.g 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.
- Ex. VII-A.4.h 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.
- Ex. VII-A.4.i 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.
- Ex. VII-A.4.j 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.

- Ex. VII-A.4.k 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.
- Ex. VII-A.4.l 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.
- Ex. VII-A.4.m 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.

Personnel Actions

Faculty Appointments

Bridget Fitzgerald, Assistant Professor-Sociology, BUS/SS,
08/19/03, \$42,932/year

Maria Knuth, Instructor-AED Mathematics, AE/LS-AED,
08/19/03, \$40,826/year

Alicia Tomasian, Assistant Professor-English, LIB ARTS,
08/19/03, \$40,311/year

Professional/Technical Appointment

Robert Dilillo, Laboratory Assistant/RAC, TM/PS, 04/21/03,
\$37,500/year

Supervisory/Confidential Appointment

Robert Podgorski, Manager, Extension Services, CE,
06/02/03, \$51,000/year

Classified Staff Appointment

Sara Mikula, Information Receptionist, p/t, STU DEV-CNS,
06/16/03, \$7,527/year

Harper #512 IEA-NEA Appointment

Richard Mooney, Weekend Custodian, p/t, PHY PLT,
04/26/03, \$7,255/year

Classified Staff Retirement

Shirley Byrne, Lead Cook, FD SER, 08/31/03, 24 years

Supervisory/Confidential Resignation

Stephanie McLoughlin, Installation Coordinator, IT/TS,
04/18/03, 10 years

Member Kelley noted that many of the purchase orders for service and maintenance agreements for hardware and software are to vendors who are the only vendor to offer service or maintenance for the respective products. He asked what practices, procedures or policies are in place that would ensure Harper is not subject to being price gouged by the vendors.

Vice President McShane explained that quite often service vendors can hold the College captive. For example, Exhibit VIII-4.f is for library software circulation. Endeavor is the only vendor who will maintain the Voyager Library Series Computer Software. There is no other vendor. Six years ago, the College investigated and found Voyager to be the most suitable software; however, the College had to remain with that vendor. In response to Member Kelley's question regarding a high price increase, Vice President McShane stated that there is a point where the benefits of the software may no longer outweigh the price of maintenance. That is partially why they are moving toward the ERP system. There is usually a 5-10 year life cycle.

Member Kelley asked if they know what the price will be two or three years down the road at the initial purchase of the hardware and software. He also asked if the Board is aware of the future pricing. Vice President McShane responded that they give a view of at least three years. He added that, as they upgrade or enhance a system, the maintenance cost goes up. It is never the same from the very first purchase to its incremental use over time. A major price increase most likely will reflect additional enhancements added to the system.

In response to Member Kelley, Vice President McShane stated that approximately 18 months ago, they acquired another unit UNIX platform to begin to prepare to put the physical plant computer maintenance management system in place. The large price increase was the result of adding another unit to the old system. Vice President McShane added that they have been very good at negotiating maintenance agreements, usually receiving a 10 percent discount or less.

In response to Member Kelley, Vice President McShane stated that when they have a three-year maintenance agreement, at the end of the third year, the College must

negotiate a new contract. Immediately, the software vendors bring the base cost up to where it is today, and then they offer another three-year contract.

Chair Howard explained that the Board is approving so many maintenance agreements now, because it is the beginning of the fiscal year, and these are annual renewals.

Member Gillette asked if Purchasing is involved in the maintenance agreement negotiations. Dr. Breuder stated that the center of excellence in Purchasing does not rest in software packages, and they would most likely defer to people within the institution that can come to closure on the pricing. Vice President McShane noted that managers spend an inordinate amount of time with the vendors in order to get to this point.

Member Stone suggested that, in the future when the Board is asked to approve these types of maintenance contracts, some written explanation be given in the Board packet which would reflect the uniqueness of each case. She added that Vice President McShane explained it very clearly at the meeting; however, if that type of information was supplied in the Board packet, it would be helpful. She noted that she is not looking for pages and pages, but a brief explanation.

Dr. Breuder called attention to revised Exhibit VII-B.1, in particular the interest income. He noted that they budget conservatively; however, nobody could have anticipated the precipitous drop in interest rates that they have experienced this year. They will come up short approximately one-quarter of a million dollars. In order to handle this shortfall, the College must do two things: adjust the expense side of the budget, and find additional revenue to compensate for it. He noted that they will have generated tuition revenue of approximately \$700,000 more than they had budgeted. In anticipation of the upcoming budget, the decision was made by Dr. Breuder several months ago to try to find every way possible to limit expenses this year and to generate additional revenue wherever they could. If things continue to move along the track, barring any unforeseen circumstances, they should be able to park close to \$1.5M in the 01 Fund, the Education Fund.

Dr. Breuder noted that what the Board will receive in June is a balanced budget; however, that budget will be balanced predicated on the activities that the College is primarily involved in at the moment. If they want Harper to engage in

new activities, new program development, a new service, expanded service, or a new opportunity to increase its contribution to the community, they will have to consider an "opportunity budget." Board members will receive a collateral list of activities that should be pursued next year, with a list of ways to pay for that. Money has been put away this year above and beyond what they had expected. If the Board chooses not to bring the activities forth, then they will simply conduct the operation of the institution largely as it is now, trying to make ends meet. The Board may choose between the balanced budget and the "opportunity budget." The Budget will be distributed at the June Board meeting, and it will be up for approval at the August Board meeting. The College will operate under the continuing budget until the new Budget is approved for 2004.

Chair Howard noted that it is important for Harper College to be responsive to the changing ways of delivering education and the changing demands of the community. This is a good example of Harper's "save before you spend" policy - money is saved so that it can be used for opportunities of growth and additional excellence.

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

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

Motion carried. Student Member Sheppard voted aye.

NEW BUSINESS:

Retention of Law Firm
of Liston and Lafakis
For TECH Center

Member Botterman moved, Member Stone seconded, retention of the firm of Liston and Lafakis for real estate tax issues at 650 Higgins and acceptance of attorney contingent fee agreement, as outlined in Revised Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In regard to the Attorney Contingent Fee Agreement, Member Gillette noted that the third sentence in paragraph two should say ". . . for the year covered by this contract. . ." as opposed to "years," since the contract is for one year. Vice President Thorson noted that they may decide to continue to retain this firm for years out, if they are successful this year. Chair Howard stated that the "s" will be removed.

Student Member Sheppard asked if the College had considered other attorneys who may offer a lower rate. Vice President Thorson explained that the College attorney, who does not do this kind of work, recommended this particular attorney, because he usually goes up against him in court, and he is very good. The range for this type of service is from one-third to 50 percent. At one-third, she thought they were at the low end of the continuum. She added that they trust the recommendation of the current College attorney.

There was discussion regarding the appeal. Member Gillette noted that the Board is on record that business has a right to appeal.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Campus Lighting

Member Kolze moved, Member Stone seconded, 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, as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder noted that they were pleased with the pricing on this project. They were anticipating a number in excess of \$3M; the number came in under \$2M, which reflects a tremendous bidding climate. This new family of lighting will permeate the entire College campus, providing the necessary illumination for added safety. It is the type of fixture that is currently outside of the Performing Arts Center and Wojcik Conference Center

Member Kolze noted that the campus is really beginning to take shape with the landscaping and lighting. He is particularly interested in the safety that these lights will provide.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Sheppard voted aye.

Resource Allocation
and Management Plan
(RAMP)

Member Botterman moved, Member Kelley seconded, approval of the capital request section of the RAMP document for submission to the Illinois Community College Board, and approval of the referendum dollars set aside to provide the necessary match, as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder noted that this is an annual approval item. Harper College has two projects on the short list in Springfield - the renovation of Buildings G and H, and the construction of a Campus Life Center (or one-stop center).

He called attention to the chart on the third page of the handout, which shows the FY 2005 capital project request pertaining to Buildings G and H. The estimated cost of the project is \$20.356M, with the College portion being \$5.089M. Dr. Breuder reminded everyone that the amount of money gets adjusted each year by the Capital Development Board (CDB) to accommodate inflation and other variables that might exist. The two projects were adjusted by an excess of \$700,000 over last year. That additional \$700,000 has been parked, along with the other money, in the referendum account. He called attention to the FY 2005 capital project request pertaining to the Campus Life Center. The estimated cost of the project is \$37M, with the College portion being \$9.268M. The College funds for both projects (\$9.268M + \$5.089M) are currently parked. When the State is ready to proceed, Harper will be prepared to do both activities. It was noted that the two projects are ranked numbers six and ten on the State list.

Dr. Breuder stated that he has asked certain individuals to prepare a comprehensive set of written specifications for Buildings G and H and for the Campus Life Center. Those voluminous documents are coming to him this semester. They detail every square foot of anticipated space in the facilities. He asked Vice Presidents Joan Kindle and Colleen Murphy to speak about the Campus Life Center, and Vice

President Margaret Skold and Sally Griffith to speak about Buildings G and H.

Vice President Kindle explained that the Campus Life Center will provide an opportunity to centralize all of the services for students. Currently, they are spread across eight different buildings on campus. Vice President Murphy added that even prospective students, who want to tour campus and meet with someone, must go to many different buildings which are not close in proximity.

Vice President Skold explained that some of the programs currently in Buildings G and H will be moving into the Science, Emerging Technology and Health Careers Center when that is built. Some spaces in Buildings G and H have safety and utilization concerns, which will be addressed. Ms. Griffith noted that different groups of programming will be moving into Buildings G and H, which include design programs, architecture, interior design, fashion and horticulture with landscaping. They are trying to do some shared use of facilities, drafting, computer labs, etc. Additionally, they are considering a Math/Science area that has computer support and some astronomy. Protective services, criminal justice, fire science and building code courses will also use the space and share resources.

Dr. Breuder explained that they will demolish everything inside Buildings G and H and leave the shell of the building. They will reapply the space along the programmatic thrusts that these individuals are recommending. They are positioning the College to take the money from the State as soon as it comes. Additionally, they are looking at shell space in the referendum building. He reminded the Board that they authorized for construction undeclared space, not knowing then what might be needed programmatically two or three years forward. The undeclared space is beginning to define itself. Vice President Skold will be looking at that shell space and bringing forth occupants for it, based upon new programmatic thrusts that are in play or proposed to be in play. Those programmatic thrusts can move forward only if the Board chooses to approve the "opportunity budget" in August. He reiterated that the shell space was budgeted into the referendum building; the money is there.

Student Member Sheppard noted that students will appreciate the Campus Life Center.

- Large industries want certainty. They want to buy power for three or four years, without worrying about price escalation.

Options Available

- Rate 6L is primarily for large users, such as schools and manufacturers. It has become the most expensive power source.
- Power Purchase Option (PPO) is offered by ComEd. It is a way for ComEd to receive a one-year commitment from a customer. It allows ComEd to go out into the commodity market and buy the power for one year, thereby reducing the cost of the electricity to the user.
- Third party or retail electrical suppliers can be used. There are a total of 16 vendors precertified by the Illinois Commerce Commission (ICC). A supplier must get the certification first before they can sell electricity in the State of Illinois.

