



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

December 18, 2003

7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Educational Presentations**
 - Dr. Vickie Gukenberger, Dean Life Sciences and Human Services; Kelly Homontree, Program Coordinator and Instructor, Cardiac Technology Program:
A Cored Health Science Curriculum: Shared Competencies That Promote Partnering
 - Mike Held, Director, Student Recruitment & Outreach; Kathy Hanahan, Instructor/Counselor, Student Development; and selected Distinguished Scholar students:
Distinguished Scholars Program
- V. Student Trustee Report**
- VI. President's Report**
- VII. Consent Agenda*** (Roll Call Vote)
 - A. For Approval**
 1. Minutes - November 13, 2003 Regular Board Meeting and Organizational Meeting Exhibit VII-A.1
 2. Bills Payable, Payroll for November 14, 2003 and November 26, 2003, and Estimated payrolls for November 27, 2003 through December 26, 2003 Exhibit VII-A.2
 3. Bid Awards Exhibit VII-A.3
 4. Purchase Orders Exhibit VII-A.4
 5. Personnel Action Sheets Exhibit VII-A.5
 6. Disposal of Obsolete and Unrepairable Property Owned by the College Exhibit VII-A.6
 - B. For Information**
 1. Financial Statements Exhibit VII-B.1
 2. Committee and Liaison Reports Exhibit VII-B.2
 3. Grants and Gifts Status Report Exhibit VII-B.3

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

VIII. New Business

- A. RECOMMENDATION: Adoption of Levy Resolution Exhibit VIII-A
- B. RECOMMENDATION: Abatement of Taxes Exhibit VIII-B
- C. RECOMMENDATION: Modification of Existing Contract with Pepsi Cola General Bottlers, Inc. Exhibit VIII-C
- D. RECOMMENDATION: Workforce Board of Northern Cook County - General Contract Agreement Exhibit VIII-D
- E. RECOMMENDATION: Approval of Associates in Applied Science Degree Program in Diagnostic Medical Sonography Exhibit VIII-E
- F. RECOMMENDATION: Approval of Excess Workers Compensation Insurance, Third Party Provider and Approval for Self-Insuring Workers Compensation Exhibit VIII-F
- G. RECOMMENDATION: Reaffirmation of Board Approval Related to Computer and Related Peripheral Purchases with Omni Tech and Dell Computers Exhibit VIII-G
- H. RECOMMENDATION: Board Approval of Cellular Phone Contract with Southwestern Bell Mobile Systems, LLC, d/b/a Cingular Wireless Exhibit VIII-H
- I. RECOMMENDATION: Board Approval of New AAS Degree Program in Graphic Arts Technology with Three Certificates Exhibit VIII-I

IX. Harper Employee Comments

X. Citizen Comments

XI. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

On-Campus Events

December 24, 2003 -

January 4, 2004

*January 27, 2004

*February 24, 2004

*March 23, 2004

*April 27, 2004

Winter Holiday - Classes Not In Session - Campus Closed

7:00 p.m. - Regular Board Meeting - Room W214-215

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Off-Campus Events

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

XIII. Adjournment

Minutes of the Regular Board Meeting of Thursday, November 13, 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 Thursday, November 13, 2003

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Howard on Thursday, November 13, 2003 at 7:06 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

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

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the President; David McShane, V.P. Information Technology; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Cheryl Kisunzu, Assistant V.P. Diversity/Organizational Development; Sheila Quirk, Associate V.P. for Strategic Planning and Alliances; Catherine Brod, Assistant V.P. for Development; Della Allen; Mike Alsup; Pat Beach; Larry Bielawa; Carol Blotteaux; Phil Burdick; Ned Coonen; Daniel Corr; Laura Crane; Dave Dluger; Terry Engle; Terence Felton; Bob Getz; Sally Griffith; Vickie Gukenberger; Michael Harkins; Julie Hennig; Thea Keshavarzi; Guy Leahy; Roberta Lindenthaler; Terry Lindsay; Jim Ma; Maria Moten; Sheryl Otto; Jeanne Pankanin; Janie Petersen; Kathryn Powell; Diana Sharp; Dennis Weeks; Deanna White; Denise Yurik and Renee Zellner. Student: Ken Libowicz.

Guests: Tim Kane, Chicago Tribune; Kevin O'Connell and John Powers, Palatine Township; Thomas Menzel, City of Rolling Meadows; Rowan Miranda, GFOA; William Huley, Northwest Tax Watch; George and Judy Kotzamanis, Michael and Jan O'Toole, Pat and Scott Sutarik, Dora Wolf, citizens; Matt Murphy, Trustee-Elect; Julie Murphy, wife of Trustee-elect.

APPROVAL OF AGENDA Chair Howard noted that there were no changes to the Agenda.

Member Barton moved, Student Member Sheppard seconded, approval of the Agenda.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Sheppard voted aye.

PRESENTATIONS

Trustee Emeritus
Resolution for Patrick
Botterman

Chair Howard announced that Trustee Patrick Botterman has completed his term on the Board. She asked him to come forward as she read a Resolution honoring him. The Resolution outlined Mr. Botterman's outstanding service as a Member of the Board of Trustees from November 1997 to November 2003. Through personal and collaborative efforts, he helped with a successful referendum campaign which has resulted in the construction of the Science, Emerging Technology and Health Careers Center. On behalf of the Board of Trustees, Chair Howard expressed deep appreciation for Mr. Botterman's loyalty, commitment and service. Chair Howard added that Mr. Botterman has received the title of Trustee Emeritus. Chair Howard presented him with a framed copy of the Resolution.

Mr. Botterman thanked each Board member for sharing their knowledge with him, and thanked the staff for their kindness and courtesy. Photographs were taken.

Dr. Breuder noted that anyone who has worked with Patrick Botterman would clearly say that he epitomizes the four Core Values of Harper College - excellence, integrity, respect and collaboration. Dr. Breuder has been in education for most of his life, and he feels that Patrick Botterman is among the best he has ever worked with. He appreciated his humor, brevity, levity, commitment, loyalty, objectivity and sense of fairness.

Collaborating with DoIT
In Writing Software for
Non-native Literacy

Daniel Corr, Dean of Academic Enrichment and Language Studies, introduced Kathryn Powell, Associate Professor of Adult Academic Enrichment and Language Studies, to give a brief presentation regarding her sabbatical project. Upon being granted a sabbatical by the Board last academic year, Ms. Powell worked diligently with the Department of Instructional Technology (DoIT) to write software for non-native literacy learners at the neighborhood literacy sites, which included Police Neighborhood Resource Center (PNRC) in Rolling Meadows, the Northeast Center in

Prospect Heights, and the newer Northeast Palatine Community Center. The software programs will benefit Harper students for many years to come.

Ms. Powell explained that most commercial software is aimed at the highly literate, academic ESL population in intensive programs. Her software fills the need, which has existed for many years, for those in the lower learning levels. Ninety-nine percent of the non-native literacy students are Latino, with fewer than nine years of education from their native country.

Ms. Powell described the process involved in creating the software. She designed the ingredients for the software and Tom Knoff, DoIT, put it all together. She demonstrated one software program, which includes four modules: introduction/presentation phase, consonants and vowels, difficult letters and a review section. Three other software units (numbers, personal data and tutorial) were developed during her sabbatical.

Ms. Powell thanked the Board for granting her this invaluable sabbatical. Chair Howard noted that she had the opportunity to visit the PNRG and observe Ms. Powell's classroom. She was impressed with the enthusiasm of the students and the instructor. Member Gillette complimented her on her presentation.

Increased Interest in Wellness

Jeanne Pankanin, Dean of Wellness and Campus Activities, gave a brief presentation on Wellness at Harper College. She listed members of her team, including Renee Zellner, Sue Overland, Ron Greenberg, Denise Yurik, Jim Ryan and Guy Leahy.

