



Harper College  
1200 West Algonquin Road  
Palatine, Illinois

## **Regular Board Meeting Agenda**

October 21, 2003

7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Educational Presentations**
  - Online Learning: Here, There and Everywhere  
Joe Accardi, Dean, Resources for Learning
  - Sarah Stark, Director, Dept of Instructional Technology
- V. Student Trustee Report**
- VI. President's Report**
- VII. Consent Agenda\* (Roll Call Vote)**
  - A. For Approval**
    - 1. Minutes - September 30, 2003 Regular Board Meeting Exhibit VII-A.1
    - 2. Bills Payable, Payroll for September 19, 2003 and October 3, 2003, and Estimated payrolls for October 17, 2003 through October 31, 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. First Reading of Change to Board of Trustees Policy Manual - E-mail Communications Among Board Members Exhibit VII-A.6
    - 7. Faculty Mid-Year Tenure Status Report Exhibit VII-A.7
    - 8. Review of Executive Session Minutes Exhibit VII-A.8
  - 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: Annual Financial Audit for FY2002-03 Exhibit VIII-A
- B. RECOMMENDATION: College Protection, Health and Safety: Energy Conservation, Environmental Protection and Handicapped Accessibility Projects Exhibit VIII-B
- C. RECOMMENDATION: Resolution for 2003 Estimated Tax Levies Exhibit VIII-C
- D. RECOMMENDATION: Annual Health, Life and Disability Insurance Renewal FY2004-05 Exhibit VIII-D
- E. RECOMMENDATION: Community Assessment Survey Exhibit VIII-E
- F. RECOMMENDATION: Capital Renewal Project Approval for Boiler Replacement Exhibit VIII-F
- G. RECOMMENDATION: Classroom Furniture for Science, Emerging Technology and Health Careers Center Exhibit VIII-G
- H. RECOMMENDATION: Bid Request for an Acoustical Orchestra Shell And Acoustical Drapes for the Performing Arts Center Exhibit VIII-H

## IX. Harper Employee Comments

### X. Citizen Comments

### XI. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: \* = Required)

#### On-Campus Events

- 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

### XII. Other Business (including executive session, if necessary)

### XIII. Adjournment

**Minutes of the Regular Board Meeting of Tuesday, September 30, 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, September 30, 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, September 30, 2003 at 7:06 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

Chair Howard announced that Member Stone would not be present at the Board meeting.

Member Barton moved, Member Kolze seconded, to elect Patrick Botterman to serve as Secretary Pro Tem in the absence of Member Stone.

In a voice vote, the motion carried.

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

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; Mike Alsup; Carol Blotteaux; Phil Burdick; Laura Crane; Dave Dluger; Jim Edstrom; Terry Engle; Bob Getz; Sara Gibson; Deepa Godambe; Sally Griffith; Vickie Gukenberger; Angela Guerrieri; Michael Harkins; Michael Held; Julie Hennig; Thea Keshavarzi; Terry Lindsay; Russ Mills; Maria Moten; Mark Neubecker; Sheryl Otto; Jeanne Pankanin; Diana Sharp; Sarah Stark; Dennis Weeks; Deanna White and Denise Yurik. Student: Ronnie Kroell.

Guests: Tim Kane, Chicago Tribune; Shruti Datè Singh, Daily Herald; Mario Bartoletti, Pioneer Press; Mat Delort, Robbins, Schwartz, Nicholas, Lifton and Taylor; R. Machelski, Smith Group/JJR; Mike Nugent, Nugent

Consulting; Bill Handzel, Oakton Community College  
Trustee; George Flaherty, Northwest Tax Watch.

APPROVAL OF AGENDA Chair Howard noted that there were no changes to the Agenda. She added that there would not be an executive session following the Regular Board meeting.

Member Kolze moved, Member Kelley seconded, approval of the agenda as modified.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

PRESENTATIONS  
Blended Learning

Joe Accardi, Dean of Resources for Learning, introduced Sarah Stark, Director of DoIT, and Deepa Godambe, Assistant Professor of Chemistry, who would be giving the presentation on blended learning, which is one style of distance learning.

**Definition**

Blended learning is a combination of face-to-face instruction with online media, including e-mail, CD-ROM, Webliography (an electronic bibliography), internet resources, chats, discussion boards, file sharings, simulations, self-testing and/or automatically graded quizzes. Hybrid learning is another term used for these combinations. It basically means that face-to-face seat time is partially replaced with non-face-to-face time in an online learning activity. It is the best of both worlds, because the student gets the best elements of traditional face-to-face instruction, in addition to the best elements of distance instruction. Blended learning is used at all levels - undergraduate, graduate, two-year, four-year - with quite a wide variety of technologies.

**Variations in Timeframe**

- 50 percent face-to-face time and 50 percent online time;
- One course may meet once per week for two weeks, where one week is spent entirely online with no face-to-face meetings;
- One course may have one face-to-face meeting per week eliminated;

- One course may have one face-to-face meeting only every second or third week.
- One course may be defined as a face-to-face class meeting that is shortened. The three-hour course may only meet two hours on campus.

Harper is currently offering seven courses in some variation of blended learning. Initial research shows that this is becoming one of the students' favorite ways to learn. They have some flexibility with their learning schedule and yet they still maintain contact with the faculty member.

Deepa Godambe demonstrated online portions of her Chemistry 100 course. Board members answered sample questions and participated. Ms. Godambe stated that she designed her course to include three elements: audio, video and interactions, which are very important components of learning. Her lecture notes are online, and they are narrated. She demonstrated an interactive lab, which is similar to playing a video game.

#### Workers' Compensation

Vice President Judy Thorson distributed a financial analysis and an article from the *Government Finance Officers Magazine* regarding the difficult insurance market. The insurance climate, rising rates and tight budgets are pushing them to look at different alternatives for insurance at Harper College. She introduced Mike Nugent, Nugent Consulting, who would be speaking about self-ensuring of Workers' Compensation, and Sara Gibson, Manager of Regulatory Compliance at Harper College, who would be speaking about accident prevention and management of losses. Vice President Thorson noted that Thea Keshavarzi, Larry Bielawa and Angela Guerreri are also part of the team that has been working on this issue.

#### **Background**

Vice President Thorson explained that Mr. Nugent was hired as a consultant to assist Thea Keshavarzi with the insurance issues at Harper College. After putting together an RFP and interviewing a number of consultants, they chose Mr. Nugent who is very experienced in the insurance market. He works with a variety of different school districts and community colleges. Vice President Thorson noted that Mr. Nugent is not a broker; he does not sell insurance. She explained his role in the insurance decision-making process. In years that the College goes out for bid, Mr. Nugent prepares an RFP, analyzes the bids as they come in, and advises on the best overall proposal. In years that the College does not bid, Mr. Nugent works with them on design changes that might be

needed. He keeps them up-to-date on trends in the insurance field. Mr. Nugent also reviews the insurance companies' contracts when they come in, to make sure that the College is getting what was requested in the RFP. If the contract does not match the RFP, Mr. Nugent goes back to the insurance company and works with them until they change their contract to make sure it is exactly what the College required.

Vice President Thorson noted that Mr. Nugent also makes recommendations on better ways to approach the insurance needs at Harper. He will be speaking about one of these recommendations - to move to self-insurance for workers' compensation.

### **Explanation of Self-Insurance**

Mike Nugent explained that "no insurance" is a conscious decision not to buy any insurance and to pay all the losses regardless of size. "Self-insurance" is a decision to pay some of those losses and to pass the remainder of the losses onto an insurance company.

### **Necessary Services**

Most self-insurers of the College's size hire a third-party administrator (TPA) to handle all the functions that the insurance companies currently provide to the College. One of the big advantages of self-insuring is that the administrator is really working for the College. There is a contract with the firm, and they are reporting to the College, as opposed to an insurance adjustor who is thinking about spending the insurance company's money and does not really care what the College's issues are on a particular claim.

Loss control service would also be needed. Ms. Gibson has done a great job identifying where the problem areas are and structuring programs to try and get rid of those problems; however, it is good to have an outside party take a look at the plans occasionally and be a resource for Ms. Gibson for other ideas on controlling or reducing losses. An actuarial report may or may not be necessary, depending on how the College decided to fund for its liability exposure.

### **Benefits of Self-Insurance**

- A lower cost over the long-term.
- Improved claims service. TPA arrangements tend to be significantly better than insurance company

arrangements, because there tends to be a higher level of service.

- Control of the claims and claim dollars. The College will decide which claims get settled and which claims they will fight. Currently, it is a prerogative of the insurance company and not the College.
- Reduction in the costs that are subject to insurance cycles. The College will pay an insurance company a lot less money, and that money is the only amount that is subject to the big swings.
- Ability to select legal counsel. Insurance companies tend to select legal counsel to handle workers' compensation claims based on the rate. Harper would look to somebody that had specific educational background, understood the workers' compensation system and understood the workings of the College.

Mr. Nugent noted that members of the Illinois Community College Pool are all self-insured, as a group. Districts 211 and 214, the neighboring high school districts, are both self-insured. Districts 15 and 54, the two elementary districts, are self-insured via insurance pools, and the Villages of Schaumburg, Hoffman Estates and Arlington Heights are self-insured.

### **Concerns Regarding Self-Insurance**

There is a risk that in any given year, losses (if above what is predicted) could actually cost more than an insurance policy would cost. In the long run, Mr. Nugent is positive that self-insurance will save the College significant amounts of money. However, in any given year, it might be more expensive than an alternative.

### **Steps Toward Self-Insurance**

- Issue an RFP for insurance coverage for third-party administrators and for loss control services.
- Analyze the proposals and make recommendations to staff. There would be a selection of coverage and service.
- Simultaneously purchase the excess coverage and cancel the current insurance policy.

All of this should take between 60 and 90 days.

