



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

September 30, 2003

7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Educational Presentations**
 - Blended Learning: The Best of Both Worlds
Joe Accardi, Dean of Resources for Learning (Introduction)
Sarah Stark, Director, Dept of Instructional Technology (DoIT)
Deepa Godambe, Assistant Professor, Chemistry and DoIT Faculty Coordinator
 - Workers' Compensation
Judy Thorson, Vice President of Administrative Services
Thea Keshavarzi, Director of Purchasing and Risk Management
Mike Nugent, Nugent Risk Management Services
- V. Student Trustee Report**
- VI. President's Report**
- VII. Consent Agenda*** (Roll Call Vote)
 - A. For Approval**
 1. Minutes - August 26, 2003 Regular Board Meeting and executive session of September 10, 2003 Exhibit VII-A.1
 2. Bills Payable, Payroll for August 22, 2003 and September 5, 2003, and Estimated payrolls for September 6, 2003 through October 3, 2003 Exhibit VII-A.2
 3. Bid Awards Exhibit VII-A.3
 4. Purchase Orders Exhibit VII-A.4
 5. Personnel Action Sheets Exhibit VII-A.5
 - B. For Information**
 1. Financial Statements Exhibit VII-B.1
 2. Committee and Liaison Reports Exhibit VII-B.2
 3. Grants and Gifts Status Report Exhibit VII-B.3

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

VIII. New Business

- A. RECOMMENDATION: Resolution Designating a Person or Persons to Prepare a Tentative Budget for 2004-2005 Exhibit VIII-A
- B. RECOMMENDATION: Annual Authorization to Approve Depositories and Investment Brokers for College Funds Exhibit VIII-B
- C. RECOMMENDATION: Third Reading of Addition to Board of Trustees Policy Manual - E-mail Communications Among Board Members Exhibit VIII-C
- D. RECOMMENDATION: Settlement Agreement Between Harper College, Capital Development Board, Applied Communications and Elite Electric Exhibit VIII-D

IX. Citizen Participation

X. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

On-Campus Events

- October 3, 2003 7:30 p.m. - Luna Negra Dance Theatre - Performing Arts Center
- October 10, 2003 7:30 p.m. - Jay Heltzer, Trombone - Performing Arts Center
- October 11, 2003 7:30 p.m. - Concert - Chicago Brass Band - Performing Arts Center
- October 16, 2003 7:30 p.m. - Lecture - Elizabeth Wurtzel, Author of *Prozac Nation*, Wellness and Sports Center
- October 17, 2003 7:30 p.m. - Concert - Pan Go Steel Band - Performing Arts Center
- *October 21, 2003 7:00 p.m. - Regular Board Meeting - Room W214-215
(note change of date)
- November 6, 2003 7:00 p.m. - Family Event - The World of Pooh - J Theatre - Business and Social Science Center
- November 8, 2003 5:30-9:00 - FREE Viewing Henize Observatory - Building 9, Parking Lot 8
- *November 13, 2003 7:00 p.m. - Organizational Meeting/Regular Board Meeting - Room W214-215
- *November 13-15 8:00 p.m. - Harper Ensemble Theatre Company - Arsenic and Old Lace - Performing Arts Center
- November 16, 2003 2:00 p.m. - Harper Ensemble Theatre Company - Arsenic and Old Lace - Performing Arts Center
- November 20-22 8:00 p.m. - Harper Ensemble Theatre Company - Arsenic and Old Lace - Performing Arts Center
- November 23, 2003 2:00 p.m. - Harper Ensemble Theatre Company - Arsenic and Old Lace - Performing Arts Center
- November 27-30 **THANKSGIVING BREAK - CAMPUS CLOSED**
- *December 18, 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, August 26, 2003

<u>INDEX</u>	<u>PAGE</u>
ROLL CALL - Regular Board Meeting	1
APPROVAL OF AGENDA	2
PRESENTATIONS	2
- Cheryl Kisunzu, Laura LaBauve-Maher: Update on Diversity Plan	2
STUDENT TRUSTEE REPORT	6
PRESIDENT'S REPORT	6
CONSENT AGENDA	
Minutes, Bills Payable, Payrolls, Financial Statements, Committee/Liaison Reports, Grants/Gifts Report	7
Bid Awards	7
Purchase Orders	8
Personnel Actions	9
NEW BUSINESS	
Budget Hearing	12
Adoption of Budget Resolution	14
Adjunct Faculty Compensation Schedule - 2003-04	14
Second Reading of Addition to Board of Trustees Policy Manual - E-mail Communications Among Board Members	15
Second Reading of Addition to Board of Trustees Policy Manual - Professor Emeritus	16
Reaffirmation of Vote of Vendor Selection for Electrical Repairs of H Building Chiller	16
President's Employment Contract	17
Voting Delegate to ACCT Annual Convention	18
CITIZEN PARTICIPATION	18
ANNOUNCEMENTS BY CHAIR	18
Communications	18
Calendar Dates	18
OTHER BUSINESS	18
ADJOURNMENT	18
SUMMARY OF BOARD REQUESTS	19

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, August 26, 2003

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Member Botterman on Tuesday, August 26, 2003 at 7:05 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

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

Also present: Robert Breuder, 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; Mike Alsup; Mike Barzacchini; Carol Blotteaux; Phil Burdick; Laura Crane; Laurie Dietz; Rob Dix; Jim Edstrom; Terry Engle; Bob Getz; Sally Griffith; Vickie Gukenberger; Michael Harkins; Michael Held; Julie Hennig; Thea Keshavarzi; Laura LaBauve-Maher; Terry Lindsay; Maria Moten; Michael Nejman; Mark Neubecker; Sheryl Otto; Jeanne Pankanin; Janie Petersen; Diana Sharp; Stanford Simmons; Dennis Weeks and Denise Yurik.
Student: Ken Libowicz and Xulpiao Way.

Guests: Tim Kane, Chicago Tribune; Shruti Datè Singh, Daily Herald; Mario Bartoletti, Pioneer Press; Michael Lundeen, Legat Architects; Gary Clair, citizen/parent; Matt Murphy, Trustee-Elect.

Chair Howard noted that the Agenda reflected incorrect dates for the meeting minutes in the Consent Agenda. The meeting minutes listed for approval should be July 22 Regular Board meeting and July 22 Emergency Board Meeting minutes.

APPROVAL OF AGENDA Member Barton moved, Student Member Sheppard seconded, approval of the agenda as modified.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

PRESENTATIONS

Cheryl Kisunzu, Laura
LaBauve-Maher -
Update on Diversity
Plan

Cheryl Kisunzu began her presentation with a quote from Justice Sandra Day O'Connor: "Businesses have made it clear that the skills needed in today's global marketplace can only be developed through the students' exposure to widely diverse people, cultures, ideas and viewpoints."

Ms. Kisunzu explained that the Diversity Committee's purpose is to assist in coordinating, implementing and further developing the College's Diversity Plan. The plan addresses recruitment, retention and climate needs for Harper's underrepresented students, staff, faculty and administrators; however, the initiatives are equally significant for all members of our global society. She thanked the President and the Board for their support of this initiative.

Components of the Diversity Plan

Laura LaBauve-Maher, Associate Dean for Multicultural Learning, discussed the following components of the Diversity Plan.

Institutionalization - structural changes within the institution implemented to insure an enduring framework for this initiative.