- Wellness Week Program is a popular 3-day program focusing on all aspects of health and wellness. In 2003, there were 1,800 attendees. They reached out to traditional and non-traditional students, Harper employees and community members.
- Credit classes are promoted during Wellness Week. Ms. Pankanin shared testimonials.
- Wellness Seminars have increased in attendance by 273 percent since North Central's visit in 1997.
- Harper's Fitness Center is used by many people, with memberships continuing to increase in all categories. Several PE and CE classes are held there, as well as the Cardiac Rehab program. Personal training programs began last year on a cost-recovery basis. Its popularity is

up 300 percent. There are space challenges at the Fitness Center. Although customer surveys are very positive, they always request more equipment, more operating hours and more space. Harper is looking into different solutions to the problems.

- PE and Wellness-Related Enrollment have grown in both the activity and the lecture-type classes. There were 54 distinct course offerings this fall, with new courses being added each year.

Ms. Pankanin reiterated the space challenges they face in the 26-year-old Building M. In addition to the 1,000 credit students each semester who use the building, there are 1,900 individual students in CE courses, 261 intercollegiate athletes, 144,000 community visitors and over 5,000 students in the intramurals program. In an effort to accommodate the growth, they are trying to expand telecourses, and they are beginning to offer classes at the Northeast Center.

She showed a TV clip which highlighted the fact that some corporations are offering employees' fitness programs, walking paths, etc., in an effort to help employees become healthier and maintain fitness. Ms. Pankanin noted that 25 percent of corporate healthcare costs are due to employee obesity, sedentary lifestyle, smoking and stress. At Harper, they will continue to provide opportunities and promote the growing interest in wellness. She thanked the Board and Dr. Breuder for their support in the area of wellness.

In response to Chair Howard, Ms. Pankanin listed the "10K a Day" wellness program for employees, which has approximately 100 employees involved, and the "Million Step" program. She added that Harper has a match program to encourage participation. If an employee signs up for the employee wellness program, the College will contribute one-half hour of work time, provided the employee also gives one-half hour of their own time.

In response to Member Barton's positive comments about the Open House she attended earlier in the evening, Chair Howard noted that many people are amazed when she tells them that one-third of the students who graduate from the feeder high schools every year come to Harper.

STUDENT TRUSTEE REPORT

Student Member Sheppard distributed a written report to Board members. He commended the Student Ambassadors for doing a great job giving tours of the campus and

recruiting area high school students to come to Harper's open houses.

Student Member Sheppard listed upcoming events. He noted that the Excel Student Leadership series is having record turnouts this year. Program Board has sponsored all "sold-out" shows this year which have reached out to traditional and non-traditional students, as well as the general public.

Student Member Sheppard added that the Harper College football team record is 9 and 1; they are ranked number one in the State of Illinois and number four nationally.

Student Member Sheppard moved, Member Kelley seconded, for the Board of Trustees to draft a letter to congratulate the Harper College football team on having an excellent season.

In a voice vote, the motion carried.

PRESIDENT'S REPORT

Dr. Breuder distributed an article from the local newspaper entitled "Forward Thinkers." It details the names of 26 academically enriched students at Harper College. These "distinguished scholars" are graduates in the top 10 percent of their respective high schools within the district. Community colleges are becoming more and more the first place of choice.

In response to Member Gillette, Vice President Colleen Murphy explained that the top 10 percent of graduating seniors in the district (public and private) schools are eligible. They would then fill out an application. Vice President Murphy noted that there will be a presentation regarding distinguished scholars at the December Board meeting.

Dr. Breuder displayed Harper's first Annual Report, which will be distributed to the community and select populations of people. It is an extraordinary accomplishment from extraordinary people at Harper College. The Annual Report will be mailed tomorrow to Board members. He asked Board members to share their comments at the December meeting.

Inasmuch as there was no further business, Chair Howard asked for a motion to adjourn sine die.

ADJOURNMENT:

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

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried at 7:52 p.m. Student Member Sheppard
voted aye.

Chair Howard asked newly-elected Trustee Matt Murphy to join them at the table. She welcomed Member Murphy to the Board.

CALL TO ORDER:

The Organizational Meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Howard on Thursday, November 13, 2003 at 7:53 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL:

Present: Members Barton, Gillette, Howard, Kelley, Kolze, Murphy and Stone

Absent: Student Member Sheppard

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the President; David McShane, V.P. Information Technology; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Cheryl Kisunzu, Assistant V.P. Diversity/Organizational Development; Sheila Quirk, Associate V.P. for Strategic Planning and Alliances; Catherine Brod, Assistant V.P. for Development; Della Allen; Mike Alsup; Pat Beach; Larry Bielawa; Carol Blotteaux; Phil Burdick; Ned Coonen; Daniel Corr; Laura Crane; Dave Dluger; Terry Engle; Terence Felton; Bob Getz; Sally Griffith; Vickie Gukenberger; Michael Harkins; Julie Hennig; Thea Keshavarzi; Guy Leahy; Roberta Lindenthaler; Terry Lindsay; Jim Ma; Maria Moten; Sheryl Otto; Jeanne Pankanin; Janie Petersen; Kathryn Powell; Diana Sharp; Dennis Weeks; Deanna White; Denise Yurik and Renee Zellner. Student: Ken Libowicz.

Guests: Tim Kane, Chicago Tribune; Kevin O'Connell and John Powers, Palatine Township; Thomas Menzel, City of Rolling Meadows; Rowan Miranda, GFOA; William Huley, Northwest Tax Watch; George and Judy Kotzamanis, Michael and Jan O'Toole, Pat and Scott Sutarik, Dora Wolf, citizens; Julie Murphy, wife of Trustee.

ELECTION OF
2003-04 OFFICERS:

Chair Howard stated that the first order of business is the election of Board officers. She asked for nominations for Board Chair.

Member Barton moved, Member Kolze seconded, that Laurie Stone be elected to serve as Chair until the next Organizational Meeting. There were no other nominations.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Member Howard gave the gavel to newly-elected Chair Laurie Stone and wished her well.

Chair Stone noted that, for many years, she has held Kris Howard in great esteem. Ms. Howard has done so much for Harper College, as well as for many other organizations. She has guided the College through some challenges with grace and dignity. Chair Stone added that she is extremely honored to follow Kris Howard and Dick Kolze into the role of Chair of the Board. She looks to them, and to the rest of the Board, for guidance.

Chair Stone asked Member Kolze to serve as Secretary Pro Tem until a new secretary is elected. Member Kolze concurred.

Chair Stone asked for nominations for Vice Chair of the Board.

Member Kolze moved, Student Member Sheppard seconded, that Barbara Barton be elected to serve as Vice Chair. There were no other nominations.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Chair Stone congratulated Member Barton.

Chair Stone asked for nominations for Secretary of the Board.

Member Howard moved, Student Member Sheppard seconded, that William Kelley be elected to serve as Secretary of the Board. There were no other nominations.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Chair Stone congratulated Member Kelley. She noted that next month they will have a new seating pattern.

ESTABLISHMENT OF
REGULAR MEETINGS:

Member Howard moved, Member Barton seconded, that the Board adopt the Resolution establishing the dates, times and place of the regular meetings as outlined in Exhibit IV (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Member Barton moved, Student Member Sheppard seconded, to adjourn the Organizational Meeting and reconvene the Regular Meeting.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye. The Regular Meeting was reconvened at 8:00 p.m.

CONSENT AGENDA

Member Gillette asked that Exhibit VII-A.2, bills payable, be removed from the Consent Agenda.