The Board viewed financial analysis slides. Mr. Nugent explained that the total premium for the past five-year period is just over \$1M, with an average of \$202,000. The incurred losses during that period of time total \$983,000, with an

average of \$196,000. There was no reason to self-insure during that time, because they were getting a good deal over the last five years. It was a win for the College.

In the current plan, the premium is \$523,944. If average losses of \$196,000 are plugged in, the difference is \$327,000. He estimates that the insurance company's expenses, paying losses, doing loss control services and all of their overhead is approximately \$130,000. Instead of the College benefiting, the insurance company is going to pocket almost \$200,000. The whole purpose of self-insuring is to recapture that \$200,000. In the self-insurance model, the excess premium would be significantly lower; it would be approximately \$33,000. Expecting the same losses of \$196,000, would bring a sub-total of \$230,000. The TPA services, because of Harper's lower claim count, should be approximately \$36,000. This would be a total self-insured program cost of \$265,000. Mr. Nugent expects that, on an average basis, the College will save almost \$260,000 via self-insurance.

In response to Member Barton, Thea Keshavarzi explained that the \$533,000 loss in 2000-2002 was made up of five claims. One claim was a slip, which caused back strain, costing approximately \$35,000. Another claim was a slip on ice in the parking lot, which cost \$138,000. A repetitive movement claim was \$181,000 and a lifting resulting in a herniated disk was \$105,000. There was also a shoulder strain which cost the College \$75,000.

In response to Member Kelley, Mr. Nugent stated that they are paying \$33,000 for excess coverage. He sees self-insured retentions of \$300,000, which means the College will be responsible for the first \$300,000 of any individual loss. The worst case scenario would be to plug in \$700,000 on the estimated loss line on the self-insurance model. He added that the College will know, before they approve self-insuring, what the most is that they will pay in their first year. In response to Member Kelley, Mr. Nugent stated that the \$523,000 premium has been paid, it kicked in July 1. However, when they cancel the policy, they will get the majority of the unearned premium back.

In response to Member Gillette, Mr. Nugent stated that he used an average, for simplicity, to come up with the \$196,000. If the College asked him to do a funding recommendation, he would approach it completely differently, using Mr. Gillette's suggested calculation.

In response to Member Kelley, Mr. Nugent explained that his new role would be the same as it is without the self-insuring; he would not have an increased role. He would still help the College analyze renewal proposals from all the providers. He added that he is involved with all the insurance needs of the College, except health insurance.

Chair Howard thanked Mr. Nugent for his presentation.

## Injury Prevention

Sara Gibson explained that her role at Harper College is to prevent injury. Many safety programs have been implemented, and they are doing a good job throughout the College in prevention of injuries. She showed several graphs highlighting trends in injuries on campus, from minor cuts and scrapes to bee stings to more major injuries requiring surgery or something else.

The numbers of injuries are going down. They are averaging approximately 60 injury reports per year, and not necessarily all Workers' Comp claims. Every single injury is looked at to determine if it was preventable. If it was preventable in any way, they want to make sure it does not happen again. They focus on all the injuries, not just the big ones, but the minor ones and "near misses" as well.

### **Programs Implemented Related to Workers' Compensation.**

- A relationship has been established with Alexian Brothers. Along with Health Services, they identified some corporate occupational health doctors in the area. Whenever an employee or student is injured, they are sent to Health Services, where they will assess the injury. If it is more than Health Services can handle, the individual will be referred to Alexian Brothers. At Alexian Brothers, the individual can receive stitches or an X-ray, for anything that is not life-threatening. Ms. Gibson explained that, if an injury is life-threatening, they would immediately call 9-1-1 and get an ambulance. The College would follow-up with recovery and rehabilitation after that. Harper College has developed a relationship with Alexian Brothers, so they can assign restrictions and return to work. They have visited the campus, and they are familiar with the types of jobs at Harper. Alexian Brothers is aware that the College is interested in doing the next step when it is appropriate, which is having the employee (or student) return to work (or school), even if it means with modifications. It is in everybody's best interest to keep the employee or student as a productive

member of the team, instead of sitting at home on the couch, while the College is paying for them to sit at home with a temporary total disability.

- Alexian Brothers therapists have come to the campus to identify physical requirements of certain jobs. They have helped to establish modified duty tasks.
- Physical therapists have also been to campus to provide "Back Safety School" for all Physical Plant employees. The program was held on two different occasions and made available to the whole College. The focus was on safe lifting procedures, anatomy of the back, etc., to help prevent those types of injuries.
- An Occupational Health Group has been established, which meets monthly to discuss all Workers' Compensation cases and review the progress, to make sure that the cases are being taken care of appropriately. Included in the Occupational Health Group are Health and Psychological Services, Human Resources and Sara Gibson.

Ms. Gibson noted that she investigates all of the cases and tracks the injuries, looking at the trends and the costs. She also develops and implements new programs as they are needed.

Mr. Nugent noted that the switch to self-insurance would be easier for Harper College than it would be for some of his other clients, because of Sara Gibson and the work that Harper is already doing. Harper is already very actively involved in managing Workers' Compensation issues.

Vice President Thorson explained that the recommendation for self-insurance is being presented to the Board this evening. If the administration does not hear any objections, by the October Board meeting, they will move forward, sending out the RFPs to get the costs that Mr. Nugent talked about. Once they have the costs on the various pieces of self-insurance, they would bring it back to the Board at the December Board meeting. It could then be implemented in January.

In response to Member Kolze, Ms. Gibson explained that, at the time of hire, Physical Plant employees have employee physicals through Alexian Brothers. They are put through an obstacle course with lifting, etc., to make sure they can handle the physical tasks of the job.

In response to Member Howard's question regarding ergonomics, Ms. Gibson explained that an office safety

ergonomics program is written in the Environmental Health and Safety Procedures program that focuses on office ergonomics. An individual can read through the program and identify how they can better set up their workstation. They can go through that checklist of their workstation, and if they have any questions or want Ms. Gibson to come out and do a workplace analysis, she will do that.

In response to Chair Howard, Vice President Thorson noted that she will have some discussions with Mr. Nugent regarding the past problems with self-insuring the medical insurance at Harper College. They will prepare some information for the Board about how Workers' Compensation might be different than a regular employee health insurance in that regard.

Dr. Breuder stated that it is important for Board members to look at the materials and reflect on this issue. He asked them to direct any questions to Vice President Thorson or himself. In order to execute by January, they would need the Board's disposition.

Chair Howard thanked them for the presentation.

#### STUDENT TRUSTEE REPORT

Student Member Sheppard distributed a written report to Board members. He announced that 23 candidates applied for the Student Senator positions, and 19 were selected, making it the largest Student Senate at Harper College. He added that there were many diverse candidates. He thanked the students and Michael Nejman, Dave McShane and Laura LaBauve-Maher for working with the Student Senate officers in selecting the candidates.

Student Member Sheppard announced that last year's Student Senate has earned the Merit Award; six of 39 community colleges state-wide received the award.

Nancy Cartwright, the voice of Bart Simpson, was a sold-out event, drawing 1,012 people to Building M. It was noted that Ms. Cartwright generously donated autographed items for the Educational Foundation Gala Auction. Student Member Sheppard highlighted other past events and important upcoming events at Harper College.

Chair Howard stated that she is pleased to see the student government and the staff receiving the Ed Snyder Student Government Merit Award, based on a wide variety of services they have provided to the student body. She

suggested that they send a congratulatory note, on behalf of the Board, to the Student Senate.

Member Kelley moved, Member Barton seconded, that a letter be drafted from the Board to congratulate the Student Senate regarding their recent merit award.

In a voice vote, the motion carried.

## PRESIDENT'S REPORT

Dr. Breuder stated that Board members just received the Annual Plan, which is the third document in the "Planning Series." The Budget was just approved, and the Strategic Long-Range Plan (SLRP) was delivered several months ago. The Annual Plan emanates from the SLRP. The remaining piece, the Fact Book, will be delivered to Board members in January.

As of September 30, enrollment for the fall term has a 6.71 percent increase on the FTE side, and a 3.71 percent increase on the headcount side. These "10-day numbers" are officially reported to the State of Illinois. Dr. Breuder noted that the numbers are exceeding his expectations. If the January term meets his expectation, they should easily eclipse the goal for the year of increasing enrollment on the FTE side by four percent. They have had enrollment increases now for the past five years.

Dr. Breuder reported that, as they renew their health insurance in January, they have been notified from Blue Cross and Blue Shield that their overall insurance premium increase for the calendar year 04 (January 1, 2004 through December 30, 2004) will decrease by approximately 5.25 percent. On the PPO side, they will drift downward 18.4 percent, and on the HMO side, they will increase by 17.4 percent. The two percentages combined totals a 5.25 percent decrease, because there are greater dollars sitting on the PPO side than on the HMO side. He explained that the premium increase this year will be reduced by approximately \$600,000. The College will benefit, because the money will be redirected to teaching and learning. The employee will also benefit, because when the premium increase goes down, their share will be reduced as well.

Dr. Breuder noted that recent newspaper articles have shared creative ways in which corporations are trying to curtail the health insurance premiums. He has read recently that the number of people in one's family will determine the amount of premium an employee will pay. For example,

those who are married and have six children will pay a higher premium price than those who are married and have two children. Many organizations are coming up with ways to get a handle on the healthcare issue.

Dr. Breuder read a thank-you note he received from Meredith McGrath Duddy, the daughter of former Harper President Jim McGrath. Ms. Duddy and members of her family attended the Fulfilling Dreams event. "I just want to drop a personal note of thanks for the wonderful weekend hosted by Harper College for the Fulfilling Dreams event. My family and I had a lovely time and will treasure the memories always. It was an honor to show my husband and daughter where I grew up and where my father devoted himself. Words cannot express how much it impacted us all. We all truly appreciated being included in one of Harper's special days. I wish you all the best, and I hope Harper has many, many successful semesters." Dr. Breuder noted that each of the past Presidents made an invaluable contribution - without them, Harper College would not be doing what it is today. He added that it was a pleasure to recognize Kay Wojcik, who continues to be a great supporter of the institution.