- The Center for Multicultural Learning was formed to create a welcoming and open environment for students of diverse background, and to work with faculty and administration to create and deliver support programs that foster multicultural learning across the campus.
- The Human Resource Office was reorganized to create the Office of Diversity and Organizational Development. As a result, the Assistant V.P. for Diversity and Organizational Development position was created.
- The Diversity Website was incorporated into Harper's home page.

- Diversity is identified as a goal in Harper's Strategic Long-Range Plan.

Leadership Support - initiatives specific to strengthening Harper's response to diversity are included in the Annual Plan of each Vice President. Additionally, the Vice Presidents visit with the Diversity Committee to discuss their accomplishments and their ideas for future initiatives.

Curriculum and Teaching - the International Committee, the Academic Standards Committee and the Diversity Committee have discussed the possibility of creating a World Cultures and Diversity graduation requirement. A final decision should be reached within the current academic year.

- The Multicultural Faculty Fellows program was launched. The faculty, Valerie Harley from LIB RES, Getachew Begashaw from Economics, Joyce Johnson from ESL and John Curran from Theatre and Speech, recently unveiled their projects.
- The feature topic at the faculty retreat this year was multicultural infusion.

Recruitment of Faculty, Staff and Students -

- Search committees were expanded to include all of the employee groups, and attendance was required by all members for each of the searches that occurred.
- A recruitment brochure which was designed with the diverse candidate in mind; it will be utilized consistently.
- PeopleAdmin has been an effective tool which documents whether or not the College had extended an invitation to consider employment at Harper in an inclusive manner. Overall this year, they experienced a 30 percent diverse hiring rate. Approximately 35 percent of Harper students identify themselves as members of underrepresented groups.
- Marketing initiatives continue to be targeted to respect the culture and unique nuances of underrepresented student populations.

Student Experience and Development -

- The REACH (Retention Efforts for Academic Completion at Harper) program was launched this year, fully funded by the Harper College Educational Foundation. In the fall, they brought 20 students from first generation backgrounds to participate. Sixty percent of the students

attained a GPA of 2.2 or higher, and all 20 students were retained from fall to spring.

- The Center for Multicultural Learning held a student retreat in the fall with 26 students. They worked on coalition-building among multicultural students and other student organizations on campus. As a result, students created Harper Fusion: A Multicultural Celebration the following spring. Approximately 250 people (faculty, staff, students and administrators) experienced 16 cultural acts and food from 13 different countries. Students are currently working on this year's program.
- Growing Your Own initiative was created as an employment recruitment strategy. Recent Harper graduates from underrepresented groups were contacted in the hopes of planting the desire to work at Harper once they finish their studies.

Campus and Community Connection -

- Harper College participated in a Martin Luther King experience, which is becoming an annual event in the area. A scholarship was awarded.
- Efforts have begun to translate the Harper website into Spanish.
- The Harper College Educational Foundation has a primary commitment to diversity. Five out of seven of their Resources for Excellence grants focused on diversity initiatives.
- The Foundation has been actively involved in the recruitment efforts designed to invite diverse community leaders to serve as Foundation Board members.

Professional Development -

- Command English programs are offered for custodial and Food Service employees. The institution seeks to serve all employee groups, as well as the students.
- The Diversity Book Club was created, which has as its first reading, Emily Tatum's *Why Are All the Black Kids Sitting Together in the Cafeteria?* It discusses cultural identity and its relevance to academia and to the workplace.
- Financial support was provided for eight faculty and staff to strengthen their cultural competency at NCORE, the National Conference on Race and Ethnicity in San Francisco.
- The first session in the executive leadership series was held, with its primary focus on age diversity.

Research and Development - evaluation of the effectiveness of the Diversity Initiatives are ongoing and occurs primarily through collaborative efforts with the Office of Research and the Office of Strategic Planning to insure that concerns specific to diversity are strategically incorporated into the institution's plan for internal assessment.

Future Initiatives

- The Center for Multicultural Learning will be programming two or three seminars each semester dealing with different issues of diversity affecting Harper and the nation.
- The Multicultural Fellows program will be selecting four new faculty to work on curriculum infusion projects.
- Student Development and AELS will be working toward the creation of a summer bridge program that will better prepare high school students for college work.
- The Center for Multicultural Learning and Diversity and Organizational Development are working on inviting a guest speaker to talk about diversity and creating a safe space for all students, faculty and staff.
- A spring regional conference on diversity is being planned.

Ms. Kisunzu summarized by sharing information she received from a book entitled *A Peacock in the Land of Penguins*. Diversity initiatives are all about creating opportunity. Opportunity is an attitude reflected in behaviors and characterized by openness to new ideas, a willingness to listen, an eagerness to learn, a desire to grow and flexibility to change. It is about creating a culture where all can succeed, each with a different style and each making contributions that will be welcomed and appreciated by their colleagues and coworkers. She added that this, in turn, would teach Harper students to do the same.

Chair Howard thanked them for the presentation and for their efforts in the diversity initiative. She added that they should be proud of the progress Harper College has made in this area. In response to Chair Howard, Ms. Kisunzu noted that they are getting information on the IBHE (Illinois Board of Higher Education) Conference on Diversity.

STUDENT TRUSTEE

Student Member Sheppard distributed a written report to

REPORT

Board members. He thanked the administration and faculty for doing a great job over the summer preparing for the fall semester.

He highlighted several upcoming events, including Welcome Week, Concert in the Quad Series, a moment of silence on September 11 and the Involvement Expo, where students can learn about the 40+ clubs and organizations on campus. Student Member Sheppard also noted that Nancy Cartwright, the voice of Bart Simpson, will be speaking on September 25.

In response to Chair Howard, Student Member Sheppard stated that they are trying to reach out to all students, regardless of age.

PRESIDENT'S
REPORT

Dr. Breuder stated that they have made a provision for Board members to tour the Science, Emerging Technology and Health Careers Center on September 30 prior to the Board meeting. He asked that Board members arrive at 5:00 p.m. for the tour, followed by a light dinner in his office before the Board meeting.

He announced that as of the first day of class (yesterday), FTE was up 7.7 percent from the first day of fall 2002 and headcount was up 5.44 percent. There will, of course, be an ebb and flow with add/drop.

KPMG will conduct the external audit of FY 2002, which ended on June 30. Dr. Breuder noted that he would like KPMG to present their findings at the October or November Board meeting. According to Vice President Judy Thorson and Roberta Lindenthaler, if the numbers bear fruit, they will contribute to the various funds something in excess of \$4M at the end of the year. They have strengthened the financial position of Harper College at a time when it is very easy to go in the other direction. The challenges ahead are going to be greater because of circumstances beyond their control, with the economy, State funding, local taxes and PTAB issues. The College is losing appreciable revenue in these areas, and adding money to the funds at the end of the year will help significantly. Dr. Breuder thanked people in all areas of the institution for monitoring their budgets, realizing efficiencies and maximizing opportunities. They are responsible.

Chair Howard noted that the amount of work that goes into preparing the budget is incredible. She thanked all the

individuals who have been working on the budget for so many months, and commended them for making the budget support the College goals.

CONSENT AGENDA

Member Kolze pointed out an error on Page 11 of the July 22 minutes. It shows that Members Howard and Kolze voted aye for the Consent Agenda; however, they were both listed as absent from the meeting. Their names should not be included in the vote. Chair Howard asked that the minutes be corrected to reflect the change.