Member Kolze moved, Member Howard seconded, approval of the minutes for the October 21, 2003 Regular Board meeting; payrolls for October 17, 2003 and October 31, 2003; estimated payrolls for November 1, 2003 through November 14, 2003; bid awards; purchase orders; personnel action sheets; career advisory appointments; 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	\$2,778,374.01
Tuition Refunds	236,022.35

The payrolls of October 17, 2003 in the amount of \$2,069,681.05 and October 31, 2003 in the amount of \$2,045,920.15; and estimated payroll of November 1, 2003 through November 14, 2003 in the amount of \$2,057,800.60.

Bid Awards

Ex. VII-A.3.a Award bid Q00321 for the standard model of Data/Video projectors used in academic and administrative areas of the College to Troxell Communications, Inc., the low bidder, in the amount of \$47,970.

Ex. VII-A.3.b Award bid Q00319 for Steelcase office furniture and Davis benches for the Science, Emerging Technologies, and Health Careers Center to Office Concepts, the low bidder, in the amount of \$473,230.17.

Ex. VII-A.3.c Award bid Q00318 for a 2004 Medium Duty Dump Truck with plow to Freeway Ford-Sterling Truck Sales, Inc., the low bidder, in the amount of \$42,232.50.

Purchase Orders

Ex. VII-A.4.a Approve issuance of a purchase order to EADS, Inc., for the purchase, installation and maintenance of telephone system hardware and software for the Science, Emerging Technology, and Health Careers Center, in the amount of \$355,411.

Ex. VII-A.4.b Approve issuance of a purchase order to Krueger International, Inc., for the purchase and installation of furniture to be used in the Adult Fast Track classroom, in the amount of \$12,922.26.

Ex. VII-A.4.c Approve issuance of a purchase order to Krueger International, Inc. for the purchase and installation of 315 classroom tablet arm chairs, 225

classroom armless chairs, and 72 classroom tables for the main campus and the Northeast Center, and 18 computer workstations for a student Internet Access Zone in the Building L lounge outside of the bookstore, in the amount of \$122,760.31.

Personnel Actions

Professional/Technical Appointment

P. Rob Dix, Desktop Integration Analyst, IT/CS, 11/03/03, \$44,500/year

James Dohnal, Desktop Integration Analyst, IT/CS, 11/03/03, \$45,000/year

Linda Mueller, Information Technology Specialist, IT/AS, 11/03/03, \$50,000/year

Christine Petrik, Coordinator, Continuing Education Health Career Programs, CE, 10/20/03, \$49,000/year

Classified Staff Appointments

Dawn Cognac, Food Service Worker II, FD SER, 10/27/03, \$18,525/year

Joan Damascus, Laboratory Assistant, Plant Science/Park Management, p/t, LS/HS, 10/27/03, \$19,656/year

Jim Hahn, Library Assistant I, LIB SER, 11/15/03, \$25,100/year

Eulonda Wright, Receptionist, ADM OUT, 11/03/03, \$25,136/year

Harper #512 IEA-NEA Appointment

Jeffrey Boldt, Custodian/Groundskeeper, PHY PLT, 10/27/03, \$20,842/year

Professional/Technical Resignation

Michele Curran, Resource Center Specialist, CAR PRG, 10/31/03, 3 years 1 month

Supervisory/Confidential Resignation

George Sipp, Food Services Supervisor, FD SER, 12/19/03, 8 years 10 months

Classified Staff Resignation

Kamlesh Patel, Library Assistant I, p/t, LIB SER, 10/06/03, 3 years 10 months

Approval of the Career Advisory Committee appointments for the 2003-2004 academic year.

In response to Member Kolze's question about the lack of high school representatives for computer information systems, Julie Hennig explained that they have articulation meetings at the high schools. They have TIS faculty from all area high schools to meet and go over curriculum. She noted that most recently they have been concentrating on industry representation to bring courses in line with the certifications. She will mention Member Kolze's question to the committee coordinators. It was noted that they continually add advisors.

Member Howard added that the advisors have been invaluable to Harper College over the years. Because of the advisors, Harper is able to keep its curriculum state-of-the-art, to meet the needs of the employers in the area and to be sure that students are taking the courses they should, even if they are transferring to pursue a particular career. Advisors serve as volunteers, with no compensation. They have been a wonderful connection to the community.

In response to Member Barton's question regarding thanking the advisors, Ms. Hennig explained that after the Board meeting tonight, there is a letter that Dr. Breuder signs and sends to everyone. The College purchased portfolios this year to be given to the advisors. They will be thanked personally on behalf of Harper College.

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

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

Motion carried. Student Member Sheppard voted aye.

Bills Payable

With regard to cellular service, Member Gillette stated that the bill is several thousand dollars per month, which means it exceeds \$10,000 per year. Illinois law requires Board approval of purchases over \$10,000; therefore, he cannot vote to approve bills payable.

After further discussion, it was noted that the service agreement will expire in August 2004. At that time, the Board would like to see competitive quotes and evaluate the agreements. Vice President McShane explained that a law recently passed which will allow the College to keep the same cell phone numbers, whether or not they switch to a

different cellular service. Until now, they would have had to disrupt many people by switching cellular service each time an agreement expired. Chair Stone reiterated that it is the disposition of the Board that they are informed when the current cellular service agreement expires, prior to entering into another agreement.

Member Kolze moved, Student Member Sheppard seconded, approval of the bills payable in Exhibit VII-A.2.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Legislative Report

Member Barton noted that last week the legislators were working on the Ethics Bill, and the House overrode the Governor's amendatory veto of House Bill #2671. If it is passed by the Senate, House Bill #2671 would restore \$3.7M. Harper would receive \$195,427.

Student Member Sheppard commended Dr. Breuder and Linda Kolbusz for helping legislators realize the impact of the State's decrease in funds for Harper College and other community colleges. They have been diligent in pursuing legislators to get that money back to Harper College. Member Howard added that Gary Davis, Executive Director of the Illinois Community College Trustees Association (ICCTA), specifically commended Dr. Breuder and several other Presidents for their efforts.

As a liaison to the Harper College Educational Foundation, Member Howard noted that the Foundation received its report from the auditors this week. Once again, it was a clean and unqualified audit. The Foundation is managing their finances very well, as is the College. The Board congratulated the Foundation, which is under the guidance of Catherine Brod.

NEW BUSINESS:

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

Member Kolze moved, Member Howard seconded, approval of the change to the Board policy on e-mail communications among Board members, 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, Gillette, Howard, Kelley,
Kolze, Murphy and Stone
Nays: None

Motion carried. Student Member Sheppard voted nay.

Consultant for ERP Procurement

Chair Stone explained that she and Member Kelley were involved in interviewing the potential consultants for the ERP project, and they would be able to answer questions of the other Trustees. She explained that, in interviewing the firms, they positioned themselves to protect this very valuable asset for Harper College, and to protect taxpayer money.

Dr. Breuder introduced Rowan Miranda, Director of Research and Consulting for Government Finance Officers Association (GFOA), one of the three groups that submitted a response to the RFP request.

Background

After Dr. Miranda explained his background and highlighted his credentials, he noted that GFOA has been in existence since 1906, and represents finance officers for more than 15,000 jurisdictions across the United States. Their clients include City of Chicago, Cook County Illinois and Chicago Transit Authority, in addition to various school districts and governments. GFOA is a non-profit, mission-driven association. It is the leading organization in best practices in financial management, state and local government, in the U.S. and Canada.