Dr. Breuder announced that they just received notification from Springfield that State revenue is down for the second year in a row. They have intimated that Harper College should hold back spending approximately three to five percent of the State appropriation. This could cost the College approximately \$400,000.

### CONSENT AGENDA

Chair Howard noted that during the Consent Agenda discussion, Member Barton will report on the Association of Community College Trustees (ACCT) meeting she attended in Denver, and Member Kolze will report on the Illinois Community College Trustees Association (ICCTA) meeting.

Member Gillette requested that the Bills Payable section be removed from the Consent Agenda.

Member Gillette added that he would like to propose an amendment to the minutes of September 10. At the beginning of the September 10 meeting, Member Gillette had moved and Student Member Sheppard had seconded to go into executive session for purposes of personnel matters. The motion and second were omitted from the meeting minutes, and he would like them inserted.

Member Gillette moved, Member Kolze seconded, that the September 10 minutes include the fact that it was moved and seconded to go into executive session for personnel matters and that all people present voted on a roll call "aye."

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Chair Howard noted that the amendment was approved. She clarified that Member Gillette did not want the September 10 meeting minutes removed from the Consent Agenda, he simply wanted them amended. Member Gillette concurred. Chair Howard asked for a motion to approve the Consent Agenda, with the exception of Bills Payable.

Member Kolze moved, Member Barton seconded, approval of the minutes for the August 26, 2003 Regular Board meeting and revised September 10, 2003 Executive Session; payrolls for August 22, 2003 and September 5, 2003; estimated payrolls for September 6, 2003 through October 3, 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	\$8,044,325.77
Tuition Refunds	669,763.41

The payrolls of August 22, 2003 in the amount of \$2,655,898.44 and September 5, 2003 in the amount of \$1,992,234.74; and estimated payroll of September 6, 2003 through October 3, 2003 in the amount of \$3,984,469.48.

#### Bid Awards

Ex. VII-A.3.a	Award bid 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
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from July 1, 2003 through June 30, 2005.

Ex. VII-A.3.b Award bid 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.

Ex. VII-A.3.c Award bid 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.

Purchase Orders

Ex. VII-A.4.a 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.

Personnel Actions

Administrator Appointment

Bruce Foote, Director, Scholarships and Financial Assistance, OSFA, 10/06/03, \$74,000/year

Classified Staff Appointments

Julie Dudzik, Receptionist, p/t, REG OFF, 08/25/03, \$14,625/year

Catherine Huxhold, Financial Aid Assistant, OSFA, 09/15/03, \$30,830/year

Eleanor Kuczera, Accounts Payable Clerk II, p/t, ACCT SER, 09/29/03, \$22,620/year

Harper #512 IEA-NEA Appointment

Nui Duong, Groundskeeper II, PHY PLT, 09/20/03, \$34,466/year

Public Safety - ICOPS Appointment

Chris Nowak, Public Safety Officer, PUB SAF, 09/02/03, \$37,918/year

Classified Staff Retirements

Jean Haen, Receptionist, ADM OUTR, 10/31/03, 13 years

Shirley Shetka, Administrative Secretary, ADM OUTR,  
12/31/03, 15 years

Professional/Technical Resignations

Teresa Auer, Registered Nurse, p/t, HLTH SER, 08/25/03, 5  
years

Mary Pat Ortbal, Exercise Physiologist, p/t, LS/HS, 10/01/03,  
2 years 1 month

Classified Staff Resignation

Cathy Lindstrom, Customer Support Representative, CORP  
SRV, 08/29/03, 6 years 4 months

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

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

Nays: None

Motion carried. Student Member Sheppard voted aye.

Bills Payable

Member Gillette read the exact recommendation which was approved at the June 25, 2002 Board meeting: "The administration recommends that the Board award request for proposal 000235 to Omni Tech Corporation, the vendor that submitted the lowest proposal meeting specifications for desktop computers, in the amount of \$631,800, and printers, in the amount of \$53,749; and to Dell Computer Corporation, the vendor that submitted the lowest proposal for laptop computers, in the amount of \$119,940; plus a ten percent contingency of \$80,549 to be used with either of the two vendors as requirements change throughout the year, for a total award of \$886,038." The Board exhibit also stated that this "request is for FY July 1, 2002 through June 30, 2003 with an option to renew an additional two years at the same or lower cost, if that is determined to be in the best interest of the College." Member Gillette noted that, although the contract had an option to renew, the Board never voted on the renewal provision. In reviewing the check listings, he found that the administration has renewed the contract, in effect, allowing sole-source, non-competitive "negotiated" orders for this year. He feels that Harper's generous taxpayers deserve open procurement; therefore, he will vote against paying the invoice for this equipment or any computer items purchased without a Board vote. He also requested the Board Chair to obtain an outside opinion as to the legality of the renewal of this contract.

In response to Chair Howard, Member Gillette stated he would like an outside attorney to review this.

Vice President Thorson explained that in prior years, they were bidding computer contracts one year at a time. Last year, she felt she made it clear to the Board that they were going to bid and go forward with a renewal for a couple of years out, like they do with other kinds of items. A number of Board sessions were spent discussing the change of practice. When a Board exhibit is presented with an award for one year and a renewal for three years, it does not usually get brought back to the Board for the second and third year. It is rolled out through the years. Since there were no additional costs involved with this purchase, they saw no reason to bring it back to the Board.

Vice President Thorson continued that, although there is an option for a second year renewal, she and Vice President McShane had already decided they would only go forward with the first year renewal. A large number of computers will be needed for the new building, so they have decided to go out for a re-bid next year.

Member Gillette reiterated that it should have come to the Board for a vote. He noted that, this year, computer prices have fallen more than any other year in history. He feels it should have gone out for bid. He felt that the verbiage in the original recommendation implied that the administration would come to the Board and say, "if we determine it to be in the best interest of the College, we will renew. . ." It would then be a Board decision. Procurement occurring without the Board's approval is not correct in Illinois.

After reviewing the original exhibit, Dr. Breuder explained that the mistake may be that the body of the exhibit contained the following information: "This request is for FY July 1, 2002 through June 30, 2003 with an option to renew for an additional two years at the same or lower cost, if that is determined to be in the best interests of the College." However, it was not repeated in the recommendation paragraph.

Vice President Dave McShane explained that Intel announces a processor release every three months, at which time the College analyzes their needs. They do not purchase the full volume of computers at one time, but throughout the year, because they do not have the

warehousing facility, the staff and time to install all of them at once. They do look at the cost of the units on a quarterly basis and make a determination as to what they will purchase. Currently, the unit cost has gone down \$200+ from last year. The College is recognizing a savings staying with the same vendor. Other things to be considered are the total cost of ownership with each piece of equipment and return on investment. Vice President McShane explained that every time they change vendors, they must deal with licensing and warranty periods that are mismatched.

Vice President McShane added that the equipment has five year warranties. They did a report card on them and a pricing review, and based on their findings, they made a decision to renew the vendor contract. Timing is also an issue. With 90 labs on campus, downtime in one seat can be a significant impact to a student. It is very important to avoid downtime. He reiterated that they will engage in an RFP process for the massive amount of computers needed for the new building.

In response to Dr. Breuder, Vice President McShane explained that they are not required to bid technology, according to State statute. He believes this is because, when they created the statute in the 1960's, they recognized it would be too costly for an institution to support the bid process with so many different configurations and flavors of computers. They understood that an institution would want to stay consistent with vendors, with products and with software licensing. Technology acquisitions were made an exception to the statute.

Dr. Breuder noted that this discussion reflects an expenditure of \$13,200 for 30 17" LEC monitors. Although he understands Member Gillette's perspective, he understands the time it takes, and the work involved, going through the bidding process. Everyone feels the obligation to get the very best price for whatever the College buys in terms of hardware, software and service. However, if this is taken to the nth degree, they ought to be bidding banking services every year, and bidding legal services every year. To do that every year, to pick up a few cents one way or the other, does not make sense, when one compares the cost involved in doing that. It would take away from other things.

Member Gillette argued that the monitors in question are a commodity; they are not a service. They are interchangeable pieces of equipment. He is not sure that

monitors are exempt from the State statute regarding competitive bidding.

With regard to the question raised by Member Gillette regarding the legality of the renewal, Chair Howard asked attorney Mat Delort if he would like to respond. Mr. Delort explained that he would not like to offer an opinion without first looking at the actual contract that was signed by the College officials who entered into the purchase in the first place. The language of that contract is important to his determination.

He did offer that there is probably a lesson to be learned from this, that when the Board action language is drafted in a similar situation where there is an automatic or option for renewal, to specify that the administration is "authorized" to renew it and the Board is so "authorizing." Without looking at everything together, it is most likely the kind of thing where, if there was a concern, it could be ratified by the Board at a future meeting so as to clear up any concern. Mr. Delort added that the bidding issue is another point, and he did not wish to go into whether computer monitors are biddable or not.

The Board thanked Mr. Delort for his comments.

Chair Howard asked the Board how they wished to proceed regarding that particular bill payment. Vice President Thorson clarified that, shortly after she began working at Harper College, they changed the bills payable policy. Prior to her arrival, the Board would review the bills payable and approve them before they were paid. Because this caused many difficulties with vendors, with payments backing up, they changed the bills payable policy. The Board now reviews them after they have been paid.

Chair Howard reiterated that the bill for the monitors has already been paid. She asked for a motion.