Member Kolze moved, Student Member Sheppard seconded, approval of the revised minutes for the July 22, 2003 Regular Board meeting and July 22, 2003 Emergency Board Meeting; bills payable; payrolls for July 10, 2003 and July 24, 2003 and August 7, 2003; estimated payrolls for August 8, 2003 through September 5, 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 Exhibits VII-A.1 through VII-B.3, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$4,479,763.66
Tuition Refunds	20,100.86

The payrolls of July 10, 2003 in the amount of \$2,194,085.94 and July 24, 2003 in the amount of \$2,141,759.41 and August 7, 2003 in the amount of \$1,578,820.88; and estimated payroll of August 8, 2003 through September 5, 2003 in the amount of \$3,415,013.37.

Bid Awards

Ex. VII-A.3.a Award bid Q00305 for offsite storage for daily, weekly and archival tapes as a component of an overall disaster prevention plan to Iron Mountain, Inc., the lowest responsible bidder meeting specifications, in an amount not to exceed \$10,976 for September 1, 2003 through August 31, 2004, plus a 10 percent contingency each succeeding year for a total of \$12,074 for September 1, 2004 through August 31, 2005 and \$13,281 for September 1, 2005 through August 31, 2006.

Ex. VII-A.3.b Award bid Q00310 for the purchase and installation of Steelcase furniture for use

by the Testing and Assessment Center to Johnson & Associates, the low bidder, in the amount of \$17,045.07.

Ex. VII-A.3.c Award bid Q00308 for sidewalk replacement, earthwork, topsoil, and sod on the northwest side of the lakes and in the Quad in the center of the campus, to Kovilic Construction Company, Inc., the low bidder in the amount of \$475,375, an allowance in the amount of \$53,425, reimbursables in the amount of \$1,414, a contingency not to exceed \$57,000 and the architect's fee of \$39,660 for a total award of \$626,874.

Ex. VII-A.3.d Award bid Q00312 to Warner Offset, Inc., the lowest responsible bidder for printing of the Spring and Summer 2004 Continuing Education Comprehensive and Personal Enrichment Course Schedules, which are major publications promoting enrollment, in the amount of \$74,582.

Ex. VII-A.3.e Award items #1 and #2 on bid request Q00280 for trash can liners to Central Poly Corp., the lowest responsible bidder, in the amount of \$10,360.

Purchase Orders

Ex. VII-A.4.a Approve issuance of a purchase order to Agilent Technologies for an LCR Meter, in the amount of \$25,272.

Ex. VII-A.4.b Approve issuance of a purchase order to Krueger International, Inc., for the purchase and installation of furniture to be used in the Assessment and Testing Center, in the amount of \$45,795.28.

Ex. VII-A.4.c Approve issuance of a purchase order to BVK, for strategic media buying and advertising consultation services directly related to enrollment initiatives, in the amount of \$138,692 for the period of July 1, 2003 through November 30, 2003.

Ex. VII-A.4.d Approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year, in an amount not to exceed \$59,147.06.

Personnel Actions

Administrator Appointments

Ned Coonen, Director, Technical Services, IT/TS, 09/01/03,
\$89,500/year

Michael Nejman, Director, Student Activities, STU ACT,
08/27/03, \$64,900/year

Faculty Appointments

Linda Alberts-Frank, Instructor-Counselor, STU DEV,
08/19/03, \$40,826/year

David Antonides, Instructor-Counselor, STU DEV, 08/19/03,
\$39,560/year

Anne Paslean-Abasolo, Instructor-Counselor, STU DEV,
08/19/03, \$37,144/year

Karen Rothstein, Instructor-Counselor, STU DEV, 08/19/03,
\$35,992/year

Professional/Technical Appointment

Richard Will, Desktop Integration Analyst, IT/CS, 08/23/03,
\$50,000/year

Supervisory/Confidential Appointments

Beverley Pierce, Assistant Supervisor, FD SER, 08/11/03,
\$45,300/year

Lisa Sulceski, Manager, Process Improvement, IT/TS,
08/18/03, \$66,000/year

Classified Staff Appointments

Christine Buck, Secretary, BUS/SS, 07/29/03, \$28,665/year

Rocio Coonich, Clinical Facilities Assistant, LS/HS, 08/27/03,
\$33,000/year

Sana Mahmood, Office Assistant I, p/t, OS/FA, 07/28/03,
\$14,157/year

Diane Race, Library Assistant II, LIB SER, 08/19/03,
\$34,634/year

Cecilia Tancun, Nursing Laboratory Assistant, p/t, LS/HS,
08/21/03, \$5,530/year

Harper #512 IEA-NEA Appointment

Yolanda Carranza, Custodian/Groundskeeper, PHY PLT,
07/21/03, \$20,842/year

Incentive Compensation

Carol McClement, Business Solutions Manager, CORP SER,
\$7,096/FY 2002/03

Professional/Technical Resignation

Christine Petrik, Laboratory Assistant, Nursing, p/t, LS/HS,
08/01/03, 4 years 9 months

Supervisory/Confidential Resignations

Elizabeth Brisch-Jung, Program Development Specialist,
Career Partnership, 07/25/03, 6 years 4 months
Jeffrey Howard, Acting Conference Center Manager,
Conference Center, 08/04/03, 1 year 1 month

Classified Staff Resignation

Melissa Williams, Administrative Secretary, IT/AS, 07/25/03,
2 years

With regard to Exhibit VII-A.3.c, Member Gillette noted that there were only two bids for landscaping and concrete work, and it was stated that other bidders felt they did not have time to turn in their bids. He suggested that the College extend the invitation to four weeks, rather than three weeks, for larger jobs.

With regard to Exhibit VII-A.4.c, institutional advertising, Member Gillette suggested that they code the advertising to see which advertising works and which does not. Vice President Colleen Murphy noted that they do build in response mechanisms to almost every type of advertising they do. They measure it through direct website hits, micro-site responses from direct mail postcards and telephone calls into the Admissions Office or to the Continuing Education Office.

Mike Barzacchini explained that marketing is not a perfect science and there is always room for improvement. They use internal reporting systems, such as web trends, to time when different media hit. For example, the only call to action in an ad during the spring portion of a campaign, "Experience Harper for Yourself," was a direct internet link to the online calendar. They tracked the number of visits, or unique visitors, during the run of that campaign. The non-credit area is very diligent about putting source codes on any piece of direct mail or other communication they send out. They can also ask people what brought them to Harper; however, sometimes people do not remember.

Mike Held noted that in Admissions, they know where each contact originated. If a student comes to Harper College through a high school visit, that information is in the database, and Marketing is able to assess the effectiveness of that particular strategy. They receive RSVPs for some of the Open Houses, where individuals answer "Where did you hear about Harper?" They have certain phone numbers set up to receive calls regarding specific advertisements. Marketing knows when a particular piece hit, and they can see if there is a spike in a certain line. They assess and try to use their money effectively on the advertising techniques that work.

Mr. Barzacchini explained that, occasionally, instructors will receive direct feedback from the students regarding who or what brought them to Harper. That information is also passed on to Marketing.

Vice President Murphy added that they do look at this at the end of every semester, determine what is working and what is not, and then they change the plan accordingly.

In response to Member Kelley's question regarding Exhibit VII-A.4.d, Joe Accardi explained that they provided a survey to the vendors based on a 300 title list of core collection materials. EBSCO came out at \$53,700; Wolper came out at \$57,000; WT Cox came out at \$57,000. He explained that they send out a Request for Information survey, where they ask a number of questions regarding services. EBSCO came up with the best combination of services, as well as price. He noted that services, such as links to Harper's automated system, are very important to the College.

Member Kolze noted that Member Gillette's suggestion regarding extending the time allowed for receiving bids is acceptable under certain circumstances. However, he feels it could lead to chaos if it is done on a wholesale basis. If Harper College changed the end date, then people would begin to depend on Harper changing it.