Mr. Ma discussed how each of the options above would impact Harper College. The 6L rate would be the most expensive and would last through December 2006. The PPO option from ComEd would give the College an option for one year only; they would not know what the cost would be the following year. The third party option would give the College more savings with a one-year, two-year or 43-month option, which would lead them to December 2006. By that time, Mr. Ma stated, the utility industry will be fully deregulated.

Mr. Ma explained that the College utilizes approximately 15M kW hours per year. Although the kW/hour prices appear small, once they are multiplied by 15M, a substantial cost is calculated.

Bidding Process

On April 15, a detailed specification, or RFP, was issued to the different vendors. On April 21, ComEd published customized Customer Transaction Charges (CTCs) for Harper College. Immediately, that was transferred to all the bidders. Quotation schedules came back on May 6. The quotations hold for one day in the Midwest (in Texas they hold for two hours). The data was used to create a spreadsheet for the calculations. On May 27 (today), current rates were faxed to the College, the data was plugged into the calculations, and a recommendation was made for Board approval this evening. Based on that action, the College will

issue tomorrow the "intent to purchase electrical power" from the specific vendor.

Four Factors Involved in Recommendation:

- Try to get the lowest possible electrical rate for the longest time period for the College.
- Be able to add the referendum building to this system. (Mr. Ma noted that, unfortunately, no vendor would allow that because they do not know the load profile of the new building.)
- To purchase power from ComEd or some other reputable power generation companies.
- To gain the highest swing capability. For example, if the College purchased 1M kW hours of usage for one month and happened to use more than that, with no swing capability, the power company would charge Harper more money because they would have to go out on the market to purchase the additional power. Likewise, if the College utilized less than 1M kW hours, with no swing capability, the power company would charge Harper more money because they would have to sell the power they allocated to Harper. Zero swing is a really bad deal. Fortunately, Mr. Ma found a company who will give the College a bigger swing.

Vendors

- Blackhawk Energy Services, a Wisconsin based power company from Wisconsin Energy.
- Constellation New Energy, from Baltimore Power and Light. It is a new large company with two power plants in Illinois.
- Exelon Energy, from the mother company of ComEd (Exelon Corporation).
- MidAmerican Energy Company, Iowa based.

Mr. Ma called attention to the spreadsheet in the handout. He explained that MidAmerican was disqualified because Harper did not receive their quote in time. Going with a 6L rate from ComEd is not preferable because it is only good for one year. His goal is to lock in a price for as long as they can. Although a 43-month contract sounds appealing, no vendor will allow the new building to come on board within the same contract price. He is afraid the vendor would jack up the price for the new building if they were in a contract. Therefore, Mr. Ma's recommendation is to go with a 23-month purchase from Constellation New Energy, which

would bring a savings of approximately \$186,000 for two years. The cost per kW hour is 5.817 cents.

Chair Howard commended Mr. Ma for the amount of research he has done. There are significant savings to be achieved as a result of his efforts.

In response to Member Kelley, Mr. Ma stated that they would save \$107,000 using ComEd's PPO; however, they do not know what the cost would be for the second year.

Member Gillette added that the PPO rate is set by law. If the economy gets hot, the rate will be higher. The College will now have a savings locked in for two years rather than one year.

Member Gillette moved, Member Stone seconded, approval of the purchase of electrical power from Constellation New Energy for a twenty-three (23) month term, as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Member Gillette stated that there is a provision of the State law which would allow Harper College to hire somebody to arrange a system that would force things to start at different times, thereby lowering the peak demand. This can be done at no cost to taxpayers. The cost to the College comes out of the savings -- if there are no savings, the company hired by Harper does not get paid; if there are savings, the company hired by Harper gets paid, and Harper keeps any extra savings. He suggested that the College have someone look at peak demand control.

In response, Jim Ma stated that they do have a rule in physical plant that they do not start one chiller in the same half hour as another chiller. However, he will look further into Member Gillette's suggestion.

First Reading:
Closed Session

At the request of Member Botterman, Board members received the first reading of the "Closed Session Recording

Recording Policy**Policy."**

It was noted that Board members received a memo dated May 2 with a draft version of the policy written by the College attorney at the Board's request. Chair Howard added that there will be no action taken at this time; it is simply a first reading. Member Botterman read the policy aloud.

Member Gillette suggested that wording be changed relating to the tapes being destroyed after 18 months. He feels they should be destroyed regardless of whether or not they have been released to the public. He also suggested that it should not be the responsibility of the Board Secretary to take the tapes off-site. He feels the tapes could be secure in a locked vault on campus and made available only under court order. Member Kelley suggested that, rather than revising the policy, perhaps the Secretary can decide how the tapes should be handled. It would be at her discretion whether they are kept in a locked vault on campus or elsewhere. The responsibility should be assigned to one person.

Dr. Breuder reminded Board members that the attorney suggested they hold off on the policy until the item clears both houses and is signed into law, because it will most likely have to go through more changes. Following discussion, Board members stated they would like to have Harper be the leader and not the follower. Member Gillette noted that the Board is able to adopt any form of the policy until the law is passed, and then modify it to match the law as required, if it does not match. There was further discussion regarding which legislators and entities were or were not in favor of the law passing.

Member Stone suggested that they proceed to the second reading at the June Board meeting. Dr. Breuder noted he will be contacting the attorney regarding this policy. He asked Board members to forward any language adjustments to him.

**CITIZEN
PARTICIPATION**

Chair Howard noted that there was no citizen participation.

**ANNOUNCEMENTS BY
CHAIR**

Communications

Chair Howard noted that the President and she received the notification from the Illinois Community College Board (ICCB) which confirms the "continued recognition of William Rainey Harper College." She read portions of the notification letter. "During FY 2003, the Illinois Community College Board conducted a recognition evaluation for William Rainey Harper College. Recognition is a statutory term describing the status of a district, which meets instructional, administrative, financial, facility and equipment standards as established by the Illinois Community College Board. All community colleges must be officially recognized to be eligible for state funding. Based on a five-year cycle, the recognition evaluations are conducted to assure that colleges are in compliance with these standards." Chair Howard noted that considerable detail in the letter confirms that the College is in compliance with all their standards. She continued reading the letter: "The staff of the ICCB wishes to thank the College for its assistance and efforts in conducting this review, and its attempt to meet the standards examined in the review. The Board acknowledges that the College is involved in numerous positive activities, processes and initiatives that are not reflected in the report and commends the institution for its many efforts on behalf of students."

Dr. Breuder noted that this is a very consequential letter, and without it, Harper College would have some real challenges. It is not a given in Illinois. One institution has been eliminated for not having met certain standards; another community college is on the cusp of having their credentialing put into question. Many people inside Harper work diligently to prepare for this. In response to Member Kelley, Chair Howard stated she would be glad to distribute a copy of the report to Board members.

Calendar Dates

Calendar dates are printed on the agenda for Board information.

OTHER BUSINESS

There was discussion regarding the electronic Board packet. Board members Kelley, Kolze and Gillette stated they were in favor of having portions of the Board packet sent electronically, but they would prefer other portions of the Board packet remain in hard copy form. It was decided that newspaper articles and meeting minutes will be sent electronically next month, in addition to the other electronic portions that were sent for the May meeting. Member Stone stated she is in favor of the Board packet being sent electronically, but prefers that it be done in stages. Member

Stone volunteered to work with Vice President McShane and the IT Division as they make the transition.

Member Gillette stated that he recently read in the *Daily Herald* about a new program for senior citizens at Harper College. He asked that Board members receive information on things like this before the newspaper does. Dr. Breuder asked Vice President Skold to give an update on the new Senior Programs at the June Board meeting.

Chair Howard announced that the Board retreat is approaching. In response to Member Gillette, she affirmed that the agenda for the Board retreat will be available to the public ahead of time.

Members Gillette and Kolze stated they would not need the overnight accommodations for the Board retreat. Chair Howard asked Board members to notify Carol Blotteaux regarding the room arrangements.

Dr. Breuder announced that Chair Howard will be getting married at the end of the month. Everyone wished her well.

ADJOURNMENT

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

In a voice vote, the motion carried at 9:00 p.m.

Chair

Secretary

BOARD REQUESTS

MAY 27, 2003 REGULAR BOARD MEETING

1. Member Stone suggested that, in the future when the Board is asked to approve maintenance contracts, some written explanation be given in the Board packet which would reflect the uniqueness of each case.
2. In regard to the Attorney Contingent Fee Agreement, Member Gillette noted that the third sentence in paragraph two should say ". . . for the year covered by this contract. . ." as opposed to "years," since the contract is for one year. Vice President Thorson noted that they may decide to continue to retain this firm for years out, if they are successful this year. Chair Howard stated that the "s" will be removed.
3. Member Gillette stated that there is a provision of the State law which would allow Harper College to hire somebody to arrange a system that would force things to start at different times, thereby lowering the peak demand. This can be done at no cost to taxpayers. The cost to the College comes out of the savings -- if there are no savings, the company hired by Harper does not get paid; if there are savings, the company hired by Harper gets paid, and Harper keeps any extra savings. He suggested that the College have someone look at peak demand control.
4. Regarding the first reading of the Closed Session Recording Policy, Member Gillette suggested that wording be changed relating to the tapes being destroyed after 18 months. He feels they should be destroyed regardless of whether or not they have been released to the public. He also suggested that it should not be the responsibility of the Board Secretary to take the tapes off-site. He feels the tapes could be secure in a locked vault on campus and made available only under court order. Member Kelley suggested that, rather than revising the policy, perhaps the Secretary can decide how the tapes should be handled. It would be at her discretion whether they are kept in a locked vault on campus or elsewhere. The responsibility should be assigned to one person.
5. In regard to the recognition evaluation, Chair Howard stated she would be glad to distribute a copy of the ICCB report to Board members.
6. Member Gillette stated that he recently read in the *Daily Herald* about a new program for senior citizens at Harper College. He asked that Board members receive information on things like this before the newspaper does. Dr. Breuder asked Vice President Skold to give an update on the new Senior Programs at the June Board meeting.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

June 24, 2003

SUMMARY OF BIDS

- Exhibit VII – A.3.a The administration recommends that the Board award bid request Q00299 for the Testing and Assessment Center renovation and the replacement of stair treads in the Business and Social Science Center (Buildings I and J) and the Liberal Arts Center (Building L) to All Tech Construction Co., the low bidder, in the amount of \$323,210, plus the architects fee in the amount of \$31,517, an air conditioning allowance of \$15,000, reimbursables of \$1,500, and a contingency of not to exceed of \$32,000 for a total award of \$403,227.
- Exhibit VII – A.3.b The administration recommends that the Board award bid to Seaway Supply Co., the low bidder for Spartan Cleaning Products, in the amount of \$18,015.00.
- Exhibit VII – A.3.c The administration recommends that the Board award bid request Q00301 for roadway and parking lot rehabilitation of Lots 8, 9, 10, 11, 12, 13 and 14 and the roadway on the north side of the campus to Midwest Tar Sealer Co., Inc., the low bidder, in the amount of \$80,423.68, plus the architects fee in the amount of \$6,032, reimbursables in the amount of \$500, and an allowance of not to exceed \$193,000 for a total award of \$279,955.68.
- Exhibit VII – A.3.d The administration recommends that the Board award Q00297 for purchase and installation of Crestron audio/video control systems in three lecture halls (E106, E107, E108) and a Crestron control system in one theater (J143) to MCSi, the lowest responsible bidder, in the amount of \$42,392.