Member Botterman moved, Member Barton seconded, approval of the bills payable in Exhibit VII-A.2.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

With regard to future Board exhibits, Dr. Breuder reiterated that they will make sure everything in the body of the exhibit that is relative to the recommendation will be captured in the verbiage of the recommendation section. There will then be no question as to what the recommendation states.

#### Liaison Reports

Member Barton noted that the ACCT meeting was held in Denver from September 17-20. Trustees from all over the world, came together to share ideas. The main focus was on workforce development. She noted that information on different subjects will be distributed to the appropriate individuals. One of the things she learned is that 126,000 RNs are needed in the field. Many people are not aware of the opportunities in nursing.

Member Barton announced that on Wednesday, October 15 in the Performing Arts Center, Illinois State Senator Miguel del Valle, Chair of the Senate Education Committee, will be speaking about Latinos. Member Barton learned that by the year 2010, 90 percent of the jobs will require post-high school education. Two-thirds of Hispanics start to get their higher education at community colleges, but less than 10 percent of them receive their AA degrees. Latinos generally have tightly knit families, and community colleges are close to home, so it is a good fit. Community colleges are also affordable and convenient. However, if something comes up in the family and the Latino student is needed, he or she will drop out of school to take care of the family issue. The drop-out issue is a national challenge. They are looking at ways to combat this, encouraging scholarships, etc.

Member Barton highlighted a handout regarding how to work with a new Board member. It is recommended that the entire Board be present at the training, so that the new Board member gets to know the entire Board, and the Board gets to know the new member.

Member Barton explained "the napkin agreement" where community colleges are working together with four-year colleges to make sure they know the former is not in competition with the latter. Some four-year institutions are renting space at community colleges. She encouraged Board members to review the packets of information.

She distributed information regarding the National Legislative Summit which will be held February 8-11, 2004.

Member Barton stated that the Senate unanimously approved Labor, Health and Human Services and Education Appropriations on September 10 in the amount of \$13 billion. The PELL grant is maintained at \$4,050. Congress began work on higher education. There was a full schedule of hearings during the month of September; nothing has gone for a final vote at this time.

Member Kolze noted that he and Student Member Sheppard went to Peoria for the ICCTA meeting. He distributed handouts. It was noted that they should be hearing a lot about the ICCTA and its involvement in legislation. They are working on the formula again to make it equitable. The Harper College district environmental scan has a lot of information. There will be a presentation on one of the super regionals coming up on Monday, October 6 in Elgin. He suggested that a member of the Harper staff attend.

Member Kolze noted that there is a New Trustees Academy in Springfield on October 17-18. The next meeting of the ICCTA Board representatives will be November 15 at the Swissotel in Chicago. One of the offerings will be a seminar entitled "Community College Accounting 101." He noted that it would be beneficial a number of Board members.

Student Member Sheppard noted that he was appointed to the ICCB Finance Advisory Committee. When he finds information on the future budget and the equalization formula, he will share it with the Board.

Chair Howard thanked Members Botterman, Kolze and Student Member Sheppard for representing Harper College at the meetings.

#### NEW BUSINESS:

Resolution Designating a Person or Persons to Prepare a Tentative Budget for 2004/2005

Member Gillette moved, Student Member Sheppard seconded, adoption of the Resolution Designating Robert Breuder and Judith Thorson to Prepare a Tentative Budget for 2004/05, 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 and Kolze  
Nays: None

Motion carried. Student Member Sheppard voted aye.

Annual Authorization  
to Approve Depositories  
and Investment Brokers  
for College Funds

Member Barton moved, Member Kolze seconded, approval of the listing of College depositories and investment brokers, as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Member Gillette suggested that the College find out about the consortium of banks that are offering higher rates for CDs. If the College wants to invest more than \$100,000 in a CD, the consortium will arrange a very large group of banks so that they would buy one CD. Vice President Thorson made a note to follow up.

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

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

Member Gillette stated that he felt the policy is more restrictive than the law requires, and it reduces the amount of communication. The legislators will be looking toward Harper's policy to adopt into the law; therefore, when the Board approves this, a precedent will be set in Illinois. If Harper has made the policy overly restrictive, it will hurt communications of all Boards.

Additionally, Member Gillette noted that there are other avenues which violate the spirit of the Open Meetings Act that have not been addressed by the policy. The policy is not addressing conference calls, faxing, chain calling and instant messaging. He feels that all sources of communication should be addressed in the policy.

Chair Howard asked attorney Mat Delort to respond. Mr. Delort prefaced his comments by saying that the Board sets the policy - he does not set the policy for the Board. E-mail communications among Board members, as it relates to the

Open Meetings Act, is a fresh issue; therefore, the policy in question was crafted from whole cloth. Dr. Breuder asked Mr. Delort to write a policy to guide the Board.

He noted that the Open Meetings Act sets the ground for the Board. However, it does allow the Board to restrict itself even further. Mr. Delort stated that, in writing the policy, he tried to simply set up some ideas, some concepts and some guidelines so that persons who might use e-mail frequently would avoid doing things that would violate the Open Meetings Act inadvertently.

There was discussion regarding numbers 2 and 6 in the policy. Number 2 states Board members can use e-mail to forward information or to send messages. Number 6 states that they should refrain from summarizing responses and relaying the summary to each of the Board members. In other words, Mr. Delort explained, e-mail should not be used to have a "conversation" or to reach a decision. Conversations and decision-making must be done publicly. Mr. Delort noted that the policy will not stop dissemination of information. That is not his intent.

There was discussion regarding the use of "Reply to All." Member Kelley suggested that a phrase should be added to Paragraph 5: "Except for forwarding information, Board members and administration should refrain from using Reply to All." He feels that might clarify what is and is not appropriate. Mr. Delort stated that it would not necessarily hurt to add that phrase. He added that perhaps an entire paragraph could be inserted to help make the distinction between "sending information" and "sharing opinions" or "making decisions."

Chair Howard summarized that perhaps they should move forward and adopt the policy, if it is the pleasure of the Board, with the suggestion that an additional paragraph for clarification be inserted differentiating between transmitting information and discussing matters of policy. Mr. Delort stated that it could be simply done in one sentence.

With regard to the other avenues of communication listed by Member Gillette, Chair Howard noted that the Board could prepare an additional communication policy statement, so as not to confuse the e-mail policy. Mr. Delort explained that everyone seems to understand that Board members cannot all get on the phone and talk together. Therefore, there is not necessarily the need for a written policy in that regard.



Settlement Agreement  
Between Harper College,  
Capital Development  
Board, Applied  
Communications and  
Elite Electric

Member Gillette moved, Student Member Sheppard seconded, approval of the settlement agreement between Harper College, Capital Development Board (CDB), Applied Communications and Elite Electric, subject to final approval by the College attorney, as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Kolze, Dr. Breuder explained that the building has been turned over to the College. It is not yet completely closed out to our satisfaction. There are issues over money; CDB still has involvement.

In response to Member Kolze, Vice President Thorson explained that they are disagreeing over \$100,000 - \$110,000 from which this amount would be deducted. They have had to move this issue separately from the whole closeout package, because CDB was sued and Harper College was named as a party to the suit. They did not want to go to court and incur all the legal costs when they felt like they could come to a settlement with the contractor.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

## CITIZEN PARTICIPATION

Bill Handzel, Trustee from Oakton Community College, asked to address the Board. He committed to observing the Harper Board meeting. He found the Harper Board to be very interactive and positive. Mr. Handzel commended the Board for handling the difficult issues that they handle. It was very rewarding for him to observe. Chair Howard noted that they are always pleased to have fellow Trustees at their Board meetings.

Michael Harkins, Faculty Senate President, gave an update on communication strategies the Faculty Senate and faculty leadership have undertaken. Over the past eight months, they have moved forward in a very positive way to enhance communication. They believe effective communication is critical to an academic institution, and it is in the best interest of the students and the community.

## **Strategies**

- Last spring, the Faculty Senate, along with Vice President Judy Thorson and Larry Bielawa, planned and implemented a very successful emergency drill procedure for the College. Collectively, they worked in the best interest of students, community and all Harper College groups. The message of safety, concern and caring for others was effectively communicated by the joint effort put forth by the Faculty Senate, the faculty officers and the administration.
- Last spring, the Senate and the administration sponsored a forum focusing on the role and responsibility of community college trustees. The Trustees Association attended, along with the College President and Trustees. It was an important informational session. Clarity was provided, questions were answered and dialogue occurred. Another forum is planned for this fall, where they will work effectively together to focus on safety and security at William Rainey Harper College.
- Through open and positive dialogue, suitable resolution was brought to the issue of Professional Development Funds for the faculty at Harper College. Openness, dialogue, speaking, listening and hearing took place - all vital parts of the communication process. Professor Harkins explained that professional development for faculty is paramount. It directly impacts the classrooms and the work of all professionals at Harper College. It is in the best interest of the students and the community Harper serves.
- Since last spring, the Faculty Senate, the senate officers and the administration charted a new course to redefine lines of communication, both formal and informal. They began with small meetings, invitations to special events, senate committees, shared governance committees and even the Local 1600 and chapter meetings. Their goal was to share ideas, to discuss common interests and concerns at Harper, to work on problem-solving and to address media challenges.

Professor Harkins concluded that the above examples demonstrate the professionalism that they now call "the Harper Way." He encouraged each person to continue their efforts in the spirit of "those things that are best" - best for students, best for faculty, best for the community and the institution called William Rainey Harper College. He closed with a brief quotation, in which he believes. "I firmly believe there are no problems we cannot solve together and very few we can solve by ourselves." He thanked the Board.

Chair Howard added that, as a Board, they look forward to continuing to work with the faculty and administration for the benefit of Harper College.

ANNOUNCEMENTS BY  
CHAIR

Communications

Chair Howard noted that she has heard nothing but wonderful comments about the Fulfilling Dreams event. She thanked the committee and everyone who worked to make it possible. She read the three notes of appreciation regarding the event from the following individuals: State Senator Kay Wojcik, Doriann Thompson and Bob Lahti.