In 1997, GFOA began helping organizations interested in purchasing Enterprise Resource Planning (ERP) systems - modern, integrated systems that link accounting, budgeting, purchasing, grants management, fixed assets and student information systems. They have done work for over 125 jurisdictions. Dr. Miranda explained that they aggressively discounted their fee for Harper College and succeeded in being the low-cost provider. Although Harper would be the first college for which they have done work, many of the core business elements are the same. They have worked with K-12 schools, including the fastest growing school district in the United States, which has approximately 250,000 students in the system and a \$4 billion budget. They have done approximately \$750M in software and services negotiations.

The Consultant's Role

- Provide in-depth staff expertise.
- Provide large negotiating leverage. Dr. Miranda explained that while they are negotiating a contract for Harper College, they are also negotiating for a State of California agency or Broward County in Florida. If Harper would buy a system on its own, they would do this once every decade or more, and the leverage would be very minimal.
- Help the College develop the Request for Proposal (RFP) and the specifications for the system.
- Help the College select the system, negotiate the contract and prepare the College for the implementation.

Dr. Miranda emphasized the need for an ERP system. He noted that, in the 125 projects they have done, none of the projects have failed for the clients.

Although Member Murphy commended Dr. Miranda and GFOA, he feels that they distinguished themselves from the other entities that were considered. GFOA is offering something far more expansive than what the competition offered the College. He suggested they consider sending out an RFP, along the lines of what GFOA has offered, and consider some other similar proposals or quotes from other consultants. He asked Dr. Miranda if GFOA's offer would still be on the table at the end of three months, or however long it would take to pursue that. Dr. Miranda responded that their offer would not be on the table if Harper chose to move in that direction. It does not make sense for GFOA to spend a month chasing something and investing \$30,000 or \$40,000 in something speculative, especially after discounting their fee so drastically. They would have to go through a much more rigid proposal response process, they would have oral interviews, and they would have the opportunity cost of holding a team together rather than assigning them to another client. As a small group, they do not have the ability to take on that type of opportunity cost. Dr. Miranda made it clear that GFOA would not be interested; however, there would be no hard feelings, as a result.

Member Barton noted that the other consultants had the opportunity to go into the detail that GFOA did, and, for whatever reason, they chose not to. If they were to pull out and rebid again, the competition would all know what GFOA has offered, which would put GFOA at a big disadvantage.

Member Kolze stated his concern that, if the College did what Member Murphy suggested, took some of the specifications from GFOA and sent them back out again to get other quotes, it would tarnish the reputation of the Board. If bidders see that, they would begin to distrust the Board. Harper College has an obligation to its bidders.

Speaking from her experience from serving on various Boards, Member Howard explained that, when she reviews RFP's for a service, she looks for the following things:

- Did they respond in detail?
- Did they act with enthusiasm and interest to the RFP (do they really want the job, and have they answered the questions)?
- Do they have the expertise and the experience?
- What is the reputation of the firm?

She explained that when they are purchasing a service, it is not like buying a piece of equipment. After reading the three proposals, she feels comfortable that GFOA will do an excellent job for Harper.

In response to Member Kelley, Vice President McShane stated that, as much as the IT Department has talent, they need assistance to make the ERP system implementation happen. It is a big investment for the Board. The 21 deliverables being provided by GFOA will relieve some of the anxiety from IT. It is a whole business issue, not just a technology issue. Vice President Thorson added that, in this procurement phase, the proposal offered by GFOA gives her the level of expertise she feels she needs to bring to the Board.

Member Gillette stated that he feels the Board was not given three bidders. Although he is impressed with Dr. Miranda, Member Gillette stated that he owes it to the taxpayers to make a choice from three consultants. He felt IBM was told too late in the bidding process that, if they were selected as the consultant, IBM products would be eliminated from the project selection.

Vice President Thorson clarified that this was not a bid. The Board policy requiring three bids does not apply to quotes for RFPs. However, they did try to honor the spirit of the policy, and that is why they sought out three consultants.

Member Howard moved, Member Barton seconded, to enter into a contract agreement with Government Finance Officers Association (GFOA) for an amount not to exceed \$175,065

to assist Harper College in planning for and acquiring a replacement ERP system. GFOA will provide up to 1005 hours of consultation and provide Harper with 21 deliverables, as outlined in Revised Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

There was further discussion regarding delaying the decision for several months. Terence Felton, IT Department, and Vice President McShane explained the ramifications of delaying this further.

Member Murphy noted that, although he feels uncomfortable voting on this large amount of money without three valid bids, it is an exceptional circumstance, and he would support the proposal. The points expressed by Members Kolze and Howard regarding the Board's reputation and purchasing of a service are well taken. GFOA has shown itself to be of a high quality, and the concept of hiring a consultant to make certain that the College is spending potentially \$8M of public money is extremely laudable on the part of the Board.

There was discussion regarding Member Gillette's suggestion to outsource online registration and bill payment in an effort to alleviate the drag on the current system. It was determined that outsourcing would not be a viable solution in the interim.

Chair Stone reiterated that the question being considered by the Board is the hiring of the consultant, not whether or not they should look at outsourcing or forego the ERP system.

Member Barton called the question.

Upon roll call, the vote to call the question was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Upon roll call, the vote to enter into a contract with GFOA was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Chair Stone stated that the Board will enjoy working with Dr. Miranda. She added that the committee that interviewed the consultants will continue to function throughout the course of the ERP project. Questions will be raised by the committee, and Vice President McShane and Mr. Felton will be keeping them updated.

HARPER EMPLOYEE
COMMENTS

There were no employee comments.

CITIZEN
COMMENTS

The Board heard comments from Michael O'Toole.

ANNOUNCEMENTS BY
CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. Chair Stone announced the dates of the performances of *Arsenic and Old Lace*. She called attention to the fundraiser for the Educational Foundation. Catherine Brod explained that the tickets for the fundraiser are \$75 per person, which includes a reception before the performance, admittance to the performance and "Death by Chocolate" and coffee served during the intermission. She noted that 200 individuals are signed up for the fundraiser.

It was announced that classes are not in session November 27-30 for the Thanksgiving holiday. The next Regular Board meeting is December 18, at which time they will also conduct the Tax Levy Hearing.

Chair Stone asked Board members to contact Carol Blotteaux regarding their available dates in January for the Board retreat.

Chair Stone noted that committee assignments will be made and announced at the December Board meeting. They are in the process of determining everyone's committee preference.

OTHER BUSINESS

Member Gillette shared the following thoughts regarding the survey to determine community interest in Harper College providing limited baccalaureate completer degrees and on-campus residence halls. He distributed a written copy to Board members.

- He would like Board input in formulating the questions for the survey, so the results will have meaning.
- He does not want the survey to neglect the issue of cost. He feels there are only three possible cost/price scenarios for Harper to offer four-year degrees: 1) four-year students pay the full cost (his estimate is approximately \$15,000 per year); 2) taxes are increased to lower the price, since State money for community colleges is being cut; 3) tuition for existing students is increased to lower the price for the new program.
- He questioned the reputation of Harper College as a four-year institution competing with other four-year colleges and universities. He wants to avoid the mediocre.
- With regard to residence halls, he worries that Harper's neighbors will be eliminated from the survey target groups. There would be a risk to their property values.
- He is concerned that the survey is to form public opinion, rather than to gauge it, and the results will be meaningless.