- Exhibit VII – A.3.e The administration recommends that the Board award Q00296 for a 2003 Ford F-250 4x4 Pickup to Northwest Ford and Sterling Truck Center, the lowest responsible bidder meeting specifications, in the amount of \$20,249.
- Exhibit VII – A.3.f The administration recommends that the Board award Q00302 to Warner Offset, Inc., the lowest responsible bidder for printing of the Fall 2003 Continuing Education Comprehensive and Personal Enrichment Course Schedules, which are major publications promoting enrollment, in the amount of \$54,676.
- Exhibit VII – A.3.g The administration recommends that the Board award Q00300 for cut-size paper to be used in the Print Shop and in the campus copiers, laser printers and duplicators, to Midland Paper Co., the lowest responsible bidder for carbonless paper in the amount of \$4,703.50, and to Unisource, the lowest responsible bidder for bond and vellum Bristol paper and stationery boxes in the amount of \$69,644.10 for a total award of \$74,347.60.
- Exhibit VII – A.3.h The administration recommends that the Board award Q00294 for Paper Towels and Toilet Tissue to Kraft Paper Sales, the low bidder for standard size roll toilet tissue and multifold paper towels in the amount of \$19,051; Ramrod Distributors, the low bidder for jumbo and junior jumbo roll toilet tissue in the amount of \$19,800; and Bade Paper, the low bidder for roll paper towels in the amount of \$20,890 for a total award of \$59,741.
- Exhibit VII – A.3.i The administration recommends that the Board award Q00295 to Best Elevator Inc., the lowest bidder for elevator maintenance for the amount of July 1, 2003 through June 30, 2004, and the option to renew for two additional years at the same or lower price in the amount of \$18,300.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00299 for the Testing and Assessment Center renovation and the replacement of stair treads in the Business and Social Science Center (Buildings I and J) and the Liberal Arts Center (Building L).

II. BUDGET STATUS

Funds in the amount of \$403,227 will be provided in the 2003/04 Operations & Maintenance Fund budget, \$248,902 under account numbers 0292-039-533.00-9243 and 0292-039-584.00-9243, and \$154,325 under account numbers 0392-039-533.00-9080 and 0392-039-534.00-9080.

III. INFORMATION

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

All Tech Construction Co.	\$323,210
Ernie Loberg Construction	336,923
	(Incomplete Bid)
Expedia Construction Corp.	421,500
The Dubs Company, Inc.	427,264

The College, in conjunction with Legat Architects, reviewed the needs of the Testing and Assessment Center. The department has outgrown the space in which it is currently located. The testing area needs to be expanded to accommodate the increase in students that are being tested. This request includes adjusting the layout of the

area and utilizing the hallway to accommodate the increased space requirements. Also, the Heating, Ventilation and Air Conditioning (HVAC) system will be upgraded to provide proper support.

The second portion of this bid request is to provide for replacement of the stair treads in the stairwells of the Business and Social Science Center (Buildings I and J) and the Liberal Arts Center (Building L). The stair treads have deteriorated to the point where they will soon become a tripping hazard. This is an approved Life Safety Project.

Also included in the request are the architects fee of \$31,517, an air conditioning allowance of \$15,000, reimbursables of \$1,500, and a contingency of not to exceed \$32,000.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00299 for the Testing and Assessment Center renovation and the replacement of stair treads in the Business and Social Science Center (Buildings I and J) and the Liberal Arts Center (Building L) to All Tech Construction Co., the low bidder, in the amount of \$323,210, plus the architects fee in the amount of \$31,517, an air conditioning allowance of \$15,000, reimbursables of \$1,500, and a contingency of not to exceed of \$32,000 for a total award of \$403,227.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for award of bid request Q00285 for Spartan Cleaning Products, as requested by Physical Plant for the Custodial department.

II. BUDGET STATUS

Funds in the amount of \$18,015.00 will be provided in the 2003/04 Building Fund budget, under account number 0272-064-544.03.

III. INFORMATION

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

Seaway Supply Co.	\$18,015.00
KMI Supplies, Inc.	20,177.25
Runge Paper Co., Inc.	20,186.60
A & G Chemical Supply	25,200.00

The Cleaning Products are for use throughout the College.

IV. RECOMMENDATION

The administration recommends that the Board award bid to Seaway Supply Co., the low bidder for Spartan Cleaning Products, in the amount of \$18,015.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00301 for roadway and parking lot rehabilitation of Lots 8, 9, 10, 11, 12, 13 and 14 and the roadway on the north side of the campus as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$279,955.68 will be provided in the Operations and Maintenance Fund budget, under account numbers 0292-039-533.00-9056 and 0292-039-539.00-9056.

III. INFORMATION

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

Midwest Tar Sealer Co., Inc.	\$ 80,423.68
Mark's Paving, Ltd.	100,281.06
Accu-Paving Co.	106,265.92

In order to preserve the quality of the campus parking and roadway surfaces, the College must reseal and patch them every two years. This summer the focus will be on the north parking lots. Included in the \$80,423.68 is minimal repairs, crack fill, seal coating, and striping.

In addition to the work determined as absolutely necessary at the time the drawings and specifications were issued for bid, a complete listing of unit prices for repairs was included in the bid request to extend the scope of work to allow additional repairs in other areas of the campus if time allows. The following are other areas that have been identified as also needing repairs:

- Lake Road
- Lot 8
- Lot 9
- Lot 10
- Sections of lot 12.

Additional repairs could include pavement replacement at failed areas, adjacent curb repairs, and milling areas adjacent to the areas requiring replacement to provide an overall longer lasting repair.

An allowance has been included for additional repairs. The ability to complete all of the repairs covered by the allowance will depend upon the time available to sequence parking lot repairs after the lighting project has been completed but before the start of classes for the fall semester.

Also included in this recommendation are the architects fee of \$6,032, reimbursables of \$500, and an allowance of not to exceed \$193,000 for additional repairs.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00301 for roadway and parking lot rehabilitation of Lots 8, 9, 10, 11, 12, 13 and 14 and the roadway on the north side of the campus to Midwest Tar Sealer Co., Inc., the low bidder, in the amount of \$80,423.68, plus the architects fee in the amount of \$6,032, reimbursables in the amount of \$500, and an allowance of not to exceed \$193,000 for a total award of \$279,955.68.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00297 for purchase and installation of Crestron audio/video control systems in three lecture halls (E106, E107, E108) and a Crestron control system in one theater (J143) as requested by Information Technology/Client Services.

II. BUDGET STATUS

Funds in the amount of \$42,392 are provided in the 2002/03 Advanced Technology Grant, under account number 0624-245-586.10-5231.

III. INFORMATION

A legal bid notice was published and 23 bids solicited. Six responses were received. The following is a recap of the bid tab sheet:

MCSi	\$ 42,392
Wizdum Audio Inc.	44,412
Fox River Graphics Inc.	44,835
Roscor Corporation	51,957
SPL Integrated Solutions	56,658
Pinnacle Audio & Video Systems Inc.	58,835

The College has standardized on Crestron as the control system to manage the technology utilized in media rich “smart” rooms. The systems in the Lecture Halls (Building E) are out-of-date and require replacement. The Crestron control systems will allow ease of use for faculty using the facilities and provide consistency as faculty move from building to building. In addition, the theater in the Business & Social Science Center (J143) will have a similar system installed to

support the many presenters that require this type of technology for their delivery.

This request supports initiative 1.7 of the Technology Plan, retrofit instructional space with presentation technology, and was highly prioritized.

IV. RECOMMENDATION

The administration recommends that the Board award Q00297 for purchase and installation of Crestron audio/video control systems in three lecture halls (E106, E107, E108) and a Crestron control system in one theater (J143) to MCSi, the lowest responsible bidder, in the amount of \$42,392.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00296 for a 2003 Ford F-250 4x4 Pickup as requested by Physical Plant/Auxiliary Services for the Utilities department.

II. BUDGET STATUS

Funds in the amount of \$20,249 are provided in the 2002/03 Operations and Maintenance Fund budget, under account number 0292-039-587.

III. INFORMATION

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

Oakfield Ford, Inc.	\$ 18,882.18 (Incomplete Bid)
Northwest Ford and Sterling Truck Center	20,249.00
Hoskins Chevrolet, Inc.	20,700.00
Morrow Brothers Ford, Inc.	23,600.00

This request is for a truck to replace a 1990 Ford F350 Pickup that is used by the Utilities department and is beyond economical repair. The current vehicle will be used as a trade-in.

Oakfield Ford did not meet all the bid specifications.

IV. RECOMMENDATION

The administration recommends that the Board award Q00296 for a 2003 Ford F-250 4x4 Pickup to Northwest Ford and Sterling Truck Center, the lowest responsible bidder meeting specifications, in the amount of \$20,249.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00302 for printing of the Fall 2003 Continuing Education Comprehensive and Personal Enrichment Course Schedules, which are major publications promoting enrollment, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$54,676 will be provided, \$39,688 in the 2003/04 Education Fund budget, under account number 0181-060-542 and \$14,988 in the 2003/04 Auxiliary Enterprise Fund budget, under account number 0548-133-547.4.

III. INFORMATION

A legal bid notice was published and 22 bids solicited. Four responses were received. The following is a recap of the bid tab sheet for 200M copies of the 88-page Fall 2003 Continuing Education Comprehensive Course Schedule and 100M copies of the 48-page Fall 2003 Continuing Education Personal Enrichment Course Schedule:

Warner Offset, Inc.	\$ 54,676
College Class Schedule Specialists	58,072
Precise Printing Network, Inc.	62,993
Creative Printing Services, Inc.	66,220

Harper College Course Schedules are sent to households in the College district. Copies are also sent to out of district students, businesses, libraries and individuals upon request. Each Course Schedule will list the College Continuing Education Comprehensive

or Continuing Education Personal Enrichment class offerings for the Fall 2003 term.

IV. RECOMMENDATION

The administration recommends that the Board award Q00302 to Warner Offset, Inc., the lowest responsible bidder for printing of the Fall 2003 Continuing Education Comprehensive and Personal Enrichment Course Schedules, which are major publications promoting enrollment, in the amount of \$54,676.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00300 for cut-size paper to be used in the Print Shop and in the campus copiers, laser printers and duplicators, as requested by Marketing and Advancement for the Print Shop.