"My most sincere and grateful thank you. Naming the Conference Center after me is a great honor. Watching Harper grow has been a pure joy. You and the trustees can be very proud of the crown jewel you have before you. I know it will continue to sparkle in the future. Thank you again, Kay Wojcik."

"Dear Kris, My family and I appreciate very much your generous invitation to us to visit Harper and attend the event recognizing past presidents and the dedication of the Wojcik Conference Center. It was a lovely event, and the new complex is a wonderful addition to a beautiful campus. Thank you for your kind words about Paul. It was good for us to see Paul honored and to see so many good friends. Please share this note with the rest of the Board of Trustees. Sincerely, Doriann."

"Dear Kris, The return visit to William Rainey Harper College was a heartwarming and joyful experience for me and my family. The breakfast reception and the afternoon program of celebrating the Fulfillment of Dreams were events of exemplary taste and execution. My family and I felt honored to be a part of this special Harper event. The Board is to be commended for the thoughtful leadership that they have provided. The Wojcik Conference Center will stand as a paragon of reciprocity, outreach and leadership to its community and the State of Illinois. In my experience of visiting noteworthy community colleges in all of the leading states of the country, I can proudly say that there is no equal to this fine facility at this present time. It was especially gratifying to spend time with President Bob Breuder. The Board is also to be commended for the selection of a well-seasoned, competent individual to lead and continue the development of the College. Given appropriate Board support for leadership, there is little doubt in my mind that

President Bob Breuder is the right man at the right time to carry out these complex responsibilities for the College. I and my family thank you for all the courtesies extended to us. Sincerely, Bob Lahti."

Calendar Dates

Calendar dates are printed on the agenda for Board information.

OTHER BUSINESS

Member Kolze stated that, after reviewing the North Central Association 97 visit report and the status update, he is interested in seeing a presentation, at a future Board meeting, regarding the Wellness Center. The status report indicated that in FY 97 a Student Wellness Seminar Series had 309 attendees, and in FY 03, they had 1,454 attendees, which shows significant growth. Dr. Breuder made a note of it.

Member Barton suggested that Harper College participate more in national conferences. A lot of people want to hear about what Harper does. She feels it would be very positive to send a presenter. Chair Howard noted that they have done that in the past, but not for several years.

ADJOURNMENT

Student Member Sheppard moved, Member Gillette seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 9:42 p.m.

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Chair

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Secretary

## BOARD REQUESTS

## SEPTEMBER 30, 2003 REGULAR BOARD MEETING

1. In response to Chair Howard, Vice President Thorson noted that she will have some discussions with Mr. Nugent regarding the past problems with self-insuring the medical insurance at Harper College. They will prepare some information for the Board about how Workers' Compensation might be different than a regular employee health insurance in that regard.
2. Member Gillette suggested that the College find out about the consortium of banks that are offering higher rates for CDs. If the College wants to invest more than \$100,000 in a CD, the consortium will arrange a very large group of banks so that they would buy one CD. Vice President Thorson made a note to follow up.
3. Member Kolze stated that, after reviewing the North Central Association 97 visit report and the status update, he is interested in seeing a presentation, at a future Board meeting, regarding the Wellness Center. Dr. Breuder made a note of it.
4. Member Barton suggested that Harper College participate more in national conferences. A lot of people want to hear about what Harper does. She feels it would be very positive to send a presenter. Chair Howard noted that they have done that in the past, but not for several years.

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I.	BILLS PAYABLE	
	Operating Fund	\$
	Tuition Refunds	\$
II.	PAYROLL	
	09/19/2003	\$2,104,528.30
	10/03/2003	\$2,096,606.43
III.	ESTIMATED PAYROLL	
	10/17/2003 thru 10/31/2003	\$4,201,134.73

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

October 21, 2003

SUMMARY OF BIDS

Exhibit VII – A.3.a The administration recommends that the Board award Q00320 for a replacement vehicle to Napleton Fleet Group the low bidder, in the amount of \$19,738.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00320 for a replacement vehicle for the President, as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$25,000 are provided in the 2003/04 Operations and Maintenance Fund budget, under account number 0292-039-587.

III. INFORMATION

A legal bid notice was published and 16 bids solicited. Three complete responses were received. The following is a recap of the bid tab sheet to purchase a 2004 Ford Expd.:

Napleton Fleet Group	\$ 19,738
Spring Hill Ford, Inc.	20,436
Friendly Ford, Inc.	20,536

Current Buick Park Avenue will be used as a trade-in.

IV. RECOMMENDATION

The administration recommends that the Board award Q00320 for a replacement vehicle to Napleton Fleet Group the low bidder, in the amount of \$19,738.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

October 21, 2003

SUMMARY OF PURCHASE ORDERS

THERE ARE NO PURCHASE ORDERS

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 Professional/Technical Appointment.

B. Ratification of Classified Staff Appointments.

C. Ratification of Faculty Retirement.

D. Ratification of Professional/Technical Retirement.

E. Ratification of Professional/Technical Resignation.

F. Ratification of Supervisory/Confidential Resignation.

G. Ratification of Classified Staff Resignations.

H. Ratification of Harper #512 IEA-NEA Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

First Reading of a change to the Board of Trustees Policy Manual - E-mail Communications Among Board Members

II. REASON FOR CONSIDERATION

Changes to Board Policy requires two readings and approval of the Board of Trustees prior to adoption.

III. BACKGROUND INFORMATION

The change to the Board Policy Manual - E-mail Communications Among Board Members - was recommended by the President upon the request of the Board of Trustees. The prepared policy change has been drafted by the College attorney.

IV. RECOMMENDATION

A change to the Board policy on e-mail communications among Board members is presented for a first reading by the Board of Trustees (see bolded section of paragraph 2 in attached draft).

# WILLIAM RAINEY HARPER COLLEGE

## POLICY STATEMENT

Title: E-Mail Communications Among Board Members

No. 01.19.02

Approved: 9/30/03

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. **The permitted transmission of “messages” or “information” does not include activity which is intended to, or has the effect of, expressing opinions on college policy issues between board members; nor to be a substitute for discussion on college policy issues which should take place among board members at a properly-noticed meeting.**
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 INFORMATION

I. SUBJECT

Faculty Mid-Year 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)**

**2002-2003**

**2005-2006**

Jo Ann Smith *mid-year - Computer Information Systems (BUSSS)*

Joyce Farrell *mid-year - Computer Information Systems (BUSSS)*

Sam Giordano *mid-year - Fire Science (TMPS)*

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Review of Executive Session Minutes

II. REASON FOR CONSIDERATION

Public Act 85-1355 requires each Board to review at least every six months the minutes of closed sessions to determine whether the minutes, in whole or in part, may be made part of the public record. The Act became effective January 1, 1989.

III. BACKGROUND INFORMATION

In compliance with Public Act 85-1355, the Board of Trustees has scheduled the review of executive session minutes in April and October of each year. On Tuesday, October 21, 2003, a review may take place in closed session to be followed by action on disclosure during regular session.

IV. RECOMMENDATION

It is recommended that the Board take the following action:

BE IT RESOLVED that the Board approve for public record the executive session minutes (date[s] of executive session[s])

and/or

BE IT RESOLVED that the executive session minutes of (date[s] of executive session[s]) remain confidential.

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Chair

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Secretary

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

Exhibit VII-B.1  
October 21, 2003

	<u>Outstanding Investments</u>	<u>Earned To Date</u>
EDUCATION FUND	\$ 18,732,550	104,086
OPERATIONS, & MAINT. FUND	9,080,420	40,927
OPERATIONS, & MAINT. FUND (Restricted)	2,596,383	15,210
BOND & INTEREST	6,104,110	23,543
AUXILIARY ENTERPRISES	2,409,344	6,974
RESTRICTED FUNDS	7,532,179	36,115
WORKING CASH FUND	12,612,755	62,564
AUDIT FUND	161,818	811
LIABILITY, PROTECTION & SETTLEMENT	<u>368,613</u>	<u>3,064</u>
Total	<u>\$ 59,598,172</u>	<u>293,293</u>

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

Exhibit VII-B.1  
October 21, 2003

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 9/30/2003	Market Value
<b><u>Certificates of Deposits</u></b>							
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/MBNA America	09/12/03	04/01/04	202	1.10	9,146.50	1,500,000.00	
PMA/Heritage Bank of Central Illinois	08/22/03	04/15/04	237	1.30	12,702.41	1,500,000.00	
PMA/Associated Bank	09/12/03	04/29/04	230	1.15	10,881.74	1,500,000.00	
PMA/Discover Bank	09/12/03	05/13/04	244	1.15	11,556.75	1,500,000.00	
PMA/Associated Bank	09/12/03	05/27/04	258	1.21	12,852.59	1,500,000.00	
PMA/Associated Bank	09/19/03	06/10/04	265	1.21	13,200.78	1,500,000.00	
Harris Bank	09/19/03	06/24/04	279	1.24	14,141.34	1,500,000.00	
PMA/American Business Bank	06/30/03	06/29/04	365	1.22	21,983.71	1,800,000.00	
PMA/Associated Bank	09/26/03	07/07/04	285	1.25	19,546.80	2,000,000.00	
PMA/Associated Bank	09/26/03	07/21/04	299	1.25	20,509.64	2,000,000.00	
Harris Bank	08/22/03	08/19/04	363	1.29	19,322.27	1,500,000.00	
		Weighted Average: 1.60				<b>54,300,000.00</b>	54,300,000.00
<b><u>Government Securities</u></b>							
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				<b>1,995,000.00</b>	1,995,000.00
<b><u>Illinois Funds</u></b>							
		Monthly Average		0.88		<b>3,303,171.89</b>	3,303,171.89
TOTALS AS OF:	9/30/2003				\$	<b>59,598,171.89</b>	<b>59,598,171.89</b>