Dr. Breuder responded with the following comments:

- The firm that was hired to conduct the survey will word the questions in conjunction with the people inside the institution. The College has in mind what they would like to find out, and they intend to be as objective as humanly possible in securing that information, with the help of the outside firm.
- The Gallup Organization uses a sample size of 700 in their "Gallup Poll" to gauge the sentiment of the country regarding political issues. The outside firm Harper is using will get a quality representative sample of 1,200 in seven distinct groups in the district to make sure the input is reflective of the community.
- There is no reason for Harper College to consider pushing items on the statewide front if there is not clear-cut support within the community to move in that direction. There would be no benefit in trying to "skew" the responses. If the Board desires, they will be able to review the questions in the inventory before it is actually executed by the outside firm.
- Although it is so far down the road to speculate who will pay for the tuition, Dr. Breuder noted that, if the State of Illinois pursues the baccalaureate concept for community colleges (as have other states in this country), it would have to be approved by the State legislature, and it would have to be signed into law by the Governor, because it

- Harper College, and most other two-year colleges in Illinois, has full capability within their walls to deliver a quality baccalaureate learning experience. Harper has the faculty, the facilities, the support staff, the infrastructure and the buildings commensurate with delivering a quality baccalaureate degree. No one is suggesting that Harper leave the community college family and become a baccalaureate degree-granting institution. Only if circumstances are absolutely right, only if there is an unmet demonstrable market need in the community that no public provider will meet, and this institution has the expertise, the will, the desire and the commitment to devote the resources where appropriate - why should it not meet a need expressed by the community.
- The surrounding environment is dynamic, and community colleges must meet the needs of the community in which they serve. Joliet College today, the oldest community college in the country, is not as it was 100+ years ago when it began. It was crafted and created as a junior college, with a very single, sharp focus - to provide people for transfer on to a four-year institution. The College eventually metamorphosed into a comprehensive community college. Its mission changed. In addition to providing for transfer, it added career programs, continuing education, developmental education and the relationship with business and industry. It was appropriate.
- A second major change in the history of community colleges is taking place, manifested first in name changes. Joliet College was once Joliet Junior College. It wants to be seen as a full player, a full participant in the higher education marketplace or enterprise.

- If Harper College was ever able to have residence halls, under current law, Harper cannot build, own or operate the dormitory. However, decisions cannot go anywhere without the endorsement of the Board and without the support of the State of Illinois. If it ever got that far, a residential complex would be built that would interface beautifully with the surrounding environment.

Student Member Sheppard reminded the Board that, when the idea of this survey was proposed to the Student Senate, they overwhelmingly voted in favor of pursuing the survey.

Member Murphy stated that he would like the Board to have input in regard to the survey questions. He added that the community should be told the potential cost of the new services (four-year degrees and residence halls), and he feels the College should not rely on State money.

Member Barton felt that several Trustees were trying to put the cart before the horse. The survey will be designed to show first whether there is a need and/or desire in the community for these services. Additionally, she felt that professionals have been hired to work along with people within the institution to construct the survey questions; the Board does not need to have input in the questions.

Member Kelley stated that he would like to preview the survey before it goes out to the public. In his opinion, everything else that is being discussed is premature at this point.

Chair Stone interjected that the Board is debating a point that is not ready to be debated. There will be ample opportunity going forward to talk about this with very thorough and open debate.

Member Gillette stated that he is in favor of education. He has never stated he did not believe the survey should be conducted. He feels that the College should address how it will be paid for first, and he feels the Board should have input into the wording of the survey questions.

Dr. Breuder noted that legislature generally responds to the will of the people. If Harper were to go to Springfield and advocate for this movement, the most logical first question to be asked is, "What is the will of the people in your district?" It is prudent to first find out what is the disposition of the district.

Chair Stone informed Sheila Quirk that the Board would like to review the questions of the survey before it goes out to the public. They will not play with wording; however, they would like to preview the questions. The Board needs to feel comfortable with any mailing that goes out in its name. She added that, as the project is broken down, there will be appropriate opportunities to debate along the way.

Dr. Breuder stated that Harper College has always had the reputation of being at the forefront, being the leader among community colleges. Neither one of these movements is starting at Harper, but they are happening across the country. The Board should be commended for simply looking at two very significant national trends and deciding to study them. No decisions are being made at this point, except to gather information and study the issues.

Chair Stone noted that the passion of Board members is very much appreciated. Hopefully, they will continue to collaborate and reach conclusions that will truly represent the disposition of the majority of the Board.

Board members wished everyone a happy Thanksgiving.

ADJOURNMENT

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

In a voice vote, the motion carried at 9:29 p.m.

Chair

Secretary

BOARD REQUESTS

NOVEMBER 13, 2003 REGULAR BOARD MEETING

There were no Board Requests.

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I.	BILLS PAYABLE	
	Operating Fund	\$ 4,566,780.43
	Tuition Refunds	\$ 257,280.60
II.	PAYROLL	
	11/14/2003	\$ 2,077,176.28
	11/26/2003	\$ 2,040,265.30
III.	ESTIMATED PAYROLL	
	11/27/2003 thru 12/26/2003	\$3,655,997.16

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

December 18, 2003

SUMMARY OF BIDS

- Exhibit VII – A.3.a The administration recommends that the Board award Q00323 for merchandisers, cash registers, commercial refrigerators, a commercial freezer, a commercial dish washer, microwaves, a hot dog machine, a nacho dispenser, and a soup kettle for the Café to be located in the Science, Emerging Technology, and Health Careers Center to Schwappe & Sons, Inc., the low bidder, in the amount of \$31,261.00.
- Exhibit VII – A.3.b The administration recommends that the Board award Q00329 for asbestos removal in Buildings M and C to Universal Asbestos Removal, Inc., the low bidder in the amount of \$24,773, and consulting fees not to exceed \$8,500, for a total award of \$33,273.
- Exhibit VII – A.3.c The administration recommends that the Board award request for proposal Q00317 for move services needed to move into the Science, Emerging Technology and Health Careers Center to Glen Ellyn Storage Corp., the lowest qualified vendor, in the amount of \$75,881.03 plus a contingency of not to exceed \$10,000 for a total award of \$85,881.03.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00323 for merchandisers, cash registers, commercial refrigerators, a commercial freezer, a commercial dish washer, microwaves, a hot dog machine, a nacho dispenser, and a soup kettle for the Café to be located in the Science, Emerging Technology, and Health Careers Center.

II. BUDGET STATUS

Funds in the amount of \$31,261 are provided in the 2003/04 and will be provided in the 2004/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

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

Schweppe & Sons, Inc.	\$31,261.00
Boelter Contracting, LLC	31,566.00
Edward Don & Co.	31,591.31

This request is for the basic equipment needed to furnish the Café in Building Z of the Science, Emerging Technology, and Health Careers Center. When final decisions are made about who will operate the Café, more specialized equipment may need to be purchased.

IV. RECOMMENDATION

The administration recommends that the Board award Q00323 for merchandisers, cash registers, commercial refrigerators, a commercial freezer, a commercial dish washer, microwaves, a hot dog machine, a nacho dispenser, and a soup kettle for the Café to be located in the Science, Emerging Technology, and Health Careers Center to Schweppe & Sons, Inc., the low bidder, in the amount of \$31,261.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00329 for asbestos removal in Buildings M and C as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$33,273 are provided in the Operations and Maintenance Restricted Fund budget, under account number 0392-039-534.00-9097.

III. INFORMATION

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

Universal Asbestos Removal, Inc.	\$24,773
High Efficiency Professional Abatement, Inc.	38,096
Holian Industries, Inc.	38,798
ACI Environmental Corporation	55,389

This request is for asbestos abatement in the first floor hallway and second floor east hallway of Building M, and in the first floor hallway of Building C. Tile replacement is scheduled for the areas, but the abatement must be completed first.

This is an approved Life Safety project.

Included in the request are consulting fees not to exceed \$8,500. This includes a licensed Asbestos Project Manager to oversee the abatement and a licensed Air Sampling Professional to conduct air monitoring and analysis during the abatement.