II. BUDGET STATUS

Funds in the amount of \$74,347.60 will be provided in the 2003/04 Education Fund budget, under account number 0193-127-542.05.

III. INFORMATION

A legal bid notice was published and 11 bids solicited. Six responses were received. The following is a recap of the bid tab sheet:

Unisource	\$ 76,156.10
Midland Paper Co.	76,724.98
Linden Meyr Munroe Paper Co.	78,257.40
Lewis Paper Place	79,923.42
Boise Office Solutions	82,871.30
Corporate Express	90,769.38

Recycled paper, as was specified, is being purchased. The paper is for use in the Print Shop and in the campus copiers, laser printers and duplicators. It is anticipated that this paper will fulfill approximately 70 percent of the total needs for the year.

In order to obtain the best pricing for the College, the award is to be split to Midland Paper Co., the low bidder for carbonless paper in the amount of \$4,703.50, and to Unisource, the low bidder for bond and vellum Bristol paper and stationery boxes in the amount of \$69,644.10.

IV. RECOMMENDATION

The administration recommends that the Board award Q00300 for cut-size paper to be used in the Print Shop and in the campus copiers, laser printers and duplicators, to Midland Paper Co., the lowest responsible bidder for carbonless paper in the amount of \$4,703.50, and to Unisource, the lowest responsible bidder for bond and vellum Bristol paper and stationery boxes in the amount of \$69,644.10 for a total award of \$74,347.60.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00294 for Paper Towels and Toilet Tissue as requested by Physical Plant for the Custodial department.

II. BUDGET STATUS

Funds in the amount of \$59,741 will be provided in the 2003/04 Building Fund budget, under account number 0272-064-544.03.

III. INFORMATION

A legal bid notice was published and 30 bids solicited. Fifteen responses were received. The following is a recap of the bid tab sheet:

Finkel Supply, Inc.	\$ 24,917.00
	No Bid 2 Items
Wiper Supply Co. Inc.	28,326.00
	No Bid 3 Items
Ajax	38,268.00
	No Bid 2 Items
Tek Direct	48,040.00
	No Bid 1 Item
Milestone Equipment & Supplies, L.L.C	55,562.00
	No Bid 1 Item
Kraft Paper Sales Co. Inc.	60,441.00
Ramrod Distributors, Inc.	62,547.00
Bade Paper Products	62,690.00
Chemcraft Industries	64,614.00
The Elton Corporation	66,770.00
Buy-Rite Wholesale	68,250.00
The Standard Companies	68,890.00
KMI Supplies, Inc.	88,403.00

Central Poly Corporation	90,645.00
Grainger Industrial Supply	108,071.00

In order to obtain the best pricing for the College, the award will be split to Kraft Paper Sales, the low bidder for standard size roll toilet tissue and multifold paper towels in the amount of \$19,051; Ramrod Distributors, the low bidder for jumbo and junior jumbo roll toilet tissue in the amount of \$19,800; and Bade paper, the low bidder for roll paper towels in the amount of \$20,890.

IV. RECOMMENDATION

The administration recommends that the Board award Q00294 for Paper Towels and Toilet Tissue to Kraft Paper Sales, the low bidder for standard size roll toilet tissue and multifold paper towels in the amount of \$19,051; Ramrod Distributors, the low bidder for jumbo and junior jumbo roll toilet tissue in the amount of \$19,800; and Bade Paper, the low bidder for roll paper towels in the amount of \$20,890 for a total award of \$59,741.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00295 for elevator maintenance, as requested by Physical Plant for the maintenance department.

II. BUDGET STATUS

Funds in the amount of \$18,300 will be provided in the 2003/04 Building Fund budget, under account number 0271-050-534.

III. INFORMATION

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

Best Elevator Inc.	\$ 18,300
Barnard Elevator Co.	18,420
Sterling Elevator Service	19,740
ThyssenKrupp Elevator Corp.	34,200

This recommendation is to award the bid for a maintenance agreement to cover the period of July 1, 2003 through June 30, 2004, and renewal for two years at the same or lower price if service is satisfactory. The agreement will include monthly inspection and maintenance of 16 elevators and two dumbwaiters at the main campus and one elevator at the Northeast Center.

IV. RECOMMENDATION

The administration recommends that the Board award Q00295 to Best Elevator Inc., the lowest bidder for elevator maintenance for the amount of July 1, 2003 through June 30, 2004, and the option to renew for two additional years at the same or lower price in the amount of \$18,300.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

June 24, 2003

SUMMARY OF PURCHASE ORDERS

- Exhibit VII – A.4.a The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard for the purchase of UNIX hosts and middle-ware platforms and associated maintenance and support for the Portal project “My Harper” in the amount of \$365,994.
- Exhibit VII – A.4.b The administration recommends that the Board approve issuance of a purchase order to Oracle Corporation, for renewal of a technical support agreement for the Oracle Software Suite, in the amount of \$27,192.
- Exhibit VII – A.4.c The administration recommends that the Board approve issuance of a purchase order to Grainger for maintenance materials and supplies in the amount of \$70,000.
- Exhibit VII – A.4.d The administration recommends that the Board approve issuance of a purchase order to Philips Medical for two 5500 Sonos Fusion Imaging Systems, One 7500 Sonos Imaging System, and one 5000 Sonos Imaging system, including all required software updates for five years, in the amount of \$407,731.
- Exhibit VII – A.4.e The administration recommends that the Board approve issuance of a purchase order to IKON Office Solutions, for supplies and maintenance for the OCE high-speed printer, in the amount of \$32,274.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Hewlett-Packard for UNIX hosts and middle-ware platforms and associated maintenance and support for the Portal project “My Harper” as requested by Information Technology for Administrative Systems.

II. BUDGET STATUS

Funds in the amount of \$365,994 will be provided in the 2003/04 Restricted Purposes Fund budget, under account number 0695-245-585.10.

III. INFORMATION

This request supports the ability to deploy the “My Harper” Portal that was approved by the Board of Trustees on May 21, 2002. At that meeting, discussion included the various phases of the project and the fact that the purchase of associated hardware would occur once the Portal application was developed.

The “My Harper” project involves the deployment of the Portal solution. This project will address many goals outlined in the Harper College Technology Plan (FY 2002-2005) in the development of Harper-Student, Harper-Employee, and Harper-Community relationships by empowering the various constituencies with the ability to gain access to Web services anytime, anywhere.

An end-to-end, standardized platform for systems hosting the Portal solution and the ERP solution was considered during the design and sizing of configurations. Standardization of host platforms in support of these initiatives enables the College to leverage the

technology, utilize the economies of scale, lower the acquisition costs, and expedite the delivery of services to Harper constituencies.

The College has standardized on the Hewlett-Packard UNIX host and Wintel server platform. Hewlett-Packard has worked diligently to continue a partnership with the College and has provided an average discount of 41.5 percent, which is beyond the standard educational discount. This discount is not available through any reseller of Hewlett Packard equipment. A letter was obtained from Hewlett-Packard verifying this information.

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 for the purchase of UNIX hosts and middle-ware platforms and associated maintenance and support for the Portal project “My Harper” in the amount of \$365,994.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Oracle Corporation for renewal of a technical support agreement for the Oracle Software Suite, as requested by Information Technology for Application Systems.

II. BUDGET STATUS

Funds in the amount of \$27,192 are provided for in the 2003/04 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

The technical support agreement entitles the College to receive software upgrades as well as technical support for the Oracle Software Suite. The renewal period is May 28, 2003 through June 30, 2004.

Oracle Corporation is the only vendor that provides technical support for this software. There is a decrease of \$2,266, or 8.4 percent, compared to the current year's amount of \$29,458. The decrease is because last year's amount included a one-time initial charge for licensing, whereas only technical support agreement charges apply in subsequent years.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Oracle Corporation, for renewal of a technical support agreement for the Oracle Software Suite, in the amount of \$27,192.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Grainger for maintenance materials and supplies as requested by Physical Plant for the Maintenance department.

II. BUDGET STATUS

Funds in the amount of \$70,000 will be provided in the 2003/04 Building Fund budget, under account number 0271-050-544.03.

III. INFORMATION

This request is for the purchase of maintenance materials and supplies, including hardware, painting supplies, plumbing supplies, tools, electrical products and light bulbs.

This purchase is from the State of Illinois Joint Purchasing Agreement Contract number 4010653 and conforms to State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Grainger for maintenance materials and supplies in the amount of \$70,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Philips Medical for two 5500 Sonos Fusion Imaging Systems, One 7500 Sonos Imaging System, and one 5000 Sonos Imaging system, including all required software updates for five years, as requested by the Life Science and Human Services Division for the Cardiac Technology Program.

II. BUDGET STATUS

Funds in the amount of \$407,731 will be provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

The Cardiac Technology Program prepares students to be cardiac sonographers performing echocardiograms in hospitals and cardiology offices. To adequately prepare students they need to be trained on ultrasound equipment that is representative of the technology they will encounter in the field. Currently, Harper is the only cardiac technology two-year degree program in the state and the College has established an excellent reputation for producing qualified graduates. The market analysis done by the Office of Research predicts a 35% increase in local, state and national job openings from 1998 to 2008. This demonstrates faster than average employment growth compared to all other occupations. The College is witnessing very high interest in the Cardiac Technology program as well as other two year allied health care programs that offer annual starting salaries in the \$40-\$50,000 per year range. This year there were over 100 applicants for the 35

seats that were available in the program. The students in this program are charged the variable tuition rate which is double the in-district rate.

The program has been producing cardiac sonographers since 1993. Initially the College purchased a low level HP 100 ultrasound machine. It quickly became obvious that this technology would not be sufficient to adequately train our students. Hewlett Packard, which is now Philips Medical, donated the first sophisticated imaging system sufficient for student training at the time. As the program grew, through an arrangement with Advocate Illinois Masonic Medical Center and Philips, three more HP 2500 systems were permanently loaned to the College. Both of these institutions have played a major role in the growth and success of the Harper program.

It is now time to update this now outdated imaging equipment. The current systems, which will be used as trade-ins, utilize outdated transducers and have no harmonic, digital, tissue Doppler, or stress imaging capabilities. Philips has been periodically transporting and leaving new generation equipment at the College, free of charge, so that students can get necessary exposure to these modalities and the new generation equipment. This is not adequate. The students need to be trained on the latest technology if we are to continue to prepare qualified graduates.

Philips Medical is the leader in the in the cardiac ultrasound industry with 70% of the hospitals in the Chicago Metropolitan area using this equipment. Philips has been in a partnership with the Harper Cardiac Technology program since its inception.