\*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**  
**September 30, 2003**

Oct. 21, 2003  
 Exhibit VII-B.1

**EDUCATION FUND**

<b>DIVISION</b>	<b>BUDGET</b>	<b>BUDGET YTD</b>	<b>EXPENDITURES YEAR TO DATE</b>	<b>FUTURE COMMITMENTS</b>	<b>% PAID OR COMMITTED</b>	<b>UNCOMMITTED BALANCE</b>
<b>Institutional</b>						
Admin Services	10,843,990.00	2,110,240.45	1,678,785.31	359,109.49	18.79%	8,806,095.20
<b>Sub-Total</b>	<b>\$10,843,990.00</b>	<b>2,110,240.45</b>	<b>\$1,678,785.31</b>	<b>\$359,109.49</b>	<b>18.79%</b>	<b>\$8,806,095.20</b>
<b>President</b>						
Development Office	390,634.00	76,017.38	88,212.81	266,373.59	90.77%	36,047.60
Pres/Brd of Trustees	327,975.00	63,823.94	75,853.15	209,557.00	87.02%	42,564.85
Strategic Alliance	171,493.00	33,372.54	38,291.84	84,363.94	71.52%	48,837.22
Assoc VP Development	177,528.00	34,546.95	39,118.05	123,025.40	91.33%	15,384.55
<b>Sub-Total</b>	<b>\$1,067,630.00</b>	<b>207,760.80</b>	<b>\$241,475.85</b>	<b>\$683,319.93</b>	<b>86.62%</b>	<b>\$142,834.22</b>
<b>Student Affairs</b>						
Student Activities	372,530.00	72,494.34	63,247.41	204,705.20	71.93%	104,577.39
Student Development	3,434,939.00	668,439.13	655,323.11	1,794,966.17	71.33%	984,649.72
Wellns/Human Perform	1,615,291.00	314,335.63	276,947.97	796,874.07	66.48%	541,468.96
<b>Sub-Total</b>	<b>\$5,422,760.00</b>	<b>1,055,269.10</b>	<b>\$995,518.49</b>	<b>\$2,796,545.44</b>	<b>69.93%</b>	<b>\$1,630,696.07</b>
<b>VP Academic Affairs</b>						
Acad Enrich/Lang Std	4,015,424.00	781,401.51	688,586.96	2,121,294.92	69.98%	1,205,542.12
Academic Affairs	709,025.00	137,976.27	55,141.25	140,420.68	27.58%	513,463.07
Assoc VP Aca Affairs	309,316.00	60,192.89	56,302.09	191,409.22	80.08%	61,604.69
Bus/Social Sciences	5,351,564.00	1,041,414.35	943,776.01	2,277,464.44	60.19%	2,130,323.55
Dean of Cont Educ	471,878.00	91,827.46	80,974.82	278,325.86	76.14%	112,577.32
Liberal Arts	5,384,570.00	1,047,837.32	940,222.38	2,546,884.16	64.76%	1,897,463.46
Life Sci/Hum Services	4,371,411.00	850,676.58	673,718.43	2,201,991.98	65.78%	1,495,700.59
Resource for Learning	2,040,811.00	397,141.82	454,316.84	1,024,714.52	72.47%	561,779.64
Tech/Math & Phy Sci	4,340,697.00	844,699.64	857,274.49	2,247,865.72	71.54%	1,235,556.79

**EDUCATION FUND**

<b>DIVISION</b>	<b>BUDGET</b>	<b>BUDGET YTD</b>	<b>EXPENDITURES YEAR TO DATE</b>	<b>FUTURE COMMITMENTS</b>	<b>% PAID OR COMMITTED</b>	<b>UNCOMMITTED BALANCE</b>
VP Aca Affairs	264,351.00	51,442.70	45,518.64	139,571.60	70.02%	79,260.76
<b>Sub-Total</b>	<b>\$27,259,047.00</b>	<b>5,304,610.55</b>	<b>\$4,795,831.91</b>	<b>\$13,169,943.10</b>	<b>65.91%</b>	<b>\$9,293,271.99</b>
<b>VP Admin Services</b>						
Admin Services	1,598,000.00	310,970.80	290,426.67	1,083,726.12	85.99%	223,847.21
<b>Sub-Total</b>	<b>\$1,598,000.00</b>	<b>310,970.80</b>	<b>\$290,426.67</b>	<b>\$1,083,726.12</b>	<b>85.99%</b>	<b>\$223,847.21</b>
<b>VP Diversity/Org Dev</b>						
Human Res/Int. Affairs	495,016.00	96,330.11	33,717.10	0.00	6.81%	461,298.90
Asst VP Diversity/Org	544,534.00	105,966.32	93,255.21	272,943.00	67.25%	178,335.79
<b>Sub-Total</b>	<b>\$1,039,550.00</b>	<b>202,296.43</b>	<b>\$126,972.31</b>	<b>\$272,943.00</b>	<b>38.47%</b>	<b>\$639,634.69</b>
<b>VP Info Technology</b>						
Info Technology	5,324,096.00	1,036,069.08	1,269,440.60	2,782,929.80	76.11%	1,271,725.60
<b>Sub-Total</b>	<b>\$5,324,096.00</b>	<b>1,036,069.08</b>	<b>\$1,269,440.60</b>	<b>\$2,782,929.80</b>	<b>76.11%</b>	<b>\$1,271,725.60</b>
<b>VP Mktg &amp; Advancement</b>						
VP Enroll/Marketing	1,872,864.00	364,459.33	368,851.29	878,256.61	66.59%	625,756.10
Enrollment Svcs	1,439,856.00	280,195.98	312,890.71	670,898.25	68.33%	456,067.04
Pub/Comm Services	1,445,410.00	281,276.79	268,775.79	902,826.59	81.06%	273,807.62
<b>Sub-Total</b>	<b>\$4,758,130.00</b>	<b>925,932.10</b>	<b>\$950,517.79</b>	<b>\$2,451,981.45</b>	<b>71.51%</b>	<b>\$1,355,630.76</b>
<b>Grand Total:</b>	<b>\$57,313,203.00</b>	<b>11,153,149.30</b>	<b>\$10,348,968.93</b>	<b>\$23,600,498.33</b>	<b>59.23%</b>	<b>\$23,363,735.74</b>

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

There are no committee reports this month.

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: October 21, 2003

**NOTE: CHANGES FROM PREVIOUS MONTH IN BOLD**

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES Starts - Ends</b>
<u>CARRYOVER</u>			
ACHA Building Healthy Campus Community Project Health & Wellness D. Yurik	Cultural competency demonstration site	ACHA/CDC \$12,200	09/01/01 04/30/04
<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
<u>CARRYOVER</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
<u>CARRYOVER</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
<u>RENEWAL</u>			
Minority Student Transfer Center Center for Cultural Multicultural 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
<u>NEW</u>			
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
<u>RENEWAL</u>			
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
<u>CARRYOVER</u>			
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

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

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS - ENDS</b>
<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 College \$42,000	10/01/03 06/30/04

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
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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 October 21, 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  
September Fundraising Report FY04**

<b>Description</b>	<b>No. Gifts</b>	<b>Cash</b>	<b>Pledges/Stocks</b>	<b>In-Kind Gifts</b>	<b>Other</b>	<b>Total</b>
ADS Walk and Roll 2004	26	\$1,472.00	\$0.00	\$0.00	\$0.00	\$1,472.00
Arsenic and Old Lace FY04 Memorial	2	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Mary Jo Willis Row	13	\$5,155.00	\$100.00	\$0.00	\$0.00	\$5,255.00
Pacesetter Campaign FY04	2	\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00
Personal Solicitation	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Scholarship Stewardship Reports	9	\$5,150.00	\$0.00	\$0.00	\$0.00	\$5,150.00
Stewardship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Tradition of Excellence 2003	2	\$200.00	\$210.00	\$0.00	\$0.00	\$410.00
Unsolicited	4	\$10.00	\$0.00	\$2,300.00	\$0.00	\$2,310.00
<b>Grand Totals:</b>	<b>61</b>	<b>\$16,752.00</b>	<b>\$310.00</b>	<b>\$2,300.00</b>	<b>\$0.00</b>	<b>\$19,362.00</b>

**Harper College Educational Foundation**  
**Year to Date Fundraising Report (as of 9/30/03)**

<b>Description</b>	<b>No. Gifts</b>	<b>Cash</b>	<b>Pledges/Stocks</b>	<b>In-Kind Gifts</b>	<b>Other</b>	<b>Total</b>
ADS Walk and Roll 2004	158	\$7,520.00	\$0.00	\$0.00	\$0.00	\$7,520.00
Alumni Direct Mail - Continuing Education Student	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Arsenic and Old Lace FY04	5	\$2,500.00	\$1,000.00	\$0.00	\$0.00	\$3,500.00
Ball 2004 - Underwriting	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 - Event Day 2003	1	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00
Golf Open 2003 - Underwriting Packet	2	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Memorial	2	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00
Mary Jo Willis Row	13	\$5,155.00	\$100.00	\$0.00	\$0.00	\$5,255.00
Pacesetter Campaign FY04	2	\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00
Personal Solicitation	2	\$1,000.00	\$0.00	\$0.00	\$10,000.00	\$11,000.00
Proposal	1	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Scholarship Stewardship Reports	9	\$5,150.00	\$0.00	\$0.00	\$0.00	\$5,150.00
Special Intiatives	6	\$2,419.29	\$0.00	\$0.00	\$0.00	\$2,419.29
Stewardship	3	\$1,225.00	\$0.00	\$200.00	\$0.00	\$1,425.00
Tradition of Excellence 2003	6	\$250.00	\$732.00	\$0.00	\$0.00	\$982.00
Unsolicited	9	\$65.00	\$0.00	\$2,709.00	\$0.00	\$2,774.00
<b>Grand Totals:</b>	<b>222</b>	<b>\$32,589.29</b>	<b>\$1,932.00</b>	<b>\$2,909.00</b>	<b>\$10,000.00</b>	<b>\$47,430.29</b>

WILLIAM RAINEY HARPER COLLEGE  
BOARD ACTION

I. SUBJECT

The annual financial audit for Fiscal Year 2002-03.