Dr. Breuder asked Michael Lundeen of Legat Architects to speak regarding the bidding process for the landscape work. Mr. Lundeen noted that some projects, like tuck pointing or roofing, fit into the typical general contractor sort of bid. Other types of work, such as this landscaping bid, involve several areas. He explained the process taken with the hardscape and softscape portions of the bid. They found 15-16 different companies which were qualified to do the work.

The day before the bid was due, Mr. Lundeen had four bidders verbally tell him that they were absolutely bidding it. An hour before the bid was due, two companies could not tell him whether they were bidding or not. He stated he is not sure whether those two bidders would have bid, even if an extension was given. In response, Member Gillette stated he was not suggesting the bid time be extended past the deadline; he was simply suggesting that when there is a complex bid, a longer bid time be given from the beginning. Perhaps four weeks could have been given rather than three weeks.

Dr. Breuder added that there are other things to consider for these types of projects, such as timing. There is work that must get done in the fall so it can be finished in the spring. He does not feel that anything could have been done differently.

Student Member Sheppard stated that he felt a three-week timeframe for a bid was acceptable.

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

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

Motion carried. Student Member Sheppard voted aye.

NEW BUSINESS:
Budget Hearing

At 7:52 p.m., Chair Howard recessed the regular meeting and called to order the public hearing on the FY 2003-2004 budget.

Dr. Breuder reminded everyone that the budget is linked to the Strategic Long-Range Plan. The Preliminary Budget was delivered two months ago, followed by a lengthy presentation by Vice President Judy Thorson and others at the Board meeting. The Board and the public have had 60 days to review it, during which time no individuals came forward to review it or to ask questions. The document presented to the Board this evening is the same as the Preliminary Budget document, for all intents and purposes.

Dr. Breuder noted that President's Council is in the process of doing a financial plan for Harper in a three-year window from 2005-2007. They know that circumstances going

forward will be very challenging for all of education, K-12 and post-secondary. It is prudent for them to look ahead to make sure that the budgets brought to the Board are always balanced. Within the month, they will have the financial plan started. As soon as it is complete, he will share it with the Board.

Vice President Thorson explained that they recently received the tax data from Cook County. They had projected in all the funds that Harper College would receive approximately \$38,750,000. In fact, the College will receive \$38,500,000. Their projection was within \$250,000. They will balance off whatever is to the positive or to the negative in their Life Safety Fund. Although Life Safety projects are important to the institution, some will be rolled forward to the list next year in order to protect Fund 01 dollars and O&M dollars. Two projects that have to do with providing more accessibility for ADA on campus, and one project having to do with upgrading the utility tunnel, will not take place this year.

In response to Member Stone, Vice President Thorson stated that the College will still be in compliance, because many times they do not have to bring things up to code until they do a renovation. The projects have been on the list for a number of years, and they do not feel it is critical to put it off one more year. She added that it is not where they want to be, however.

Member Kolze stated that he appreciates the fact that they are looking at a long-range budget preparation. He also appreciates the personnel list which was provided to Board members. Vice President Thorson stated that she will pass along Member Kolze's comment to Lisa in Human Resources, who puts a great deal of time and energy into providing the personnel numbers.

Inasmuch as there were no other persons present who desired to speak regarding the budget, Chair Howard declared the budget hearing closed and reconvened the regular Board meeting at 8:00 p.m.

Adoption of Budget
Resolution

Member Stone moved, Member Barton seconded, adoption of the Budget Resolution, as outlined in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Sheppard voted aye.

Adjunct Faculty
Compensation
Schedule - 2003-04

Member Barton moved, Student Member Sheppard seconded, adoption of the salary schedule for adjunct faculty for the fall 2003, spring 2004, summer 2004, as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder noted that he has informed the Board that they are trying to unionize part-time people, not only at Harper, but with other educational providers. That movement is afoot, and they are awaiting the outcome. In response to Member Barton, Dr. Breuder explained that if a part-time person teaches five courses overload now and five courses overload in the spring, their pay would not equal the full-time salary the College would pay someone to teach those ten courses. That is why many organizations are using part-time people, because it allows the institution to buy quality instruction at a lesser cost. It helps compensate for the 5.25 percent salary increase that is provided to all employee groups at Harper College. Percentage of full-time faculty vs. part-time faculty is a contested issue today in higher education. It is a delicate balance. In the English 101 courses, Harper offers 98 sections, and they are taught by 70 percent part-time faculty.

In response to Student Member Sheppard, Dr. Breuder explained that unionizing the adjunct faculty would most likely change the pay scale. That is undoubtedly one of the things they would request, and possibly benefits, too. All of that has cost implications going forward.

Member Gillette reiterated that if a student went to the University of Illinois, all or most English 101 classes would be taught by graduate students.

In response to Member Gillette, Vice President Thorson stated that the increase this year is \$25 per cell.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Second Reading of
Addition to Board of
Trustees Policy Manual -
E-mail Communications
Among Board Members

Member Stone moved, Member Kelley seconded,
approval of the addition of a new Board policy on e-mail
communications among Board members, as outlined in
Exhibit VIII-C (attached to the minutes in the Board of
Trustees' Official Book of Minutes).

Member Gillette stated that at the end of the July Board meeting, the acting Chair suggested that he generate an alternate draft policy. Member Gillette distributed a copy of his alternate policy to Board members. He explained that the E-mail policy really only addressed part of the issue. What one can do with e-mail, one can do with faxes, conference calls and instant messages. None of those activities were addressed in the policy, and he feels they should be.

There was discussion whether to table the motion and postpone the action, or to approve the policy as it is prepared, and consider changes to amend the policy after legal review.

Since there was no sense of urgency with approving the policy, Board members decided that the second reading be postponed.

Member Stone withdrew her motion, Member Kelley withdrew his second for Exhibit VIII-C.

Member Kelley moved, Student Member Sheppard seconded, to table the discussion on the E-mail policy until the September Board meeting.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Second Reading of
Addition to Board of

Member Botterman moved, Member Kolze seconded,
approval of the addition to the Board of Trustees Policy

Trustees Policy Manual - Manual - Professor Emeritus, as outlined in Exhibit VIII-D
Professor Emeritus (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Kolze, Dr. Breuder explained that this is honorary recognition - a photograph will be taken and business cards with "Professor Emeritus" printed on them will be given, along with parking privileges. There is no compensation of any kind given.

Member Howard added that it is a way to say "thank you" to Harper professors who have served a long time.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Reaffirmation of Vote
of Vendor Selection for
Electrical Repairs of
H Building Chiller

Member Barton moved, Student Member Sheppard seconded, to reaffirm the vote from the Special Board Meeting on July 22, 2003 to proceed with emergency repairs for the H Building backup chiller, not to exceed \$35,000, per attorney recommendation, as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Howard explained that this is a reaffirmation of the action taken at the Emergency Meeting.

Vice President Thorson explained that the attorney believed it was set up legally; however, he recommended the Board reaffirm the vote this evening.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

President's Employment
Contract

Member Botterman moved, Member Stone seconded, approval of the changes identified in the Tenth Addendum to the President's Employment Contract and authorization for the Board Chair and Secretary to execute the Tenth

Addendum to the President's Employment Contract on behalf of the Board of Trustees, as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette read the following prepared statement, "No matter how good someone does their job, I believe that they can improve. When improvement is tied to compensation, you usually have their full attention. Giving our president a raise before evaluation and feedback is a disservice to him, as it does not force him to grow his abilities and improve his performance." He stated that he will vote "no" for this item.