Philips has put together an extremely creative and deeply discounted purchase opportunity for the College. This package also includes all required software updates for the next five years.. They recognize Harper's status as an academic institution and have done whatever is necessary to keep this purchase within our budget constraints, specifically:

- Philips has offered us trade-in value on the four machines that they have either donated or permanently loaned to the College.
- Philips has secured demonstration models for the College. While these models have some use, they have not been used as heavily as used models would be.

- Philips will donate an Enconcert Digital Image Management System (estimated at \$75,000) to prepare our students to digitally record, store and send echo studies.
- Philips has agreed to lock in our current annual maintenance fee of \$28,000 for our current four machines, approved by Board action October 30, 2001, for the next five years and transfer it over to the new machines which are more costly to repair.
- Philips has agreed to transport these systems free of charge from Building M to Building Y when it is time to move into the new facility.
- Philips continues to be a strong supporter of Harper's Cardiac Technology Program. In addition to helping the College secure much need equipment, they are invested in the education of our students and graduates. They invite our students to industry seminars free of charge and they assist the College in offering workshops at the College for our graduates and others working in the field.

The cost of this equipment new is \$825,375 plus the software upgrades of \$30,000 for a total of \$855,375. Philips is offering a trade-in on our existing equipment, which has been given or permanently loaned to the College, of \$120,000 and a 39.69635% discount of \$327,643.75. The cost to the College will be \$407,732.

This purchase conforms to State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Philips Medical for two 5500 Sonos Fusion Imaging Systems, One 7500 Sonos Imaging System, and one 5000 Sonos Imaging system, including all required software updates for five years, in the amount of \$407,731.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to IKON Office Solutions for supplies and maintenance for the OCE high-speed printer, as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$32,274 will be provided in the 2003/04 Education Fund budget, under account 0195-256-534.

III. INFORMATION

The OCE printer is the primary operations printer that is used to produce all reports for business functions and student information. This is an annual maintenance support agreement that includes supplies and maintenance for this printing system. The renewal period is July 1, 2003 through June 30, 2004.

The OCE printer was purchased from IKON. OCE's policy is that the vendor from which equipment was purchased handles maintenance support. There is an increase of \$2,934, which is 10% more than last year's amount of \$29,340. This is due to increases in costs for parts and labor.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to IKON Office Solutions, for supplies and maintenance for the OCE high-speed printer, in the amount of \$32,274.

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

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Student Service Awards – Spring 2003.

II. REASON FOR CONSIDERATION

As per Board Policy 3.12, student service awards are presented to students for outstanding contributions in the area of student activities. The authority for giving student service awards requires approval by the Board of Trustees.

III. BACKGROUND INFORMATION

The monetary awards are payments given for students' work for the College through student activities. Harper uses this method of compensation for recommended student leaders in lieu of guaranteeing academic credit, salaries, automatic tuition grants, or other means of payment for particular student positions. This means that students must perform well in their positions in order to be eligible for consideration for these awards. The award is recommended based on performance, position, leadership, and length of service, and participation in *eXcel*, Harper's student leadership training programs. In order to encourage student leaders to complete their classes as well, the amounts of their student service awards are based on credit hours successfully completed. Each student must also meet standards established for satisfactory academic progress. Expenses for student service awards are budgeted in and shared between Student Activities and the Education Fund; \$6,293.00 will be paid by Student Activities (Student Service Awards Account No. 0538-858-59900-0000), \$4,991.00 will be paid by the Educational Fund (Financial Aid Account No. 0134-125-592.4), \$2,410.00 will be paid by Student Activities (Clubs and Organization Contingency Account No. 0536-841-59900-0000), and. In addition, the Educational Foundation will also contribute \$1,240.00 for the Student Trustee's award. The 23 awards this semester total \$15,004.00.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the Spring, 2003 Student Service Awards in the amount of \$6,293.00 from Account No. 0538-858-59900, \$4,991.00 from Account No. 0134-125-592.4, \$2,480.00 from Account Number 0536-841-59900-0000 and \$1,240.00 from Account No. 01-00-039-13916.

Spring 2003

STUDENT SERVICE AWARDS

First	Last	Organization/Club	Rebate	Amount
Anthony	McGinn	Harbinger	Full	\$ 806.00
Paula	Dourian	WHCM	Full	\$ 806.00
Lliana	Garcia	WHCM	Full	\$ 868.00
Eric	Brooks	Theatre	Full	\$ 868.00
Christie	Wagner	Program Board	Full	\$ 496.00
Chris	Lavidas	Program Board, Formulator	Full	\$ 806.00
Donna	Benezra	Program Board	Half	\$ 465.00
David	Southard	Point of View	Full	\$1,054.00
Rana	Rauechle	Point of View	Full	\$ 620.00
Maham	Kahn	Speech Team, Honors Society	Full	\$ 868.00
Jessica	Majchrowski	Speech Team	Full	\$1,116.00
Jacob	Pope	Speech Team	Half	\$ 124.00
Tom	Kaczanko	Program Board	Half	\$ 496.00
Melissa	Oakley	Speech Team	Half	\$ 248.00
Arpan	Shah	Student Senate	Full	\$1,054.00
Stacey	Vest	Student Senate	Half	\$ 558.00
Chris	Dozois	Student Senate	Half	\$ 465.00
Kevin	Wood	Food Service	Half	\$ 124.00
Jill	Howard	Student Ambassador	Half	\$ 434.00
Nita	Noerjadi	International Students Club	Half	\$ 434.00
Carlos	Alcantar	Latinos Unidos	Half	\$ 589.00
Stephanie	Pierucci	Honors	Half	\$ 465.00
Patrick	Chartrand	Student Trustee	Full	\$1,240.00

Total \$15,004.00

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Faculty Tenure Status Report

II. REASON FOR CONSIDERATION

Article III.M.2 of the 2002-2006 Agreement with the faculty requires that the College President notify all faculty "who shall enter upon tenure at the onset of the subsequent academic year."

III. BACKGROUND INFORMATION

Since 1980, resulting from a change in the Community College Act, Board of Trustee action is required only for the denial of tenure. The administration informs the Board of the tenure status of all probationary faculty after review by the Faculty Tenure Committee and the administrative staff.

Following are the names of faculty hired mid-year who are currently non-tenured and the academic year each would be first eligible for tenure.

FIRST YEAR EMPLOYED (MID-YEAR)

**FIRST YEAR ELIGIBLE
FOR TENURE (MID YEAR)**

2000-2001

Joyce Grattoni *mid-year - Park Management/Plant Science (LSHS)*
Patricia Hamlen *mid-year - Anthropology (BUSSS)*
Joyce Johnson *mid-year - English as a Second Language (AELS)*
Geri Kale-Smith *mid-year - Medical Office Administration (LSHS)*

2003-2004

2001-2002

Joel Mankowski *mid-year - English as a Second Language (AELS)*

2004-2005

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

Exhibit VII-B.1
June 24, 2003

	<u>Outstanding Investments</u>	<u>Earned To Date</u>
EDUCATION FUND	\$ 26,673,503	483,108
OPERATIONS, & MAINT. FUND	8,479,366	144,920
OPERATIONS, & MAINT. FUND (Restricted)	1,746,105	90,774
BOND & INTEREST	3,675,098	126,695
AUXILIARY ENTERPRISES	1,092,464	37,874
RESTRICTED FUNDS	5,999,476	32,147
WORKING CASH FUND	12,504,606	277,858
AUDIT FUND	189,662	3,229
LIABILITY, PROTECTION & SETTLEMENT	<u>1,273,329</u>	<u>29,403</u>
Total	<u>\$ 61,633,609</u>	<u>1,226,008</u>

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

Exhibit VII-B.1
June 24, 2003

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 4/30/2003	Market Value
Certificates of Deposits							
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	08/01/03	223	1.68	15,689.85	1,500,000.00	
Harris Bank	01/10/03	08/06/03	208	1.68	14,629.35	1,500,000.00	
PMA/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	
PMA/Associated Bank Illinois	05/01/03	02/19/04	294	1.54	18,662.34	1,500,000.00	
PMA/Associated Bank Illinois	05/01/03	03/04/04	308	1.50	19,555.63	1,500,000.00	
PMA/F&M Bank & Trust	05/22/03	03/18/04	301	1.20	14,843.83	1,500,000.00	
						55,300,000.00	55,300,000.00 *
Government Securities							
PMA/Federal Farm Credit Bank Note	10/01/01	10/01/03	720	3.05	124,514.32	1,995,000.00	
						1,995,000.00	2,008,087.20 **
Illinois Funds		Monthly Average		1.11		4,338,609.13	4,338,609.13
TOTALS AS OF:	Invested @					\$ 61,633,609.13	61,646,696.33

*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
May 31, 2003

June 24, 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	7,579,641.74	5,982,021.16	76,648.63	64.05%	3,400,511.21
Sub-Total	\$9,459,181.00	6,775,611.35	\$5,982,021.16	\$76,648.63	64.05%	\$3,400,511.21
President						
Development Office	388,919.00	311,640.79	366,360.73	21,454.88	99.72%	1,103.39
Pres/Brd of Trustees	345,782.00	277,075.12	311,153.51	21,685.86	96.26%	12,942.63
Strategic Alliance	165,273.00	132,433.25	152,071.00	11,149.98	98.76%	2,052.02
Assoc VP Development	177,715.00	142,403.03	163,478.24	11,688.94	98.57%	2,547.82
Sub-Total	\$1,077,689.00	771,948.63	\$993,063.48	\$65,979.66	98.27%	\$18,645.86
Student Affairs						
Student Activities	363,792.00	291,506.53	258,253.29	29,754.79	79.17%	75,783.92
Student Development	3,312,518.00	2,654,320.67	2,678,516.02	156,132.43	85.57%	477,869.55
Wellns/Human Perform	675,652.00	541,399.95	602,638.87	23,903.57	92.73%	49,109.56
Sub-Total	\$4,351,962.00	3,117,310.38	\$3,539,408.18	\$209,790.79	86.15%	\$602,763.03
VP Academic Affairs						
Acad Enrich/Lang Std	3,660,751.00	2,933,359.78	3,071,200.22	199,998.21	89.36%	389,552.57
Academic Affairs	473,025.00	379,034.93	260,741.96	16,539.91	58.62%	195,743.13
Assoc VP Aca Affairs	240,152.00	192,433.80	188,932.19	13,336.86	84.23%	37,882.95
Bus/Social Sciences	5,126,757.00	4,108,070.38	4,237,875.17	176,439.06	86.10%	712,442.77
Corporate Services	198,733.00	159,244.75	162,201.89	15,979.26	89.66%	20,551.85
Dean of Cont Educ	452,640.00	362,700.43	363,037.01	27,160.68	86.20%	62,442.31
Liberal Arts	5,185,699.00	4,155,300.61	4,448,311.81	233,096.35	90.28%	504,290.84
Life Sci/Hum Services	4,057,604.00	3,251,358.09	3,324,917.88	198,425.07	86.83%	534,261.05
Resource for Learning	2,049,537.00	1,642,294.00	1,807,639.71	100,637.16	93.11%	141,260.13
Tech/Math & Phy Sci	4,249,462.00	3,405,093.90	3,665,548.48	208,257.62	91.16%	375,655.90