II. REASON FOR CONSIDERATION

The Board of Trustees approved the appointment of the firm of KPMG to conduct the annual financial audit for Fiscal Year 2002-03 as required by the Illinois Public Community College Act.

III. BACKGROUND INFORMATION

Each year a certified public accounting firm conducts an audit of the College financial records and transactions and issues a report. Submitted herewith is the audit as prepared by the firm of KPMG.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees accept the annual financial audit for Fiscal Year 2002-03.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

College Protection, Health and Safety: Energy Conservation, Environmental Protection and Handicapped Accessibility Projects.

II. REASON FOR CONSIDERATION

Prior to adopting the 2003 Tax Levy, Harper College is required to submit to the Illinois Community College Board for approval the 2003 Life Safety projects which will be included in the 2003 Tax Levy. After the Illinois Community College Board reviews the requested Life Safety projects, and if the projects qualify and meet their approval requirements, they will provide the certification documents necessary for the tax levy process.

III. BACKGROUND INFORMATION

House Bill 1587 was signed by Governor Thompson in September 1984. This bill, which is now part of Section 3-20.3.01 of the Illinois Public Community College Act, provides a process for Community College districts to levy a tax or issue bonds for the purpose of altering or repairing their facilities for protection, health or safety, energy conservation, handicapped accessibility, and/or environmental protection reasons.

The following three (3) projects are being recommended for 2003 Life Safety Tax Levy funding that will be **Re-levied** for Tax Year 2003 because actual extension in Tax Year 2002 was not adequate to cover these projects.

Proposed Work Item	Estimated Project Cost
ADA Automatic Door Openers FY-2004	\$95,000
Walking Bridge and ADA Sidewalk Access to Tennis Court and Ball Fields – FY-2004	\$91,400
W.R. Harper College Tunnel Repairs	\$250,000
<b>Total Project Cost</b>	<b>\$ 436,400</b>

**New Projects** for Tax Year 2003 will be:

Proposed Work Item	Estimated Project Cost
Fire Alarm Replacement	\$200,000
Campus Wide Asbestos Replacement Abatement	\$300,000
Stair Tread Replacement	\$150,000
Masonry Tuckpointing	\$50,000
C & P Roof Repairs	\$50,000
<b>Total Project Cost</b>	<b>\$ 750,000</b>

**Combined Total 2003 Levy**

**\$1,186,400**

IV. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the attached resolution for approval of the above projects to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Community College Act.

The administration further recommends that the Board of Trustees approve the employment of Legat Architects to provide the architectural services specified for the 2003 Life Safety repair and renovation project listed above.

RESOLUTION FOR APPROVAL BY THE BOARD OF TRUSTEES OF  
PROJECTS TO ALTER AND REPAIR FACILITIES PURSUANT TO  
SECTION 3-20.3.01 OF THE ILLINOIS PUBLIC COMMUNITY COLLEGE ACT

WHEREAS, there is need for the alteration and repair of certain of the facilities of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry; and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to levy a tax to pay for such alterations or repairs upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such alterations or repairs; and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that any Board authorized to levy the aforesaid tax may also, or in the alternative by proper resolution, borrow money for such specifically identified purposes, not to exceed FOUR MILLION FIVE HUNDRED THOUSAND DOLLARS (\$4,500,000.00) in the aggregate at any one time, and as evidence of such indebtedness may issue bonds without referendum, said bonds to mature within twenty (20) years and to bear interest at such rate(s) as is authorized by applicable Illinois law; and

WHEREAS, the Board of Trustees may adopt the aforesaid Resolution(s) to levy a tax or to issue bonds in the authorized amount only on the condition that the Board: (a) makes a determination that there are not sufficient funds in the Operations and Maintenance Fund of the District to permanently pay for such alterations or repairs; (b) secures from a licensed architect or engineer a certified estimate of the amount, not less than TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00), that is necessary to make such alterations or repairs; and (c) secures from the Executive Director of the Illinois Community College Board approval of said project(s) and estimate(s); and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that the county clerks shall extend such tax: (a) on the filing by the Board of Trustees of a certified copy of a Resolution levying said tax; or (b) on the filing by the Board of Trustees of a certified copy of a Resolution fixing the amount of bonds authorized, the date, maturities and interest thereon, provide for the levy and collection of a direct annual tax upon all the taxable property of the District sufficient to pay the principal and interest on such bonds to maturity;

NOW, THEREFORE, be it resolved by the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, as follows:

Section 1: That the Board of Trustees has determined and identified the projects for alteration and repair. Section 3-20.3.01 of the Illinois Public Community College Act provides that the alteration and repair of facilities of William Rainey Harper College, Community College District No. 512, listed below as necessary for energy conservation, health or safety, environmental protection or handicapped accessibility and has tentatively estimated costs of said projects as follows:

The following three (3) projects are being recommended for 2003 Life Safety Tax Levy funding that will be **Re-levied** for Tax Year 2003.

Proposed Work Item	Estimated Project Cost
ADA Automatic Door Openers FY-2004	\$95,000
Walking Bridge and ADA Sidewalk Access to Tennis Court and Ball Fields – FY-2004	\$91,400
W.R. Harper College Tunnel Repairs	\$250,000
<b>Total Project Cost</b>	<b>\$ 436,400</b>

**New Projects** for Tax Year 2003 will be:

Proposed Work Item	Estimated Project Cost
Fire Alarm Replacement	\$200,000
Campus Wide Asbestos Replacement Abatement	\$300,000
Stair Tread Replacement	\$150,000
Masonry Tuckpointing	\$50,000
C & P Roof Repairs	\$50,000
<b>Total Project Cost</b>	<b>\$ 750,000</b>

Combined Total 2003 Levy

\$1,186,4

Section 2: That the Board of Trustees has determined that there are not sufficient funds available in the Operations and Maintenance Fund of the District to permanently pay for the alterations and repairs identified in Section 1 above.

Section 3: That the Board of Trustees has secured from a licensed architect a certified estimate of the costs of completion of the alterations and repairs required for the projects identified in Section 1 above.

Section 4: That the Board of Trustees shall forward the certified estimates of the costs of completion of the alterations and repairs required for the projects identified in Section 1 above to the Executive Director of the Illinois Community College Board for approval.

Passed and approved the 21st day of October 2003.

APPROVED:

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Chairman  
Board of Trustees  
William Rainey Harper College  
Community College District No. 512  
Counties of Cook, Kane, Lake and  
McHenry

ATTEST:

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Secretary  
Board of Trustees  
William Rainey Harper College  
Community College District No. 512  
Counties of Cook, Kane, Lake and McHenry

Exhibit VIII-B  
October 21, 2003

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 for approval of Projects to Alter and Repair Facilities Pursuant to Section 3-20.3.01 of the Illinois Public Community College Act which was adopted by the Board of Trustees on the 21st day of October 2003.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 21st day of October, 2003.

\_\_\_\_\_  
Secretary, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution for 2003 Estimated Tax Levies

II. REASON FOR CONSIDERATION

In accordance with the Truth in Taxation Act, a resolution must be adopted showing the 2003 estimated tax levies.

III. BACKGROUND INFORMATION

The Truth in Taxation Act requires that the Board of Trustees determine the estimated amounts of taxes necessary to be levied for the year at least thirty (30) days before the official adoption of the tax levies and to give public notice and schedule a public hearing.

IV. RECOMMENDATION

The administration recommends that the attached resolution providing for the estimated tax levies, required publication, and hearing date for 2003 be adopted.

**RESOLUTION REGARDING ESTIMATED AMOUNTS  
NECESSARY TO BE LEVIED FOR THE YEAR 2003**

**WHEREAS**, the *Cook County Truth in Taxation Law* requires a taxing district that has territory in Cook County, Illinois to determine the estimated amounts of taxes necessary to be levied for the year not less than 30 days prior to the official adoption of the aggregate tax levy of the district; and

**WHEREAS**, said statute further requires a tax district to give public notice and to hold a public hearing on the district's intent to adopt an aggregate tax levy; and

**WHEREAS**, it is hereby determined that the estimated amounts of money necessary to be raised by taxation for the year 2003 upon the taxable property of the district are as follows:

<b>Education Purposes</b>	<b>\$27,884,075</b>
<b>Operations and Maintenance Purposes</b>	<b>11,994,210</b>
<b>Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance</b>	<b>1,102,000</b>
<b>Medicare Contributions</b>	<b>680,000</b>
<b>Audit</b>	<b>125,000</b>
<b>Life Safety</b>	<b>1,200,000</b>
<b>TOTAL</b>	<b>42,985,285</b>

**WHEREAS**, the *Cook County Truth in Taxation Law* requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service made

pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

**WHEREAS**, the aggregate amount of property taxes extended for bond and interest purposes for 2002 was **\$11,177,197**; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2003 is **\$10,805,092**.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees, William Rainey Harper Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, as follows:

**Section 1:** The aggregate amount of taxes estimated to be levied for the year 2003 is **\$42,985,285**.

**Section 2:** The aggregate amount of taxes estimated to be levied for the year for 2003 for debt service is **\$10,805,092**.