Student Member Sheppard stated that, in his opinion, Dr. Breuder has done a great job improving relations among the faculty since last year's strike. He feels Dr. Breuder has earned this; therefore, he is voting "yes."

Member Barton added that in her 18+ years on the Board, she cannot recall a president who has accomplished as much, and under difficult circumstances, as Dr. Breuder has. She will vote "yes."

Member Stone noted that in August 2003, this is not the same institution as it was in 2001 when she took office. She congratulated the President and his wonderful staff, because they are responsible for the successes.

Member Kolze stated he supports the action. He is pleased with the progress made under the leadership of Dr. Breuder.

Chair Howard stated that the Board has received the self-evaluation from the President. They have also received the outstanding Outcomes document for last year, which highlights all the accomplishments by the faculty, staff and all employees, under Dr. Breuder's leadership. Chair Howard added that Dr. Breuder's compensation increase is the same as all other employees' increases. The Board is extending his contract for very sound reasons, and she is in support of it.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Dr. Breuder thanked the Board.

Voting Delegate to
ACCT Annual
Convention

Member Gillette moved, Student Member Sheppard seconded, to designate and appoint Barbara Barton as the 2003 ACCT Convention voting delegate for Harper College, as outlined in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Sheppard voted aye.

CITIZEN
PARTICIPATION

There was no citizen participation.

ANNOUNCEMENTS BY
CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information. Chair Howard called attention to the Fulfilling Dreams - Recognition of Harper College's Past Presidents and the Dedication of the Wojcik Conference Center on Sunday afternoon, September 7. She encouraged Board members to respond to the invitation. It will be a meaningful marking of a milestone in Harper's history.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

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

In a voice vote, the motion carried at 8:25 p.m.

Chair

Secretary

BOARD REQUESTS

AUGUST 26, 2003 REGULAR BOARD MEETING

1. Member Kolze pointed out an error on Page 11 of the July 22 minutes. It shows that Members Howard and Kolze voted aye for the Consent Agenda; however, they were both listed as absent from the meeting. Their names should not be included in the vote. Chair Howard asked that the minutes be corrected to reflect the change.

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I.	BILLS PAYABLE	
	Operating Fund	\$8,044,325.77
	Tuition Refunds	\$ 669,763.41
II.	PAYROLL	
	08/22/2003	\$2,655,898.44
	09/05/2003	\$1,992,234.74
III.	ESTIMATED PAYROLL	
	09/06/2003 through 10/03/2003	\$3,984,469.48

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

September 30, 2003

SUMMARY OF BIDS

- Exhibit VII – A.3.a The administration recommends that the Board award bid request Q00313 for Altiris Software District/Campus perpetual licenses for both administrative and academic environments to CompuCom Systems, Inc., the lowest responsible bidder for the entire perpetual license package, in the amount of \$46,364.91 including two years of AUP maintenance coverage from July 1, 2003 through June 30, 2005.
- Exhibit VII – A.3.b The administration recommends that the Board award Q00311 to Warner Offset, Inc., the low bidder for printing of the Spring and Summer 2004 Credit Course Schedules, which are major publications promoting enrollment, in the amount of \$59,926.98.
- Exhibit VII – A.3.c The administration recommends that the Board award bid request Q00314 for sidewalk replacement, earthwork, topsoil, and sod at the north side of the Student and Administration Center to Schaeffges Brothers, Inc., the low bidder, in the amount of \$276,000 plus reimbursables in the amount of \$5,000 and the architect's fee of \$20,700 for a total award of \$301,700.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00313 for Altiris Software District/Campus perpetual licenses for both administrative and academic environments as requested by Information Technology for Client Services.

II. BUDGET STATUS

Funds in the amount of \$46,364.91 are provided in the 2003/04 Restricted Purposes Fund budget, under account number 0695-245-544.80-4509.

III. INFORMATION

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

Global Government/Education Solutions	\$ 39,829.73
	(Incomplete Bid)
CompuCom Systems, Inc.	46,364.91
Burgess Computer Decisions, Inc.	46,720.50
Dell Computer Corporation	46,739.00
Avante Solutions, Inc.	50,665.00
Micro Warehouse Government & Education	52,832.41
Softchoice Corporation	53,847.34
Software Plus	53,874.00
Column Business Systems	54,410.07
Consistent Computer Bargains, Inc.	54,515.00
Omni Tech Corporation	58,110.00
Peters & Associates	66,975.00

The bid received from Global Government/Education Solutions is incomplete, as it does not include all components of the requested software package.

Altiris Software District/Campus perpetual licenses include Education Management Suite and Software Delivery Solution. These licenses are for both administrative and academic environments inclusive of servers, desktops, PDA's, tablets and laptops for the main campus and all extension sites.

This is in support of the Technology Plan initiatives to continue to expedite software distribution to all types of client desktop support equipment.

The bid price is for the software and two years of vendor AUP (Annual Upgrade Protection) maintenance, with coverage from July 01, 2003 to June 30, 2005. Also included in the bid is the trade-in of the Deployment Solution-Clients District/Campus License. No additional costs will be incurred during the two year length of the contract.

IV.

RECOMMENDATION

The administration recommends that the Board award bid request Q00313 for Altiris Software District/Campus perpetual licenses for both administrative and academic environments to CompuCom Systems, Inc., the lowest responsible bidder for the entire perpetual license package, in the amount of \$46,364.91 including two years of AUP maintenance coverage from July 1, 2003 through June 30, 2005.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00311 for printing of the Spring and Summer 2004 Credit Course Schedules, which are major publications promoting enrollment, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$59,926.98 are provided in the 2003/04 Education Fund budget, under account number 0181-060-542.

III. INFORMATION

A legal bid notice was published and 17 bids solicited. Three responses were received. The following is a recap of the bid tab sheet for 209,000 copies each of the 52-page Spring 2004 Credit Course Schedule and the 32-page Summer 2004 Credit Course Schedule:

Warner Offset, Inc.	\$ 59,926.98
College Class Schedule Specialists	71,774.78
Creative Printing Service	77,295.00

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. The Course Schedules will list the College Credit class offerings for the Spring and Summer 2004 terms.

IV. RECOMMENDATION

The administration recommends that the Board award Q00311 to Warner Offset, Inc., the low bidder for printing of the Spring and Summer 2004 Credit Course Schedules, which are major publications promoting enrollment, in the amount of \$59,926.98.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00314 for sidewalk replacement, earthwork, topsoil, and sod at the north side of the Student and Administration Center, as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$301,700 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account numbers 0392-039-533.00-9302 and 0392-039-582.00-9302.

III. INFORMATION

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

Schaefges Brothers, Inc.	\$276,000
Utility and Industrial Construction Co.	325,000
Kovilic Construction Company, Inc.	352,420

The existing pedestrian walkways on the north side of the Student and Administration Building have numerous areas of uneven settlement, cracks and spalling due to the bog type soil upon which the campus was built. These conditions pose tripping hazards as well as areas for ice formation. Sidewalk settlement is also prohibiting handicapped students and staff from safely utilizing the sidewalks. In addition, this area has experienced flooding conditions because of its close proximity to the lakes and the low elevation of the entranceway to the northwest corner of the building.

This project includes regrading the area from the east end of the newly landscaped area of the Conference Center to the sidewalks at the west end of the Instructional Delivery Center to eliminate flooding, redoing the sidewalks, establishing planters for spring plantings, installing additional topsoil, laying new sod, and installing new lighting per the new College lighting standard.