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Wellns/Human Perform	1,015,275.00	813,539.86	769,696.74	49,031.80	80.64%	196,546.46
Sub-Total	\$26,709,635.00	19,132,111.55	\$22,300,103.06	\$1,238,901.98	88.13%	\$3,170,629.96
VP Admin Services						
Admin Services	1,540,730.00	1,234,586.95	1,285,190.38	103,495.63	90.13%	152,043.99
Strategic Planning	11,393.00	9,129.21	10,634.06	0.00	93.34%	758.94
Sub-Total	\$1,552,123.00	1,111,785.70	\$1,295,824.44	\$103,495.63	90.16%	\$152,802.93
VP Diversity/Org Dev						
Human Res/Int. Affairs	13,329.00	10,680.53	10,954.52	0.00	82.19%	2,374.48
Asst VP Diversity/Org	1,028,460.00	824,105.00	466,307.64	51,700.14	50.37%	510,452.22
Sub-Total	\$1,041,789.00	746,233.46	\$477,262.16	\$51,700.14	50.77%	\$512,826.70
VP Info Technology						
Info Technology	4,917,700.00	3,940,553.01	4,230,576.93	524,060.43	96.68%	163,062.64
Sub-Total	\$4,917,700.00	3,522,548.51	\$4,230,576.93	\$524,060.43	96.68%	\$163,062.64
VP Mktg & Advancement						
VP Mktg & Advancemnt	1,266,352.00	1,014,727.86	862,476.18	155,143.38	80.36%	248,732.44
Enrollment Mgmt	1,846,805.00	1,479,844.85	1,523,788.81	90,970.21	87.44%	232,045.98
Pub/Comm Services	1,412,188.00	1,131,586.24	1,204,139.09	131,205.58	94.56%	76,843.33
Sub-Total	\$4,525,345.00	3,626,158.95	\$3,590,404.08	\$377,319.17	87.68%	\$557,621.75
Grand Total:	\$53,635,424.00	38,419,054.21	\$42,408,663.49	\$2,647,896.43	84.01%	\$8,578,864.08

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

- Kris Howard: Report on June ICCTA Annual Convention

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: June 24, 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 Matching funds required**	CIES \$15,560*	08/01/03 12/31/03
<hr/>			
<u>NEW</u>			
Energy & Recycling Used Tire Recovery Program Wellness & Human Performance J. Pankanin	Provide Harper with an innovative football field that will exhibit improved durability of the turf, while improving footing and safety for athletes.	DCCA \$15,000	07/01/02 04/03/04
<hr/>			
<u>NEW</u>			
Tire Crumb Rubber Contribution Agreement Wellness & Human Performance J. Pankanin	Contribution to help offset cost of the crumb rubber used in Harper's athletic field.	FORD MOTOR CO. \$15,000	07/01/02 04/03/04
<hr/>			
<u>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 computerized automated degree & certificate audit systems to recognize and promote student success.	ICCB \$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 06/30/03
<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. Alsop	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 June 24, 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
May Fundraising Report FY03**

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Alumni Direct Mail	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Golf Open 2003	18	\$10,225.00	\$0.00	\$0.00	\$0.00	\$10,225.00
Personal Solicitation	1	\$3,600.00	\$0.00	\$0.00	\$0.00	\$3,600.00
Proposal	1	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Stewardship	5	\$1,015.00	\$0.00	\$400.00	\$0.00	\$1,415.00
Tradition of Excellence 2003	76	\$4,615.00	\$6,608.00	\$0.00	\$0.00	\$11,223.00
Tradition of Excellence Campaign 2002	25	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
Theatre Seat Campaign	2	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
Grand Totals:	129	\$20,890.00	\$11,608.00	\$400.00	\$0.00	\$33,013.00

**Harper College Educational Foundation
Year to Date Fundraising Report (as of 5/31/03)**

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Alumni Direct Mail	25	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
Betty Windham Memorial Fund Appeal	2	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Direct Mail FY03	59	\$11,594.00	\$0.00	\$0.00	\$0.00	\$11,594.00
Direct Mail FY03 - Board & Trustees	18	\$10,081.70	\$2,059.20	\$0.00	\$0.00	\$12,140.90
Golf Open 2002 -- Event Day Proceeds	3	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Golf Open 2003	42	\$56,135.00	\$17,000.00	\$800.00	\$0.00	\$73,935.00
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	11	\$21,105.00	\$12,500.00	\$0.00	\$0.00	\$33,605.00
Planned Giving	5	\$0.00	\$0.00	\$0.00	\$300,000.00	\$300,000.00
Proposal	8	\$54,000.02	\$5,000.00	\$0.00	\$0.00	\$59,000.02
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	49	\$19,294.43	\$0.00	\$400.00	\$0.00	\$19,694.43
Tradition of Excellence 2003	143	\$6,580.00	\$16,384.10	\$335.00	\$0.00	\$23,299.10
Tradition of Excellence Campaign 2002	95	\$582.00	\$260.00	\$0.00	\$0.00	\$842.00
Theatre Seat Campaign	11	\$6,865.00	\$0.00	\$0.00	\$0.00	\$6,865.00
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:	1,027	\$290,569.97	\$60,603.30	\$15,533.08	\$300,155.00	\$666,861.35

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Resolution to approve the Strategic Long Range Plan: 2003-2006.

II. REASON FOR CONSIDERATION

In accordance with current Board Policy, Section 13.39.00, approval by the Board of Trustees is required of the Strategic Long Range Plan.

III. BACKGROUND INFORMATION

The Administration and Institutional Planning Review Committee (IPRC) prepared a comprehensive three-year Strategic Long Range Plan. The Plan has been reviewed by interested College employees. The SWOT, goals & tasks and new institutional priorities for 2003-2006 have been approved by the Assembly Committee of shared governance. Once approved by the Board of Trustees, the Strategic Long Range Plan will be forwarded to the IPRC whose responsibility will be to maintain the Plan's viability through continuous updating.

IV. RECOMMENDATION

The Administration recommends that the Board of Trustees approve the Strategic Long Range Plan: 2003-2006.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Prevailing Wage Act

II. REASON FOR CONSIDERATION

By law, Harper College has an obligation to ascertain, publish, keep available for inspection and mail to employers requesting same, its determination of the prevailing wage in the locality and to file annually a certified copy thereof with both the Secretary of State and the Department of Labor of the State of Illinois.

III. BACKGROUND INFORMATION

The Illinois Compiled Statutes 820 ILCS 130\1 *etseq.* requires that any public body awarding any contract for public work or doing the work by contracted day labor shall ascertain the general prevailing hourly rate of wages for employees engaged in such work. "Public body" has been defined to include public educational institutions.

IV. RECOMMENDATION

The Administration recommends that the Board adopt the Prevailing Wage Act resolution and authorize the Secretary of the Board to file a certified copy thereof with both the Secretary of State and the Department of Labor of the State of Illinois.

RESOLUTION AUTHORIZING ADOPTION OF PREVAILING WAGE ACT

WHEREAS, the State of Illinois has enacted An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works, approved June 26, 1941, 820 ILCS 130\1 *etseq*,

WHEREAS, the aforesaid Act required that the Board of Trustees of William Rainey Harper College investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said William Rainey Harper College employed in performing construction of public works, for said William Rainey Harper College;

NOW THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD OF TRUSTEES OF WILLIAM RAINEY HARPER COLLEGE;

Section 1: To the extent and as required by An Act regulating wages of laborers, mechanics and other workers employed in any public works by State, county, city or any public body or any political subdivision or by anyone under contract for public works, approved, June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of William Rainey Harper College is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook, Kane, Lake and McHenry Counties area as determined by the Department of Labor of the State of Illinois as of June of each year, a copy of each annual determination incorporated herein by reference. The definition of any terms appearing in this Resolution which are also used in aforesaid Act shall be the same as in said Act.

Section 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the William Rainey Harper College to the extent required by the aforesaid Act.

Section 3: The Secretary of the Board of Trustees shall publicly post or keep available for inspection by any interested party in the main office of William Rainey Harper College this determination of such prevailing rate of wage.

Section 4: The Secretary of the Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and address,

requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

Section 5: The Secretary of the Board of Trustees shall promptly file a certified copy of this Resolution with both the Secretary of State and the Department of Labor of the State of Illinois.

Section 6: Within 30 days of filing this resolution with the Secretary of State, the Secretary of the Board of Trustees shall cause to be published in a newspaper of general circulation within the area a Public Notice of Adoption of Prevailing Wage Standards, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED THIS 24th DAY OF JUNE, 2003:

APPROVED:

Kris Howard
Chairman
Board of Trustees

(SEAL)

ATTEST:

Laurie Stone
Secretary
Board of Trustees

STATE OF ILLINOIS)
)
COUNTY OF COOK) SS

RESOLUTION CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and as such official I do further certify that attached hereto is a true, correct and complete copy of the Resolution Authorizing Adoption of the Prevailing Wage Act which was adopted by the Board of Trustees on the 24th day of June, 2003.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 24th day of June, 2003.

Secretary, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Administrative Employment Contracts

II. REASON FOR CONSIDERATION

Approval by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute the Administrative Employment Contracts.

III. BACKGROUND INFORMATION

Several meetings were held between the administration and representatives of the administrators to review and discuss changes in the Administrative Employment Contracts.

Recommended changes include up to a 5.25% salary increase; a salary range base increase of 2.5%; salary range midpoint spread increased from 10% to 12%; an increase in the Term Life and Accidental Death and Dismemberment insurance maximum from \$400,000 to \$500,000; an increase in the contribution for the purchase of life insurance, tax sheltered annuity, or additional SURS service credit from \$3,500 to \$5,000 for administrators at salary level 9; and payment of the retirement service compensation through the payroll system.

The increased costs for salary adjustments and changes in the fringe benefit program are \$312,732.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the sum of \$312,732 for adjustments in salaries and fringe benefits, and the administration further recommends that the Board Chairman and Secretary be authorized to execute the Administrative Employment Contracts on behalf of the Board of Trustees for the 2003/2004 fiscal year.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Increase in salaries and fringe benefit expenses for the Classified, Food Service and Supervisory/Confidential employees for 2003/2004.

II. REASON FOR CONSIDERATION

Approval of funds for the increase in salary and fringe benefit expenses is required by the Board of Trustees.

III. BACKGROUND INFORMATION

Suggestions have been received from Classified, Food Service and Supervisory/Confidential employees requesting changes in the salary and fringe benefit program.

As a result of these suggestions and studies conducted by the Administration, the recommended changes include up to a 5.25% salary increase; stipends of up to 2.75% for those employees at the top of the salary range who are in good standing; salary range base movement of 2.5%; salary range midpoint spread increased from 8% to 9% for classified and 9% to 10% for supervisory/confidential; parity increases to the midpoint of the salary range for employees in good standing who have been in their salary range for at least five years; a \$25 increase in professional development allowance; and a retiree group life insurance benefit of \$10,000 for five years or age 65, whichever occurs first.