IV. RECOMMENDATION

The administration recommends that the Board award Q00329 for asbestos removal in Buildings M and C to Universal Asbestos Removal, Inc., the low bidder in the amount of \$24,773, and consulting fees not to exceed \$8,500, for a total award of \$33,273.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of request for proposal Q00317 for the general move services needed to move into the Science, Emerging Technology and Health Careers Center as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$85,881.83 are provided in the 2003/04 and will be provided in the 2004/05 Operations and Maintenance Restricted Fund, under account number 0392-039-539.00-9309.

III. INFORMATION

A legal request for proposal notice was published and 21 proposals solicited. Nine responses were received. The following is a recap of the bid tab sheet:

Glen Ellyn Storage Corp.	\$ 75,881.83
Armstrong Relocation	98,989.00
Advantage Moving & Storage, Inc.	106,970.00
Joyce Brothers	128,649.00
Midwest Moving & Storage, Inc.	150,500.00
Nelson Westerberg	154,512.00
Hallett & Sons Expert Movers, Inc.	Disqualified
Berger Moving, Inc.	Disqualified
Hassett Moving & Storage	Disqualified

Vendors responding to the RFP for moving services were to submit a proposal in one sealed envelope and submit pricing information in a second sealed envelope so that the proposals could be opened and evaluated for services to be performed before the pricing envelopes were opened. Proposals from three vendors were disqualified because they did not comply with this part of the RFP.

There are two categories of movers for this project. First is the general mover who will pack, move and unpack all of the items that do not take any special expertise to move. Secondly are the specialty movers who will be moving scientific equipment, microscopes, x-ray equipment, and like products that require special care to move and will need to be installed and adjusted after they are moved.

The general move schedule consists of three windows for completing various tasks involved in the move. The first window is for packing materials that will not be used in the summer session. The second window will be to move the Life Science and Human Services Division office and classroom and lab equipment that will not be used during the summer session. The third window is from July 30, 2004 through August 16, 2004 when about 80% of existing furniture, equipment and supplies will be packed, moved and unpacked.

After evaluating the qualified proposals, three vendors were invited to come to the campus for interviews. It was determined that any of the three were highly qualified to complete this project in a timely and efficient manner.

Included in this request is a contingency of not to exceed \$10,000. While every known item has been inventoried, it was impossible to identify every item that will need to be packed and moved in August 2004 by October 2003. Therefore, it is essential to plan for those items that may have been overlooked during the inventory process.

Recommendations for specialized movers will be coming to the Board at a future date.

IV. RECOMMENDATION

The administration recommends that the Board award request for proposal Q00317 for move services needed to move into the Science, Emerging Technology and Health Careers Center to Glen Ellyn Storage Corp., the lowest qualified vendor, in the amount of \$75,881.03 plus a contingency of not to exceed \$10,000 for a total award of \$85,881.03.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

December 18, 2003

SUMMARY OF PURCHASE ORDERS

- Exhibit VII – A.4.a The administration recommends that the Board approve the issuance of a purchase order to ProQuest Information and Learning for renewal of subscriptions to newspapers on microfilm in the amount of \$15,298.50.
- Exhibit VII – A.4.b The administration recommends that the Board approve the issuance of a change order in the amount of \$64,350.68 to purchase order #022682 which was issued to Krueger International, Inc. in the amount of \$1,172,481.40 for the purchase and installation of classroom and public area furniture for the Science, Health Careers, and Emerging Technology Center. The new total of the purchase order is to be \$1,236,832.08.
- Exhibit VII – A.4.c The administration recommends that the Board approved issuance of a purchase order to Agilent Technologies for the purchase of 36 MegaZoom Oscilloscopes, one Infinium Oscilloscope, one Standalone Logic Analyzer, 48 DC Power Supplies, 36 Waveform Generators, 36 Digital Multimeters, one Spectrum Analyzer, one Network Analyzer, two ESG Vector Signal Generators, two Universal Counters, one RF Impedance/Material Analyzer, and various pieces of peripheral equipment, in the amount of \$440,768.80.
- Exhibit VII – A.4.d The administration recommends that the Board approve the issuance of a purchase order to Performance Communication Group (PCG) for media buys for 2003/04, and approve the recommendation for the recognition of (PCG) as a service provider for strategic consultation regarding new student recruitment initiatives, expertise in

strategic media planning for semester enrollment and brand image advertising, and expertise and buying power in placing media orders for newspaper, radio and other media advertising. The purchase order is to be issued in the amount of \$190,500 for media buys for 2003/04, with an option to renew for 2004/05 and 2005/06. The actual amounts for the additional years will be brought to the Board for approval.

Exhibit VII – A.4.e The administration recommends that the Board approve the issuance of a purchase order to Tom, Dick and Harry (TDH) for creative consulting, and approve the recommendation for the recognition of TDH as a service provider for strategic consultation regarding creative messages to promote awareness, preference, and brand/image building for the College, strategic consultation regarding creative messages to promote awareness of and interest in the opening of the Science, Emerging Technology and Health Careers Center in 2004, strategic consultation regarding creative messages communicated through the 2004 Annual Report, development of creative outcomes for media placement in collaboration with internal resources, and creative services, collaborating with internal resources for communication initiatives related to key College strategic priorities including the opening of the Science, Emerging Technology and Health Careers Center and the 2004 Annual Report. The purchase ordered is to be issued in the amount of \$136,100 for creative consulting for December 19, 2003 through June 30, 2004, with an option to renew for 2004/05 and 2005/06. The actual amounts for the additional years will be brought to the Board for approval.

Exhibit VII – A.4.f The administration recommends that the Board approve issuance of a purchase order to PeopleAdmin, Inc. for the annual license fee and support for an Internet based recruiting system, in the amount of \$22,000.

- Exhibit VII – A.4.g The administration recommends that the Board approve issuance of a purchase order to IBM Global Services for the purchase of network equipment for the Science, Emerging Technology, and Health Careers Center, in the amount of \$222,260.
- Exhibit VII – A.4.h The administration recommends that the Board approve issuance of a purchase order to SBC to upgrade, from TANDBERG H.320 to H.323, the interactive video classroom used by academic and administrative areas of the College, in the amount of \$16,959.
- Exhibit VII – A.4.i The administration recommends that the Board approve the issuance of a purchase order to Network Associates, Inc., for the purchase and renewal of subscription licenses and support for VirusScan Security Suite for servers, Windows based products, and Virex for MacIntosh for a two year term, from November 30, 2003 to November 30, 2005, in the amount of \$32,034.81.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to ProQuest Information and Learning for renewal of subscriptions to newspapers on microfilm as requested by Library Services.

II. BUDGET STATUS

Funds in the amount of \$15,298.50 are provided in the 2003/04 Education Fund budget, under account number 0121-024-546.1.

III. INFORMATION

The acquisition of newspapers of record on microfilm is a vital component of long-term collection development in the Library. Through the analysis of usage statistics and in consultation with other College faculty, Library faculty identify and select specific newspaper titles that are available on microfilm for curriculum support, research, and study. These newspapers of record are regularly ordered on microfilm for access to full content, which is not available electronically, and because microfilm preserves the newspapers in a stable and long-lasting medium.

This request is to renew subscriptions to the following newspapers on microfilm for the 2004 calendar year:

- *Barron's*
- *Chicago Tribune*
- *New York Times*
- *Wall Street Journal*

Only ProQuest is licensed to provide these newspapers on microfilm.

The amount of \$15,298.50 for the subscriptions is 7.74 percent, or \$1,134.00, more than last year's amount of \$14,164.50. The increase is due to a rise in costs to obtain and produce materials.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to ProQuest Information and Learning for renewal of subscriptions to newspapers on microfilm in the amount of \$15,298.50.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a change order to purchase order #022682 which was issued to Krueger International, Inc. in the amount of \$1,172,481.40 for the purchase and installation of classroom and public area furniture for the Science, Health Careers, and Emerging Technology Center.