Also included in the request are the architect's fee in the amount of \$20,700 and reimbursables in the amount of \$5,000.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00314 for sidewalk replacement, earthwork, topsoil, and sod at the north side of the Student and Administration Center to Schaeffges Brothers, Inc., the low bidder, in the amount of \$276,000 plus reimbursables in the amount of \$5,000 and the architect's fee of \$20,700 for a total award of \$301,700.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

September 30, 2003

SUMMARY OF PURCHASE ORDERS

- Exhibit VII – A.4.a The administration recommends that the Board approve issuance of a purchase order to Danka Office Imaging, for renewal of a maintenance agreement for two Kodak copiers, in the amount of \$31,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Danka Office Imaging for renewal of a maintenance agreement for two Kodak copiers as requested by Marketing and Advancement for the Print Shop.

II. BUDGET STATUS

Funds in the amount of \$31,000 are provided in the 2003/04 Education Fund budget, under account number 0193-127-534.

III. INFORMATION

This request is for renewal of the maintenance contract for the Kodak 235 and 3100 copiers. The 235 is a walkup machine used by faculty and staff, and the 3100 is a production machine located in the Harper Print Shop.

Danka (Kodak) is the only vendor that offers maintenance for this equipment. Danka gives excellent service which includes an average of two-hour response time, having most of the necessary parts on their truck and an automatic check of the entire machine regardless of the reason for the call. In addition, all upgrades/enhancements are provided automatically at no additional cost.

The renewal period is July 1, 2003 through June 30, 2004. The amount of the maintenance agreement, \$31,000, is the same as last year.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Danka Office Imaging, for renewal of a maintenance agreement for two Kodak copiers, in the amount of \$31,000.

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 Classified Appointments.
- C. Ratification of Harper #512 IEA-NEA Appointment.
- D. Ratification of Public Safety-ICOPS Appointment.
- E. Ratification of Classified Staff Retirements.
- F. Ratification of Professional/Technical Resignations.
- G. Ratification of Classified Staff Resignation.

IV. RECOMMENDATION

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

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

Exhibit VII-B.1
September 30, 2003

	<u>Outstanding Investments</u>	<u>Earned To Date</u>
EDUCATION FUND	\$ 20,684,809	75,288
OPERATIONS, & MAINT. FUND	7,608,433	27,066
OPERATIONS, & MAINT. FUND (Restricted)	3,096,235	11,247
BOND & INTEREST	4,215,906	14,226
AUXILIARY ENTERPRISES	344,706	3,296
RESTRICTED FUNDS	8,607,349	24,617
WORKING CASH FUND	12,549,456	43,311
AUDIT FUND	139,521	564
LIABILITY, PROTECTION & SETTLEMENT	<u>325,219</u>	<u>2,501</u>
Total	<u>\$ 57,571,634</u>	<u>202,115</u>

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

Exhibit VII-B.1
September 30, 2003

<u>Depository or Instrument</u>	<u>Date Purchased</u>	<u>Date of Maturity</u>	<u>Term (Days)</u>	<u>Rate (%)</u>	<u>Earnings to Maturity</u>	<u>Principal Invested @ 8/31/2003</u>	<u>Market Value</u>
<u>Certificates of Deposits</u>							
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	
PMA/Mercantile Bank of W Michigan	07/24/03	03/18/04	238	1.10	14,377.72	2,000,000.00	
PMA/Heritage Bank of Central Illinois	08/22/03	04/15/04	237	1.30	12,702.41	1,500,000.00	
PMA/American Business Bank	06/30/03	06/29/04	365	1.22	21,983.71	1,800,000.00	
Harris Bank	08/22/03	08/19/04	363	1.29	19,322.27	1,500,000.00	
		Weighted Average: 2.02				51,300,000.00	51,300,000.00 *
<u>Government Securities</u>							
PMA/Federal Farm Credit Bank Note	10/01/01	10/01/03	720	3.05	124,514.32	1,995,000.00	
		Weighted Average: 3.05				1,995,000.00	2,005,008.09 **
Illinois Funds		Monthly Average		0.88		4,276,634.37	4,276,634.37
TOTALS AS OF:	8/31/2003					\$ 57,571,634.37	57,581,642.46

*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
FY2003/2004 BUDGET AND EXPENDITURES
August 31, 2003

Sept. 30, 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	10,974,769.00	1,334,531.91	1,091,083.56	368,669.83	13.30%	9,515,015.61
Sub-Total	\$10,974,769.00	1,334,531.91	\$1,091,083.56	\$368,669.83	13.30%	\$9,515,015.61
President						
Development Office	390,634.00	47,501.09	53,732.13	285,373.76	86.81%	51,528.11
Pres/Brd of Trustees	327,975.00	39,881.76	62,233.33	135,382.34	60.25%	130,359.33
Strategic Alliance	171,493.00	20,853.55	24,408.91	127,376.04	88.51%	19,708.05
Assoc VP Development	184,528.00	22,438.60	25,411.36	135,327.94	87.11%	23,788.70
Sub-Total	\$1,074,630.00	130,675.01	\$165,785.73	\$683,460.08	79.03%	\$225,384.19
Student Affairs						
Student Activities	372,530.00	45,299.65	42,212.26	237,900.81	75.19%	92,416.93
Student Development	3,430,716.00	417,175.07	394,575.88	1,966,875.09	68.83%	1,069,265.03
Wellns/Human Perform	1,594,415.00	193,880.86	148,199.26	789,117.39	58.79%	657,098.35
Sub-Total	\$5,397,661.00	656,355.58	\$584,987.40	\$2,993,893.29	66.30%	\$1,818,780.31
VP Academic Affairs						
Acad Enrich/Lang Std	3,975,569.00	483,429.19	380,844.95	2,271,995.60	66.73%	1,322,728.45
Academic Affairs	950,728.00	115,608.52	31,332.28	147,416.06	18.80%	771,979.66
Assoc VP Aca Affairs	309,316.00	37,612.83	31,112.18	201,362.04	75.16%	76,841.78
Bus/Social Sciences	5,337,124.00	648,994.28	511,992.90	2,482,910.78	56.11%	2,342,220.32
Dean of Cont Educ	471,878.00	57,380.36	51,372.97	290,698.93	72.49%	129,806.10
Liberal Arts	5,318,390.00	646,716.22	480,024.99	2,746,559.44	60.67%	2,091,805.57
Life Sci/Hum Services	4,314,329.00	524,622.41	317,277.49	2,266,616.98	59.89%	1,730,434.53
Resource for Learning	2,040,811.00	248,162.62	260,055.38	1,152,614.43	69.22%	628,141.19
Tech/Math & Phy Sci	4,285,842.00	521,158.39	484,821.86	2,225,141.49	63.23%	1,575,878.65