**Section 3:** Public notice shall be given in the *Daily Herald* and *The Journal and Topics*, both being newspapers of general circulation in said district, and a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall be not less than 1/8 page in size, with no smaller than twelve (12) point, enclosed in a black border not less than 1/4 inch wide and in substantially the following form:

**NOTICE OF PROPOSED PROPERTY TAX LEVY FOR  
WILLIAM RAINEY HARPER COMMUNITY COLLEGE DISTRICT NO. 512**

- I. A public hearing to approve a proposed property tax levy for William Rainey Harper Community College District No. 512 for 2003 will be held on **December 18, 2003** at **7:00 p.m.** in the Wojcik Conference Center, Room W-214 at Harper College, 1200 W. Algonquin Road, Palatine, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact **Carol Blotteaux**, (telephone **847.925.6390**).

- II. The corporate and special purpose property taxes extended or abated for the year 2002 were **\$38,500,767**.

The proposed corporate and special purpose property taxes to be levied for 2003 are **\$42,985,285**. This represents a **11.6% increase** over the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2002 were **\$11,177,197**.

The estimated property taxes to be levied for debt service and public building commission leases for 2003 are **\$10,805,092**. This represents a **3.3% decrease** over the previous year.

- IV. The total property taxes extended or abated for 2002 were **\$49,677,964**.

The estimated total property taxes to be levied for 2003 are **\$53,790,377**. This represents a **8.3% increase** over the previous year.

**(NOTE: THIS MUST BE IN AT LEAST 12 POINT TYPE, THE BLACK BORDER MUST BE NOT LESS THAN 1/4 INCH WIDE, AND THIS NOTICE MUST BE 1/8 PAGE IN SIZE.)**

**Section 4:** This resolution shall be in full force and effect forthwith upon its passage.

**ADOPTED this 21st day of October, 2003.**

BOARD OF TRUSTEES  
WILLIAM RAINEY HARPER COMMUNITY  
COLLEGE DISTRICT NO. 512  
COUNTIES OF COOK, KANE,  
LAKE and MCHENRY  
STATE OF ILLINOIS

By: \_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary

**CERTIFICATE OF COMPLIANCE WITH  
THE COOK COUNTY TRUTH IN TAXATION LAW**

I, the undersigned, do hereby certify that I am Chairman of the Board of Trustees of William Rainey Harper Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois; and

I do further certify that the Board of Trustees of said district adopted a "Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2003", at a regularly convened meeting held on the **21st** day of **October, 2003**, said date being at least 30 days preceding the adoption of the aggregate tax levy of the district; and

I do further certify that public notice of the intention of the district to adopt an aggregate tax levy was published on **Monday, December 8, 2003**, in accordance with the provisions of the *Cook County Truth in Taxation Law*, in a newspaper of general circulation in William Rainey Harper Community District No. 512, a copy of which published certificate is attached hereto; and

I do further certify that a public hearing on the proposed tax levy was held in said district on **December 18, 2003**; and

I do further certify that the aggregate tax levy of the district was adopted on **December 18, 2003** after public notice and a hearing, all in accordance with the *Cook County Truth in Taxation Law*.

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CHAIRMAN  
BOARD OF TRUSTEES  
WILLIAM RAINEY HARPER  
COMMUNITY COLLEGE  
DISTRICT NO. 512  
COUNTIES OF COOK, KANE,  
LAKE AND MCHENRY  
STATE OF ILLINOIS

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation to retain Scientific Verdicts as a consultant to conduct a community assessment.

II. REASON FOR CONSIDERATION

During its annual spring retreat, the Harper College Board of Trustees explores national and local trends impacting community colleges. During this year's retreat, two trends were identified for further investigation: offering limited baccalaureate completer degrees and building on-campus residence halls.

Currently, community colleges in eight states: Florida, Nevada, New York, Pennsylvania, Arkansas, Utah, Arizona and Vermont offer limited baccalaureate completer degrees. These are offered in specific areas where there were gaps in higher education, a community need was identified, and where there was no direct competition from nearby four-year public universities. Community colleges in other states are in various stages of exploring this new trend.

Building residence halls on community college campuses is already underway here in Illinois. Joliet Junior College, the nation's first and oldest community college, has built residence halls on its campus. Moraine Valley Community College and Illinois Central College in East Peoria are pursuing the idea.

In order to assist in long-range planning, and remain responsive to the evolving community needs, the College seeks to collect empirical data in the form of a community assessment. This will determine whether there is community support for either of these initiatives in the Harper College district.

### III. BACKGROUND INFORMATION

In June 2003, the College began the search for a qualified service provider to conduct this community assessment. The assessment will determine the degree of community interest in limited baccalaureate completer degrees and on-campus residence halls by collecting both quantitative and qualitative data, through interviewing district residents in focus groups and via a comprehensive telephone survey. The survey would include polling the following groups: Property Tax Payers, Current Harper Students, Potential Adult Students, Current High School Students and their Parents, High School Guidance Counselors, and Harper Alumni. The target date for completion of the survey is March 2004.

The selection process began with a review of research consultants through both staff contacts and in the industry through the American Marketing Association listing of research consultants. The Request for Proposal for these services was sent to 20 research firms, 10 of which responded with proposals. Responding Firms included: Applied Marketing Research, Inc., BVK/Respond 360, Millward Brown USA Inc., Rabin Research Company, RMS Strategies, Inc., Scientific Verdicts, The Education Alliance, The Greystone Group, Inc., The Melior Group, and Tragon Corporation. After a thorough review of the proposals and the submitting firms, four finalists were chosen. Each of the finalists was interviewed regarding their methodology, target audiences, timelines and cost rationales. A comparison of their final proposals is detailed below:

<b>Company</b>	<b>Total Investment</b>
<b>Scientific Verdicts</b>	<b>\$59,500</b>
Greystone	\$62,935
Melior	\$73,600
Applied Marketing	\$74,832

Scientific Verdicts is being recommended because they have a sound methodology, meet target market mix requirements as well as the qualitative and quantitative data collection requirements. They will conduct 4 focus groups, one from each of the following target markets: Current High School Students, Parents of High School Students/Taxpayers, Current Traditional Harper Students, Current Non-Traditional Harper Students. The telephone survey will contain 1,200 respondents, 200 of each of the following target markets:

Taxpayers, Current Harper Students, Potential Harper Students, High School Students, Parents of High School Students/Guidance Counselors, and Harper Alumni.

IV. RECOMMENDATION

The Administration recommends that the Board of Trustees approve retaining Scientific Verdicts as a consultant to conduct an assessment to determine community interest in Harper College providing limited baccalaureate complete degrees and on-campus residence halls, in the amount of \$59,500 with a 10% contingency of \$5,950 for a total of \$65,450.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

ICCB Project Application Request for approval for Boiler Replacement, Condensate and Emergency Generator in the amount of \$950,000.

II. REASON FOR CONSIDERATION

ICCB rules require that an application for capital renewal grant projects be submitted and approved by ICCB.

III. BACKGROUND INFORMATION

The College's existing boiler is approximately 25 years old. A boiler plant study by the College identified that this boiler is the least reliable and is in need of significant repairs to extend its useful life. It was identified that replacement of this boiler would be the best long-term course of action. The project also is intended to replace the existing LP boiler condensate return, add a new redundant high-pressure condensate return, and install an emergency generator. The funding will come from CDB capital renewal dollars allocated to Harper.

IV. RECOMMENDATION

It is the recommendation of the administration to approve the attached application to ICCB for approval to replace the boiler, add a new redundant high pressure condensate return, and install an emergency generator.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00316 for an acoustical orchestra shell and acoustical drapes for the Performing Arts Center as part of the Theater furnishings as requested by the Theater Manager and the Liberal Arts Division.

II. BUDGET STATUS

Funds in the amount of \$356,104 are provided in the 2003/04 Operations and Maintenance Restricted Fund under account numbers 0392-039-586.00-9305 and 0392-039-533.00-9305.

III. INFORMATION

When the PAC was designed to serve both theater and music, the College knew that some accommodations, such as an orchestra shell, would be necessary. The orchestra shell is important in providing the best acoustical environment for musical performances. At the present time, the sound does not project into the house; instead the majority of the sound moves into the fly tower above the stage itself and is dispersed into the house with less clarity than is possible with a shell. The shell also transfers sound across the stage from front to back and side to side enabling the performers to hear themselves in relation to the other players; thus improving their ability to perform in concert.

The acoustical drapes will cover the walls on the mezzanine level and can be adjusted according to what type of sound is desired. The acoustical drapes are particularly important when the Performing Arts Center is used for dramatic productions.

This request is for the acoustical orchestra shell and acoustical drapes for the Performing Arts Center. The funds for this project

are from the \$1,500,000 allocated to furnish the Performing Arts Center.

The orchestra shell and drapes were first bid April 10, 2003. At that time three bids were received (Texas Scenic Co., Inc., J. R. Clancey, Inc., Tiffin Scenic Co.) with the lowest being \$757,000. As this amount was over allocated budget, the specifications were revised, and the College went out to bid again.

The second set of bids was received on August 4, 2003. At that time, three bids were received (J. R. Clancey, Inc., Secoa, Texas Scenic Co., Inc.) with the lowest bid being \$483,380. This bid was still over budget so the specifications were again revised and the College went out to bid again.

One result of rebidding a project multiple times is that it becomes increasingly difficult to get interested bidders to respond. On the third set of bids, the College was again able to get three bids, one of which was a no bid. However, the low bid is within the budget allocated for the project: \$450,000.

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

Secoa, Inc.	\$329,399
Chicago Flyhouse, Inc.	469,519
Texas Scenic Co.	No Bid

Also included in this request are the architects fee in the amount of \$6,705 and a contingency fee of not to exceed \$20,000.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00316 to Secoa, Inc., the low bidder for an acoustical orchestra shell and acoustical drapes for the Performing Arts Center, in the amount of \$329,399, the architects fee in the amount of \$6,705 and a contingency not to exceed \$20,000 for a total award of \$356,104.