The increase costs for salary adjustments and fringe benefit expenses is \$680,160.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the sum of \$680,160 to implement the increase in salaries and fringe benefit expenses for the Classified, Food Service and Supervisory/Confidential employees effective July 1, 2003.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Educational Service Providers

(SEE VENDOR LIST ATTACHED—new vendors are italicized)

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The College has a growing number of educational service providers it is using to deliver educational programs in both credit and continuing education programs. The attached list represents the Educational Service Providers we anticipate will provide service in Fiscal Year 2003-04.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board approve the attached list of educational service providers for Fiscal Year 2003-04.

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**Educational Service Providers and Rental Facilities June,
2003 (3 pages)**

<u>\$'s Paid</u>	<u>Organization</u>	<u>Training Curriculum</u>
	Stampco Technology Group	Training in Microsoft, Sun Microsystems, Comptia, Cisco, Linux, CIW
**		
**	Prentice Hall	Unix Training, Cisco Router Training, Lotus Training, Domino Training
\$2,683	Amazon.com	Unix Training, A+/PC Support Technician, Cisco Router Training, Lotus Training, Microsoft MCSE, MCSD, MCDBA, Oracle DBA, Developer, Network +
\$7,520	Autodesk	Autodesk Training
\$750	Comptia	PC Support Technician/Networking + Training Curriculum and Licensing
\$3,617	Citrix	Citrix Training
\$71,609	Microsoft	Microsoft Solution Developer (MCSD) Microsoft 2000 Certified Training (MCSE) Microsoft Certified Database Administrator (MCDBA)
\$25,933	Oracle	Oracle Database Administrator Oracle Developer
\$1,750	Ascent	Autodesk Books
\$4,507	Sun Microsystems	Solaris Unix Training Java Training
\$35,082	Prosoft	Certified Internet Webmaster Training
**	Lotus	Lotus Training, Domino Training
**	SAP	SAP Training
\$658	Pearson Education	Cisco Course Materials

\$2,154	Thomson Learning	Linux Course Materials
**	Sair – GNU	Linux Training
\$2,500	SPSS	SPSS/Data Mining Training
**	Alias Wavefront	Animation Art Training
\$23,018	Arlington Academy Cosmetology Career Center	Cosmetology Program through Continuing Education
\$21,750	Northwest Community Healthcare	Emergency Medical Technician
**	Catapult	Software Training Materials
\$27,932	Elk Grove High School	Rental Facilities
**	SPSS	SPSS Training
\$1,395	<i>Ascendant Learning</i>	IT Security Certified Professional Program
\$26,428	Element K Press	Microsoft Office Software Training Manual Microsoft Office Software Training Manual
\$6,597	Woodcrafters	Woodcrafting instruction and facilities
\$38,628	<i>Fox Creek Stables</i>	Horsemanship
**	<i>Charlie's Professional Bartending Inc</i>	Licensing ordinances require exam complet

=====
Corporate Services
VENDOR LIST (OVER \$10,000)

COMPANY/CONSULTANT/INSTRUCTOR

**	Jay	Catwalk Consulting	IT Consulting
		Frishkorn	Database consulting & training
**	Loris	Francioni	Desktop application consulting & training
\$41,400	Sheila	Graven	IT Consulting and Training
**	Linda	Heneghan	Desktop application consulting & training
\$2,535	Cathy	Horwitz	Desktop application consulting & training
**	Mark	Krukowski	IT Consulting and Training

	**	Ellen	Lehnert	Desktop application consulting & training
	**	Pam	McGinty	Desktop application consulting & training
\$8,665		Deb	Pauley	Desktop application consulting & training
	**	Progress		IT Consulting and Training
	**	Ken	Reddy	IT Consulting
	**	Brigid	Zachar	Desktop application consulting & training
	**	Lynne	Brooks	Instructional design & training
	**	Nicole	Carfagnini	Management consulting & training
	**	Diane	Decker	Management consulting & training
\$39,574		Vicki	Hoevermeyer	Management consulting & training
\$7,796		Adelaide	O'Keefe	Management consulting & training
	**	Claudette	Knowell-Phillipp	Management consulting & training
	**	Cynthia	Rogers	Management consulting & training
	**	Dennis	Ryan	Management consulting & training
	**	The Stump		Management consulting & training
\$12,450		Cynthia	Aaronson	Management/OD consulting & training
	**	Quest International		Management/OD consulting & training
		<i>Center for Risk-based Strategies</i>		Quality consulting & training
**		<i>Enviser</i>		Energy consulting & training
**		Kam	Gupta	Quality consulting & training
\$12,400		Steve	Notter	Quality consulting & training
	**	Kestral Management		Quality consulting & training
**		Bob	Squires	Quality consulting & training
	**	Quality Technology		Quality consulting & training
**		Jane	Melevin	Telemagic consulting
\$9,554		Achieve	Global	Training Programs & Courseware
\$6,345		ElementK		Computer Courseware
\$4,477		Shadow Box Learning Systems		Computer Courseware
**		LearnKey		Computer Courseware
\$57,050		TEC Services, Inc.		IT Training
	**	Michael Shugarman	**	Consulting & training
	**	George Caray	**	Consulting & training
	**	Sheila Craven	**	Consulting & training
	**	Russell Nordquist	**	Consulting & training
	**	Keith Sorn	**	Consulting & training

** - We did not pay them anything

June, 2003

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Preliminary Budget FY 2003-2004

II. REASON FOR CONSIDERATION

State law requires that the College submit a preliminary budget to the Board for review. The final budget will be presented to the Board in August 26, 2003, which will allow for a minimum of 30 days of public review.

III. BACKGROUND INFORMATION

Each year the College prepares an annual budget of all College funds for presentation to the Board.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees accept the preliminary budget as presented and authorize the administration to begin spending from the budget as presented.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to establish the 2003-04 Budget Hearing Date.

II. REASON FOR CONSIDERATION

In accordance with the Illinois Community College Act, a Budget Hearing must be held annually.

III. BACKGROUND INFORMATION

Each year a Budget Hearing date is established that allows for at least thirty days of inspection of the annual Harper College legal budget. At the end of this thirty-day period, a Budget Hearing is held and the budget is reviewed.

The attached resolution provides for the annual Budget Hearing and the required public notice.

IV. RECOMMENDATION

The administration recommends that the attached resolution providing for the annual Budget Hearing and the required public notice be adopted.

RESOLUTION

BE IT RESOLVED: That the fiscal year for Community College District 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, be and hereby is established as commencing on July 1, 2003 and ending on June 30, 2004.

BE IT FURTHER RESOLVED: That the public hearing on the tentative budget for the fiscal year beginning July 1, 2003 and ending on June 30, 2004 be set for 7:00 p.m. in the Conference Center – W-214 on August 26, 2003, of said College at 1200 W. Algonquin Road, Palatine, Illinois, and that proper notice of said hearing and of the availability of the budget for public inspection be given by the Secretary of this Board of Trustees by publishing notice thereof at least thirty days prior to August 26, 2003 in the Arlington Heights Herald, Barrington Herald, Buffalo Grove Herald, Des Plaines Herald, Elk Grove Herald, Hanover Park Herald, Hoffman Estates Herald, Mount Prospect Herald, Palatine Herald, Rolling Meadows Herald, Schaumburg Herald, Streamwood Herald, Wheeling Herald, and the Daily Courier News, being newspapers published in this College District, which notice shall be in substantially the following form:

PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, that commencing at 9 a.m. on June 25, 2003 a tentative budget for said College district for the fiscal year beginning July 1, 2003, and ending June 30, 2004, will be on file and conveniently available to public inspection at the Business Office of said College district at 1200 W. Algonquin Road, Palatine, Illinois, during usual and customary business hours.

PUBLIC NOTICE IS FURTHER HEREBY GIVEN that a public hearing will be held on said budget at 7:00 p.m. on the 26th day of August 2003, in the Conference Center, Room W-214 of said College at 1200 W. Algonquin Road, Palatine, Illinois.

DATED at Palatine, Illinois this 24th day of June 2003.

Board of Trustees of Community
College District No. 512
Counties of Cook, Kane, Lake &
McHenry, State of Illinois

Laurie Stone
Secretary

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

New AAS degree program in Maintenance Technology with three certificates: Basic Maintenance, Commercial Maintenance, and Supervisory Maintenance.

II. REASON FOR CONSIDERATION

The Illinois Community College Board requires the Board to approve new certificate and degree programs.

III. BACKGROUND INFORMATION

As a result of meetings with employers of general maintenance workers, the Technology, Mathematics, and Physical Sciences division has developed a new AAS degree program and related certificates in Maintenance Technology. This program will provide the skills and knowledge needed for employment or advancement in the fast growing building maintenance service sector of our urban society. This career field was once dominated by on-the-job training where a journeyman mentored trainees; however, with the proliferation of increasingly sophisticated tools, computer controls, and codes and standards, classroom and lab training have become essential.

This program is designed to prepare graduates for jobs in building maintenance including maintenance technicians; directors, managers, or operators for industrial and commercial properties; maintenance repairers; and first line supervisors of mechanics, installers, and repairers. General maintenance workers are employed in almost every industry.

This program will target three groups:

- Those currently employed in maintenance jobs who need additional and more in-depth skills;
- Those employed in maintenance who wish to advance through a career ladder into supervisory and managerial positions; and
- Those wishing to enter the field of maintenance.

This occupation has a high rate of turnover and many job openings result from the need to replace workers.

Because this program builds a broad range of skills many of the courses are

already in place at Harper College. Only eight courses are totally new, and another four were adapted from the manufacturing program that Harper recently deleted. The degree program has a required core of

technical courses but then allows students to tailor their training to their own particular skill needs by selecting eleven credit hours from thirteen different courses.

The development of this program has been done through a number of partnerships. The area high schools are very interested in articulating this program with their construction trades programs and in developing this as a dual credit program. The schools have also offered some of their technical labs as classrooms for evening college classes. At least one four-year institution in the area has offered to explore articulation to a baccalaureate degree. Major employers in this field – including local governments, hospitals, school districts, shopping malls, and apartment complexes – have offered their expertise in designing the program and their worksites for work experience and field trips.

In addition to the required general education courses, the AAS degree in Maintenance Technology offers courses from nine other programs including:

Computer Information Systems	Accounting
Architecture	Building Codes Enforcement
Electronics	Fire Science
Management	Park and Golf Maintenance
Heating and Air Conditioning	

The Illinois Department of Employment Security lists Maintenance Repairers as one of the largest employment groups in the state, region, and Cook County and classifies the job outlook as favorable. America's Career InfoNet predicts the job growth in this area to be 12% for the years 2000 to 2010. There are more than 2000 annual openings for installation, maintenance, and repair workers in Cook County and a greater need to upgrade the skills of the 193,000 who are employed in the maintenance field in Cook County. The Workforce Board of Northern Cook County in its 2002 State of the Workforce Report shows this as the 11th largest occupational group in northern Cook County. Since the Harper College District comprises approximately 15% of the population of Cook County – though a much higher percentage of the jobs for the county – it can be extrapolated that there are more than 25,000 maintenance workers in the Harper College District and in excess of 300 openings each year.