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
VP Aca Affairs	250,823.00	30,500.08	29,711.61	153,572.51	73.07%	67,538.88
Sub-Total	\$27,254,810.00	3,314,184.90	\$2,578,546.61	\$13,938,888.26	60.60%	\$10,737,375.13
VP Admin Services						
Admin Services	1,575,857.00	191,624.21	171,084.86	1,172,489.44	85.26%	232,282.70
Sub-Total	\$1,575,857.00	191,624.21	\$171,084.86	\$1,172,489.44	85.26%	\$232,282.70
VP Diversity/Org Dev						
Human Res/Int. Affairs	495,016.00	60,193.95	15,437.76	0.00	3.12%	479,578.24
Asst VP Diversity/Org	537,534.00	65,364.13	55,803.25	277,749.63	62.05%	203,981.12
Sub-Total	\$1,032,550.00	125,558.08	\$71,241.01	\$277,749.63	33.80%	\$683,559.36
VP Info Technology						
Info Technology	5,303,520.00	644,908.03	750,623.84	3,026,208.36	71.21%	1,526,687.80
Sub-Total	\$5,303,520.00	644,908.03	\$750,623.84	\$3,026,208.36	71.21%	\$1,526,687.80
VP Mktg & Advancement						
VP Enroll/Marketing	1,816,772.00	220,919.48	179,954.07	868,300.32	57.70%	768,517.61
Enrollment Svcs	1,437,224.00	174,766.44	157,935.38	712,219.39	60.54%	567,069.23
Pub/Comm Services	1,445,410.00	175,761.86	181,015.04	913,792.63	75.74%	350,602.33
Sub-Total	\$4,699,406.00	571,447.77	\$518,904.49	\$2,494,312.34	64.12%	\$1,686,189.17
Grand Total:	\$57,313,203.00	6,969,285.48	\$5,932,257.50	\$24,955,671.23	53.89%	\$26,425,274.27

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

- Dr. Kolze: ICCTA Report
- Barbara Barton: Legislative Report
- Barbara Barton: ACCT Report

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Grants and gifts status report.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

WILLIAM RAINEY HARPER COLLEGE

LISTING OF

GRANT PROGRAMS

July 1, 2003 – June 30, 2004

Reported: September 30, 2003

NOTE: CHANGES FROM PREVIOUS MONTH IN BOLD

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
CARRYOVER			
ACHA Building Healthy Campus Community Project Health & Wellness D. Yurik	Cultural competency demonstration site	ACHA/CDC \$12,200	09/01/01 04/30/04
NEW			
Scholar-in-Residence International Studies J. Westney	Fulbright scholar from Costa Rica Matching funds required**	CIES \$15,560*	08/01/03 12/31/03
CARRYOVER			
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
CARRYOVER			
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
RENEWAL			
Minority Student Transfer Center Center for Cultural Learning L. LaBauve-Maher	To improve the successful IBHE transfer rate of underrepre- sented minority students from Harper to baccalaureate institutions.	HECA \$45,500	08/20/03 08/31/04
NEW			
CHOICES (IL Cooperative Work Study Program) Academic Affairs & Education to Careers L. Kolbusz	Creating hiring opportunities through instruction and career education support.	IBHE \$12,100	04/01/03 06/30/04
RENEWAL			
Illinois Century Network Regional Technology Center Program D. McShane	Technical Service and Support for Region II	IBHE \$46,089	07/01/03 06/30/04
CARRYOVER			
Illinois Century Network "Bricks and Clicks" DoIT & TMPS S. Griffith/S.Stark	To support the development of online architecture studies.	IBHE \$15,832	04/02/02 06/30/04

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
<u>NEW</u> Career & Technical Education (Tech Prep Support) Academic Affairs Julie Hennig	Assist community colleges in their efforts to provide innovative activities designed to improve and enhance local Tech Prep consortium ventures.	ICCB \$40,994	06/01/03 05/31/04
<u>RENEWAL</u> Business/Industry Workforce Preparation Corporate Services L. Danaher	State Allocation Grant To provide local economic development in workforce training	ICCB \$91,456	07/01/03 06/30/04
<u>RENEWAL</u> Education to Careers Workforce Preparation J. Hennig	State Allocation Grant To promote career development and work based training	ICCB \$65,555	07/01/03 06/30/04
<u>RENEWAL</u> Welfare to Work Workforce Preparation J. Hennig	State Allocation Grant Workforce Preparation	ICCB \$37,313	07/01/03 06/30/04
<u>RENEWAL</u> P-16 Initiative J. Hennig	State Allocation Grant To pay for tuition for H.S. students taking college credit	ICCB \$75,123	07/01/03 06/30/04
<u>RENEWAL</u> Perkins III J. Hennig	Career and Technical Education	ICCB \$292,787	07/01/03 06/30/04
<u>RENEWAL</u> Program Improvement Grant J. Hennig	Supports improvement in career and technical educational programs.	ICCB \$30,649	07/01/03 06/30/04
<u>CARRYOVER</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>RENEWAL</u> Federal Tech Prep Grant S. Simmons	Comprehensive Career Development at secondary and post- secondary level	ICCB \$132,663	07/01/03 06/01/04
<u>RENEWAL</u> Disabled Student Project Access & Disability Services T. Thompson	To provide services to students with disabilities	IDHS \$134,754	07/01/03 06/03/04
<u>RENEWAL</u> Displaced Homemakers Women's Program K. Canfield	Advising and Job Placement for Women's Program participants	IDL \$61,170	07/01/03 06/30/04

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
<u>RENEWAL</u> Federal Tech Prep J. Hennig	Comprehensive Career Development Program	ISBE/USDE \$23,483	07/01/03 06/30/04
<u>RENEWAL</u> Perkins III S. Simmons	Career and Technical Education Secondary Level	ISBE \$475,063	07/01/03 06/30/04
<u>RENEWAL</u> Career Technical and Education Improvement Grant S. Simmons	Support improvement in career and technical education at the secondary and postsecondary level	ISBE \$919,355	07/01/03 06/30/04
<u>RENEWAL</u> Agricultural Education Incentive Grant S. Simmons	Provide incentive for agricultural education at the secondary level	ISBE \$ 665	07/01/03 06/30/04
<u>CARRYOVER</u> Education to Career Implementation Grant S. Simmons	Provide career awareness and development for K-14	ISBE \$175,282	07/01/03 06/01/04
<u>CARRYOVER</u> Education to Career Transition Grant S. Simmons	Provide career awareness and development for K-14	ISBE \$ 46,505	07/01/03 06/30/04
<u>CONTINUATION</u> Scholarships for Success TMPS/ Marketing Services S. Griffith/D. Loprieno	Scholarship Assistance to support Math, Science, Engineering, & Computer Science students	NSF \$39,926	07/01/03 06/30/04
<u>RENEWAL</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	07/01/03 09/30/03
<u>RENEWAL</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 \$66,000	10/01/03 06/30/04
<u>RENEWAL</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 \$42,000	10/01/03 06/30/04

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
--	-------------------	--------------------------------	------------------------

CONTINUATION

COPS	Universal Hiring Program	USDJ	07/01/03
Public Safety	Hire 3 full time officers	\$123,129 (F)	06/30/04
M. Alsup	(Full grant is \$225,000 spread over three years – 08/01/02-7/31/05	(\$42,043 per officer x 3)	

Total as September 30, 2003

\$3,081,153

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
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
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 August Fundraising Report FY04

<u>Description</u>	<u>No. Gifts</u>	<u>Cash Pledges/Stocks</u>	<u>In-Kind Gifts</u>	<u>Other</u>	<u>Total</u>
ADS Walk and Roll 2004	132	\$6,048.00	\$0.00	\$0.00	\$6,048.00
Arsenic and Old Lace FY04	3	\$1,000.00	\$1,000.00	\$0.00	\$2,000.00
Community Catalyst	1	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Golf Open 2003 - Underwriting Packet	1	\$1,500.00	\$0.00	\$0.00	\$1,500.00
Memorial	1	\$15.00	\$0.00	\$0.00	\$15.00
Personal Solicitation	1	\$0.00	\$0.00	\$10,000.00	\$10,000.00
Proposal	1	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Special Initiatives	4	\$2,219.29	\$0.00	\$0.00	\$2,219.29
Stewardship	2	\$225.00	\$0.00	\$200.00	\$425.00
Tradition of Excellence 2003	2	\$50.00	\$230.00	\$0.00	\$280.00
Grand Totals:	148	\$14,057.29	\$1,230.00	\$200.00	\$10,000.00
					\$25,487.29