II. BUDGET STATUS

Funds in the amount of \$64,350.68 are provided in the 2003/04 and will be provided in the 2004/05 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

The purchase for classroom and public area furniture is being done in stages. The first stage was the request presented and approved by the Board October 21, 2003. It was necessary to present the request at that time, as it was critical that the order get entered so KI could schedule the production time for this project. This is the second phase of the purchase. As this project is extremely complex, there may be other phases up until the time the building is occupied.

This request is for a change order that will add Versa cabling to the 276 DataLink workstations in the Mega Lab. Versa cable is being used as the method for connecting all of the tables in a run to each other. It distributes the power and data throughout the run and allows for easy disconnect of the tables when equipment needs to be changed or reconfiguration of the room is desired.

This request is for a change order in the amount of \$64,350.68, for a new total of \$1,236,832.08.

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

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a change order in the amount of \$64,350.68 to purchase order #022682 which was issued to Krueger International, Inc. in the amount of \$1,172,481.40 for the purchase and installation of classroom and public area furniture for the Science, Health Careers, and Emerging Technology Center. The new total of the purchase order is to be \$1,236,832.08.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Agilent Technologies for the purchase of 36 MegaZoom Oscilloscopes, one Infinium Oscilloscope, one Standalone Logic Analyzer, 48 DC Power Supplies, 36 Waveform Generators, 36 Digital Multimeters, one Spectrum Analyzer, one Network Analyzer, two ESG Vector Signal Generators, two Universal Counters, one RF Impedance/Material Analyzer, and various pieces of peripheral equipment as requested by the Technology, Mathematics and Physical Science Division for the new Electronic Labs in the Science, Health Careers and Emerging Technology Center.

II. BUDGET STATUS

Funds in the amount of \$440,768.80 are provided in the 2003/04 and will be provided in the 2004/05 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

This request is for equipment that will be used in the three new labs in the Emerging Technology Center. Existing Agilent equipment will also be used in these labs.

An Advisory Committee was formed to review, with Harper College faculty, the electronics offered in the marketplace. Based on price, performance, and functionality, the Agilent products were chosen. This equipment will provide students the same high quality test instrumentation that is typically found in local companies such as Motorola, Omron, Northrop Grumman, and Trace Laboratories. It will complement other Agilent products currently utilized in

Electronics courses, providing students with equipment consistency throughout their classes.

The College has qualified for a 20 percent Educational discount from Agilent Technologies. A letter was obtained from Agilent verifying that they are the sole supplier. There are no authorized dealers or re-sellers of Agilent equipment.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approved issuance of a purchase order to Agilent Technologies for the purchase of 36 MegaZoom Oscilloscopes, one Infinium Oscilloscope, one Standalone Logic Analyzer, 48 DC Power Supplies, 36 Waveform Generators, 36 Digital Multimeters, one Spectrum Analyzer, one Network Analyzer, two ESG Vector Signal Generators, two Universal Counters, one RF Impedance/Material Analyzer, and various pieces of peripheral equipment, in the amount of \$440,768.80.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Performance Communication Group (PCG) for media buys. Also, recommendation for the recognition of PCG as a service provider for strategic consultation regarding new student recruitment initiatives, expertise in strategic media planning for semester enrollment and brand image advertising, and expertise and buying power in placing media orders for newspaper, radio and other media advertising as requested by Enrollment and Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$190,500 are provided in the 2003/04 Education Fund budget, under account numbers 0181-060-547, 0181-060-532, and 0181-060-547.

III. INFORMATION

The College requested information from 22 agencies to gauge their interest in working with the College on media and/or creative initiatives. Based on these contacts, 11 agencies were invited to meet with the Marketing Services Team and the Vice President of Enrollment and Marketing.

The primary reason for working with a media buyer is to develop the most cost-effective, targeted and high-impact media solutions, while still maintaining Harper's measurable, accountable and trackable marketing communication orientation.

By representing many clients and millions of dollars of placed media, an expert media buyer brings the ability to negotiate best rates, premium placements and extras on behalf of its clients. Media buyers who have worked with the College have been able to negotiate value-added placements and promotions. If the College purchases 15 paid 60-second spots on a radio station, an expert media buyer may also be able to negotiate additional unpaid spots in overnight or weekend time slots.

Harper media buyers have also been able to negotiate other promotions on stations where advertising is placed. In the fall of 2003 radio media buyers working on behalf of the College were able to include information about the College in an email newsletter that was sent to approximately 56,000 listeners. The College web site was also featured in the email and on the radio station's web site. These premiums were negotiated for no cost as a premium to the radio buy.

Media buyers are also valuable because they track when print ads appear and when radio and TV ads are broadcast. They monitor quality control and will negotiate "make goods" if an ad does not appear or does not appear up to Harper College standards.

The College determines a specific budgeted amount required to generate the needed awareness and inquiry goals for a specific time period. The media buying agency then negotiates among the media outlets relevant to the target audiences to achieve the smartest media that reaches the demographic that matches the target audience, and provides the best value-added premiums.

The College measures the results of its media campaigns in a variety of ways, including:

- Phone traffic by campaign date to numbers used specifically in print and radio advertisements.
- Traffic to the harpercollege.edu Web site as measured by Web Trends and various other measurement methods.
- Share of voice, as calculated by Voice Track, a service that tracks media spending by industry and market.

Campaign measurement data and analysis are reported to the Vice President of Enrollment and Marketing and the College President each quarter and are evaluated continually by the marketing team and its agency partner.

PCG was selected based on its expertise in providing strategic counsel and media buying that works hard to both build a consistent engaging image and achieve return on investment in higher education and related not-for-profit and public service industries. Also, the overall amount of media placed by the agency in the Chicago market provides leverage to negotiate prices and value-added sponsorships, placements, remotes and other promotional considerations.

The agency's experience and measured success in designing and consulting on enrollment campaigns that effectively use the Web and other new media fit with the strategic goal of the College to attract and recruit students via email application and Web registration.

This request is for \$190,500 to be used for the Spring 2004 enrollment media buy, reverse transfer 2004 advertising, the Summer 2004 media buy, additional campaign media spending—outdoor, accomplishment series, including regional “best of” placement opportunities, In Zone 2004 media placement, Learning Life email enhancements, Web site relationship enhancements, and Outreach process consulting.

Media buying agencies operate on a commission system. Fees are typically a standard 15 percent for any advertising time or space purchased. The amount requested for approval includes the 15 percent commission fee.

This request covers the period of December 19, 2003 through June 30, 2004 with the option to renew for 2004/05 and 2005/06.. The actual amounts to be spent for the additional years will be brought to the Board for approval.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Performance Communication Group (PCG) for media buys for 2003/04, and approve the recommendation for the recognition of (PCG) as a service provider for strategic consultation regarding new student recruitment initiatives, expertise in strategic media planning for semester enrollment and brand image advertising, and expertise and buying power in placing media orders for newspaper, radio and other media advertising. The purchase order is to be issued in the amount of \$190,500 for media buys for 2003/04, with an option to renew for 2004/05 and 2005/06. The actual amounts for the additional years will be brought to the Board for approval.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Tom, Dick and Harry (TDH) for creative consulting. Also, recommendation for the recognition of TDH as a service provider for strategic consultation regarding creative messages to promote awareness, preference, and brand/image building for the College, strategic consultation regarding creative messages to promote awareness of and interest in the opening of the Science, Emerging Technology and Health Careers Center in 2004, strategic consultation regarding creative messages communicated through the 2004 Annual Report, development of creative outcomes for media placement in collaboration with internal resources, and creative services, collaborating with internal resources for communication initiatives related to key College strategic priorities including the opening of the Science, Emerging Technology and Health Careers Center and the 2004 Annual Report as requested by Enrollment and Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$136,100 are provided in the 2003/04 Education Fund budget, under account numbers 0181-060-547, 0181-060-554, and 0184-120-532.