IV. RECOMMENDATION

The administration and the curriculum committee recommend that the Board approve the new AAS degree program and certificates in Maintenance

Technology.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Second Reading of Addition to the Board of Trustees Policy Manual
- Recording of Closed Sessions

II. REASON FOR CONSIDERATION

Additons to Board policy require approval of the Board of Trustees. The first reading took place at the Board Meeting of May 27, 2003.

III. BACKGROUND INFORMATION

The Board of Trustees has long expressed interest in making their executive sessions more public. With the advent of new law pertaining to the recording of closed sessions, the Trustees requested that a Policy be prepared for their consideration which would embrace the basic tenets contained in the current legislation being considered in Springfield. The policy, as drafted, reflects in its entirety invested State law effective with the Governor's signature.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the Addition to the Board of Trustees Policy Manual - Recording of Closed Sessions.

WILLIAM RAINEY HARPER COLLEGE
POLICY STATEMENT

Title: Closed Session Recording Policy

No. 01.37.14

Approved:

Revised:

Recording of Closed Sessions.

- A. A verbatim record shall be kept of all meetings of the Board of Trustees or any subsidiary "public body" (as defined by the Illinois Open Meetings Act) of the college which are closed to the public. The verbatim record shall be in the form of an audio or video recording. In addition, minutes shall be kept of all closed meetings in the manner required by the Illinois Open Meetings Act. Minutes of closed meetings shall be placed before the Board of Trustees or the subsidiary body, as the case may be, for approval as to form and content as soon as practicable following the closed meeting. The Secretary of the Board of Trustees, or his/her designee, shall maintain the verbatim recordings and minutes of all closed sessions of the Board and all subsidiary public bodies of the college.

- B. At the beginning of each closed session, those present shall identify themselves by voice for the audio recording. If the meeting is videotaped, at the beginning of the meeting, those present shall individually appear on camera and identify themselves by voice. The chair of the meeting shall also announce the times the meeting commences and ends at the appropriate points on the recording.

- C. At the first regular board meeting in February and August, the agenda shall include the following item: "Review of the minutes of all closed sessions that have not yet been released for public review, and determination of which, if any, may then be released." Minutes or recordings shall not be released unless the board finds that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. As to any minutes or recordings not released, the board shall find that the "need for confidentiality still exists" as to those minutes or recordings. The administration shall prepare a recommendation for the board regarding

the release and non-release of the respective recordings and minutes. Minutes of closed sessions shall be kept indefinitely.

D. At the first regular board meeting in February and August, the agenda shall include the following item: "Authorization for destruction of verbatim recordings of closed sessions." The administration shall present a list to the Board of Trustees of the dates of closed sessions where:

- A verbatim recording exists;
- The Board of Trustees has approved the minutes of the closed meeting as to form, regardless of whether the minutes have been released for public review; and
- There have been more than 18 months since the date of the closed meeting. The Board of Trustees shall consider whether to authorize destruction of the verbatim recordings of those meetings. When ordered by the Board of Trustees, the Secretary of the Board of Trustees shall destroy the recording of that closed meeting in a suitable manner.

HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between Harper College and Children’s Memorial Hospital (renewal) for use of clinical facilities for students in the Nursing Program.

II. REASON FOR CONSIDERATION

An Affiliation Agreement is required between Harper College and affiliating agencies to provide for the clinical education of students in health career programs.

III. BACKGROUND INFORMATION

The facilities and educational opportunities available at Children’s Memorial Hospital are consistent with the clinical objectives of the Harper College Nursing Program.

This agreement has been approved by appropriate officers of Children’s Memorial Hospital.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement renewal between Harper College and Children’s Memorial Hospital be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation to enter into a contract with E-S-P Vending Company, Inc. for vending services at the College.

II. INFORMATION

A request for proposal was sent to eleven vending companies. Eight responses were received. Below is a recap of the proposed yearly commissions based on \$160,000 in gross sales:

E-S-P Vending Company, Inc.	\$48,908
All Seasons Services, Inc.	37,875
A.H. Vending and Food Service	33,600
Ace Coffee Bar, Inc.	29,784
Canteen Vending Services	28,919
Fox Vending Inc.	27,012
Aramark Refreshment Services	26,130
PGI Services	21,286

As the College has entered into an exclusive agreement with Pepsi Cola General Bottlers Inc., an additional vendor is needed to supply all other vended products: hot beverages, snacks, pastries, candy, gum, ice cream and cold food. E-S-P Vending is able to meet the service requirements of the College in a satisfactory manner and provide a commission rate of 31 percent on all vended products except ice cream, which will be at 10 percent. Anticipated annual revenue to the College based on estimated sales of \$160,000 will be \$48,908.

This recommendation is for a three-year contract from July 1, 2003 through June 30, 2006 with the option to renew for two additional years, July 1, 2006 through June 30, 2008.

III. RECOMMENDATION

The administration recommends that the Board enter into a contract with E-S-P Vending Company, Inc. for three years, July 1, 2003 through June 30, 2006, with the option to renew for two additional years, July 1, 2006 through June 30, 2008, for vending services at the College.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation to enter into an exclusive contract agreement with Pepsi Cola General Bottlers, Inc. for all of the vended cold beverages sold at the College.

II. INFORMATION

Over the last five years, the College has earned revenue by entering into an exclusive contract with Pepsi Cola General Bottlers, Inc. for cold beverages. Vended cold beverages are purchased direct from Pepsi Cola and the College provides the staffing needed to load the machines and remove and count the money. This program has been financially successful to the College without adversely affecting service to the customers. The average revenue per year has been \$57,000.

Both Pepsi Cola and Coca-Cola were approached and given the opportunity to submit proposals for a five-year exclusive contract.

The proposal from Pepsi Cola provides higher commission rates and a greater rebate per year than the Coca-Cola proposal. Included in the Pepsi proposal is a \$22,000 rebate each year to be used to offset operating costs in the Food Service department. In addition the cafeteria will be able to buy products from Pepsi at the negotiated vending prices, which will continue to save the College approximately \$3,000 per year. The College will continue to have the right to vend Harper College water within the vending machines and provide non-Pepsi products in the cafeteria and at all counters on campus. Pepsi will provide all of the machines and seven day a week repair service at no cost to the College.

The contract is for five years, beginning on July 1, 2003 and ending on June 30, 2008. Either party can terminate the contract with 90 days written notice. If the College exceeds its agreed-to quota of 12,000 cases per year in sales before year five, the contract can be negotiated at that time rather than waiting for the five-year period to expire.

III. RECOMMENDATION

The administration recommends that the Board enter into an exclusive contract with Pepsi Cola Bottlers, Inc. for five years from July 1, 2003 through June 30, 2008 for all of the vended cold beverages sold at the College.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to R.J. Galla Co., Inc., for renewal of all of the College liability insurance coverage for the period of July 1, 2003 through July 1, 2004 as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$1,179,676 will be provided in the 2003/04 Operations and Maintenance Fund budget, and the Liability, Protection, and Settlement Fund budget, under account numbers 0292-039-565.10, 0292-039-565.03, 0292-039-565.70, 0292-039-567.10, 1292-039-523, 1292-039-565.10, 1292-039-565.21, 1292-039-565.50, 1292-039-565.91, and 1292-039-567.10.

III. INFORMATION

Following a legal request for proposal, the College liability insurance policies, in the amount of \$407,586, were approved by Board action June 23, 1999. Renewal in the amount of \$496,857 was approved by Board action June 28, 2000. A second renewal in the amount of \$557,524 was approved by Board action May 24, 2001. A third renewal in the amount of \$888,756 was approved by Board action June 25, 2002. This request is for coverage for the period of July 1, 2003 through July 1, 2004.

Below is a table that compares the new costs of insurance coverage with the costs of the expiring policies.

COVERAGE	EXPIRING COST	NEW COST
General Liability	\$ 182,804	\$ 248,000
Excess Liability (Umbrella)	46,100	46,079
Worker's Compensation	394,002	523,944
Foreign Liability	2,916	2,916
School Board Liability	17,600	16,300
Liquor Liability	900	1,128
Special Risk	882	932
Travel Accident	1,183	2,000
Medical Malpractice	170,445	230,587
Pollution Liability	901	1,073
Sports Accident	45,663	49,855
Treasurer's Bond	8,030	12,351
Working Cash Fund Bond	2,280	2,806
Construction Fund Bond	23,796	12,006
Law Enforcement Liability	-0-	15,149
Broker's Fee	<u>15,000</u>	<u>15,000</u>
	\$912,502	\$1,180,126

Insurance rates began to increase in the fall of 2000. From 1987 to 2000 insurers reduced rates and broadened coverage in an attempt to gain market share. The industry posted underwriting losses most years but made up the difference with investment income derived from the expanding stock market. The stock market correction in 2000 and several catastrophic losses forced insurers to begin raising rates in the fall of 2000.

The terrorist attacks of September 11, 2001 accelerated the pace of rate increases. With another \$60 billion to pay on top of accumulated losses from previous years, insurers began attempting to recoup losses all at once. The average rate increase for January 1, 2003 renewals was 50 percent.

R. J. Galla approached twelve different markets for pricing on various portions of the insurance coverage. The College also requested a protected self-insurance plan quote but the company did not respond to the request.

The proposal from R. J. Galla Co., Inc. includes several changes from the current coverage:

1. Property values increase from \$165,719,719 to \$175,165,531.
2. Terrorism coverage is provided for certified foreign terror events only.
3. Flood and earthquake limits are reduced from \$15,000,000 to \$5,000,000.
4. Property deductible increases from \$5,000 to \$10,000. Other miscellaneous deductibles will also increase.

The College has asked R.J. Galla Co., Inc. for a self-insurance quote for the worker's compensation coverage. The College will evaluate this quote over the next few months and consider moving into self-insurance later in the year.

The overall increase before the additional coverages is 30 percent. The medical malpractice premium is increasing by 35 percent. The medical malpractice market has continued to deteriorate since the last renewal. One major company has withdrawn from the market and another has gone bankrupt. These two events have put a lot of pressure on the remaining market.

The worker's compensation increase of 33 percent is primarily driven by the increase in the experience modification factor used for the College, which is based on in claims during the 2000 and 2001 policy periods. It appears safety efforts are working as losses for the current year are significantly improved.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to R.J. Galla Co., Inc. for renewal of all of the College liability insurance coverage for the period of July 1, 2003 through July 1, 2004, in the amount of \$1,180,126.