**Harper College Educational Foundation
Year to Date Fundraising Report (as of 8/31/03)**

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
ADS Walk and Roll 2004	132	\$6,048.00	\$0.00	\$0.00	\$0.00	\$6,048.00
Alumni Direct Mail	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Arsenic and Old Lace FY04	3	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$2,000.00
Harper Ball 2004	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Community Catalyst	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Golf Open 2003	3	\$2,500.00	\$100.00	\$0.00	\$0.00	\$2,600.00
Memorial	1	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00
Personal Solicitation	1	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
Proposal	1	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Special Initiatives	6	\$2,419.29	\$0.00	\$0.00	\$0.00	\$2,419.29
Stewardship	2	\$225.00	\$0.00	\$200.00	\$0.00	\$425.00
Tradition of Excellence 2003	4	\$50.00	\$522.00	\$0.00	\$0.00	\$572.00
Unsolicited	4	\$55.00	\$0.00	\$409.00	\$0.00	\$464.00
Grand Totals:	160	\$15,837.29	\$1,622.00	\$609.00	\$10,000.00	\$28,068.29

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution designating a person or persons to prepare a tentative budget for 2004-2005.

II. REASON FOR CONSIDERATION

The Illinois Public Community College Act requires that a person or persons be designated by the Board of Trustees to prepare a budget in tentative form.

III. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the following resolution:

RESOLUTION DESIGNATING A PERSON OR PERSONS
TO PREPARE TENTATIVE BUDGET

BE IT RESOLVED by the Board of Trustees of Community College District No. 512, in the Counties of Cook, Kane, Lake and McHenry, State of Illinois, that Robert L. Breuder and Judith A. Thorson be and are hereby appointed to prepare a tentative budget for said College district for the fiscal year beginning July 1, 2004 and ending June 30, 2005, which tentative budget shall be filed with the Secretary of this Board and notice of public inspection shall be timely published in accordance with the law.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Authorization to approve depositories and investment brokers for College funds.

II. REASON FOR CONSIDERATION

The College depositories and investment brokers are approved by the Board of Trustees in accordance with College investment procedures.

III. BACKGROUND INFORMATION

Review existing depositories and approve the addition of a new depository.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the attached listing of College depositories and investment brokers.

WILLIAM RAINEY HARPER COLLEGE

RESOLUTION

BE IT RESOLVED, that the following financial institutions and U.S. Treasury Brokers are hereby designated as depositories to which funds of Community College District #512, State of Illinois may be transferred and deposited by the Treasurer of Community College District #512.

ABN AMRO Chicago Corporation
Bank of America NA
Bank One
Fifth Third Bank
Harris Bank, Palatine
Illinois School District Liquid Asset Fund Plus
LaSalle Bank
Northern Trust
PMA Financial Network, Inc.
Raymond James & Associates, Inc.
The Illinois Funds

Dated this 23rd day of September, 2003

WILLIAM RAINEY HARPER COLLEGE
Community College District #512

Chairman
Board of Trustees

Secretary
Board of Trustees

**WILLIAM RAINEY HARPER COLLEGE
DEPOSITORIES**

**Indicating Total Capital Stock and
Surplus or Net Worth**

<u>DEPOSITORY BANKS</u>	<u>TOTAL</u>
Bank of America NA	\$51,213,000,000
Bank One	\$22,440,000,000
Fifth Third Bank	\$8,475,000,000
Harris Bank, Palatine	\$44,141,000
LaSalle Bank	\$ 8,654,793,000
Northern Trust	\$ 2,866,800,000

**FINANCIAL INVESTMENT SERVICE COMPANIES
AND U.S. TREASURY BROKERS**

ABN AMRO Chicago Corporation
Illinois School District Liquid Asset Fund Plus
PMA Financial Network, Inc.
Raymond James & Associates, Inc.
The Illinois Funds

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Third reading of an addition to the Board of Trustees Policy Manual - E-mail Communications Among Board Members

II. REASON FOR CONSIDERATION

Additions to Board Policy requires approval of the Board of Trustees.

III. BACKGROUND INFORMATION

The addition to the Board Policy Manual was recommended by the President upon the request of the Board of Trustees. The prepared policy had been drafted by the College attorney.

The draft policy was tabled at the August 26, 2003 Board meeting to allow the College's attorney to review an alternative draft. After completing his review, the attorney advised the College that he does not recommend adoption of the alternate policy.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the addition of a new Board policy on e-mail communications among Board members as submitted in the Second Reading of the policy.

WILLIAM RAINEY HARPER COLLEGE

POLICY STATEMENT

Title: E-Mail Communications Among Board Members

No. 01.19.02

Approved:

Revised:

1. Communications among board members, including e-mail communications, are governed by the Illinois Open Meetings Act. E-mail communications between administrators and board members, or between board members, can and do efficiently exchange information needed for the effective governance of the College.
2. Board members and administrators may use e-mail to send messages or forward information to each other, either on an individual or group basis.
3. Board members and administrators shall not discuss college business in a “chat room” setting unless fewer than three board members participate in the chat room.
4. Board members and administrators shall not use e-mail communications to discuss college business in a manner which duplicates or mimics a face-to-face discussion, if three or more board members are sent or receive the e-mail communications. In determining whether the communications mimic a face-to-face discussion, the frequency and timing of the e-mails should be considered. The knowledge of one participant that three or more board members are “on line” ready to receive message at the time the message is sent shall also be considered. The closer together the e-mails are sent and read, the more likely it is that the communications may violate the Open Meetings Act. This prohibition also applies to “news group” or “list-serve” settings.
5. Board members and administrators should refrain from using a “reply to all” option or similar feature which can potentially engage three or more board members into a communication stream.
6. Board members and administrators should refrain from summarizing e-mailed responses received from board members and relaying that summary back in a manner which results in three or more board members receiving either the

summary or the original response(s).

7. Board members and administrators shall refrain from using e-mail in a manner which violates the Open Meetings Act.
8. Nothing in this policy requires a board member to have access to e-mail technology. However, the College encourages board members to have such access.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Settlement Agreement Between Harper College, Capital Development Board (CDB), Applied Communications and Elite Electric.

II. REASON FOR CONSIDERATION

The Board is required to approve all payments greater than \$10,000.

III. BACKGROUND INFORMATION

The construction of the Performing Arts and Conference Center included a contractor, Elite Electric who had a subcontractor Applied Communications, who installed most of the data related wiring. Issues of increasing the scope of work and issues related to interpreting contract documents arose with Applied during construction. As a result, the CDB was sued by Applied Communication and Harper was named as a party to the suit. The College attorney, the CDB attorney and attorneys for both contractors agreed that a negotiated settlement of this issue was more cost effective than proceeding with the litigation.

Applied had originally request \$65,000. This was negotiated down to \$45,000 and Elite agreed to absorb 50% of the amount. This leaves the College to pay \$22,500 to complete the settlement. The attached agreement has the details agreed to by all parties and has been reviewed and recommended by the College Attorney.

IV. RECOMMENDATION

It is the recommendation of the Administration and the College Attorney to Approve the attached settlement agreement between Harper College, Capital Development Board (CDB), Applied Communications and Elite Electric subject to final approval by the College attorney.