III. INFORMATION

The College requested information from 22 agencies to gauge their interest in working with the College on media and/or creative initiatives. Based on these contacts, 11 agencies were invited to meet with the Marketing Services Team and the Vice President of Enrollment and Marketing.

The primary reason for working with a creative partner is to develop the most cost-effective, relevant, engaging, high-impact creative solutions, while still maintaining the College's measurable, accountable and trackable marketing communication orientation.

It is important to work with a partner who has a demonstrated track record of collaborating effectively and efficiently with internal resources, such as those responsible for graphic design and Web content services.

The College seeks to work with a collaborative partner that has experience in telling the strategic stories of an institution.

The College is three and one-half years into an ongoing campaign designed to not only strategically grow enrollment, but also to build a consistent, engaging and relevant image in the minds of our key stakeholder audiences. A majority of the creative investment into telling these "strategic stories" was made at the onset of the campaign. Along with a minimal annual investment in new messages, the campaign has been primarily managed by internal resources of the College.

Based on an ongoing creative audit, the College seeks to reinvest in the evolution of these creative messages to be used in a variety of campaign venues, including radio and the Web. The College anticipates this investment guiding us through the next two to three years, again, with minimal outside resources to refresh messaging each year.

The College conducts a creative review weekly, overseen by its creative manager, to measure the consistency and strategic execution of its messaging. As key new or revised creative artwork/strategic messaging is developed, focus groups and other audience testing are also utilized. Further measurement comes from how each message performs as part of a planned campaign. This is tracked through Web and phone traffic during campaign periods. Finally, the College is engaged in ongoing awareness and

preference research similar to the work that was completed prior to the development and launch of the current strategic creative direction. Results from this research help determine if the messaging is on track or where improvements may need to occur.

TDH was selected based on its expertise in planning, direction and development of strategic creative media that engages audiences, creates awareness and builds a consistent, relevant brand image. During the search process, TDH demonstrated its understanding of the strategic direction of the College and how to articulate this through creative enrollment messages.

This request is for \$136,100 to be used for creative planning, direction, and development of the opening campaign for the Science, Emerging Technology and Health Careers Center, creative development for campaign materials that will be used from approximately fall of 2004 through spring 2007 (print, broadcast, outdoor and Internet), 2004 Annual Report creative consultation and copy writing, and email/Web creative services.

This request covers the period of December 19, 2003 through June 30, 2004 with the option to renew for 2004/05 and 2005/06. The actual amount to be spent for the additional years will be brought to the Board for approval.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Tom, Dick and Harry (TDH) for creative consulting, and approve the recommendation for the recognition of TDH as a service provider for strategic consultation regarding creative messages to promote awareness, preference, and brand/image building for the College, strategic consultation regarding creative messages to promote awareness of and interest in the opening of the Science, Emerging Technology and Health Careers Center in 2004, strategic consultation regarding creative messages communicated through the 2004 Annual Report, development of creative outcomes for media placement in collaboration with internal resources, and creative services,

Consent Agenda
Exhibit VII – A.4.e
December 18, 2003

collaborating with internal resources for communication initiatives related to key College strategic priorities including the opening of the Science, Emerging Technology and Health Careers Center and the 2004 Annual Report. The purchase ordered is to be issued in the amount of \$136,100 for creative consulting for December 19, 2003 through June 30, 2004, with an option to renew for 2004/05 and 2005/06. The actual amounts for the additional years will be brought to the Board for approval.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to PeopleAdmin, Inc. for the annual license fee and support for an Internet based recruiting system as requested by Information Technology for the Human Resources department.

II. BUDGET STATUS

Funds in the amount of \$22,000 are provided in the 2003/04 Education Fund budget, under account number 0181-053-539.

III. INFORMATION

The acquisition of the PeopleAdmin recruiting system was approved by Board action August 22, 2002. The system is used by the Human Resources department as part of an ongoing effort to minimize the costs associated with recruiting (i.e. advertising, mailing, travel, increased demands on staff time, etc.) over the past several years.

The PeopleAdmin product benefits the College by streamlining the recruiting process and reducing the volume of data entry, mailing costs, turn-around time by the Human Resources department, response time to candidates, and paper flow. This product is customizable and has been specifically designed to "look" like the Harper Web site. In addition, the product has been customized to send Harper-designed response letters, screen applicants, scan hard-copy applications, and store applications for future purposes.

PeopleAdmin is the only vendor that provides licensing and support for the PeopleAdmin system. The cost of the annual license fee and support is \$22,000 for the period of December 5, 2003 through December 5, 2004. This is the same cost as last year.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to PeopleAdmin, Inc. for the annual license fee and support for an Internet based recruiting system, in the amount of \$22,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to IBM Global Services for the purchase of network equipment for the Science, Emerging Technology, and Health Careers Center as requested by Information Technology for the Technical Services department.

II. BUDGET STATUS

Funds in the amount of \$222,260 are provided in the 2003/2004 Operations and Maintenance Restricted Fund budget, under account number 0392-039-585.10-9304.

III. INFORMATION

Cisco networking equipment is the core network switching technology for data on the Harper College Communication Network (HCCN). It provides connectivity for desktop, local area network (LAN) applications, Web servers, and Internet access. The College has standardized on Cisco Systems equipment and it will be used in the new Science, Emerging Technology, and Health Careers Center.

The scheduled completion date for the referendum buildings is April 15, 2004. After the buildings are completed, the Information Technology staff will install network equipment to bring these facilities on-line and into the Harper College Communications Network (HCCN).

The Educational & Institutional Cooperative Service, Inc. is a not-for-profit buying cooperative that provides goods and services to its members at the best possible value. The Cooperative is owned by its membership of more than 1500 tax-exempt colleges, universities, prep schools, hospitals, medical research institutions, and hospital-purchasing organizations located throughout the United States. Through a competitive bid process E&I has joined with IBM Global Services to offer its member institutions superior overall value for Cisco Systems networking components, software and support.

The College will receive an educational discount, a partnership rebate, and credit for trade-in of used equipment as shown in the following table:

List Price	Educational Discount (40%)	Rebate (5%)	Trade-In	Net Cost
\$520,225	\$206,210	\$25,071	\$66,684	\$222,260

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to IBM Global Services for the purchase of network equipment for the Science, Emerging Technology, and Health Careers Center, in the amount of \$222,260.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to SBC to upgrade, from TANDBERG H.320 to H.323, the interactive video classroom used by academic and administrative areas of the College, as requested by Information Technology/Client Services for the Media Services department.

II. BUDGET STATUS

Funds in the amount of \$16,959 are provided in the 2003/04 Education Fund budget, under account number 0195-025-586.

III. INFORMATION

Harper College is part of the North Suburban Higher Education Consortium (NSHEC) which has negotiated a price with TANDBERG for upgrading twenty-two interactive video classrooms for NSHEC members. Harper College has one of the twenty-two interactive video classrooms. The cost for the TANDBERG Model 5000 (H.320) to Model 6000 (H.323) upgrade is \$14,999. The cost for the labor, installation and shipping is \$1,960 for a total of \$16,959.

In order for the College to remain part of the NSHEC the interactive video classroom (F127) must be upgraded from H.320 to H.323 by June 2004. The interactive classroom is used by academic and administrative areas of the College for interactive video classes and teleconferencing.

TANDBERG supplies TANDBERG equipment and software, including upgrades from legacy equipment, TAA labor, installation,

shipping, and maintenance. TANDBERG provides some installation and services through authorized value added resellers. The NSHEC group has previously purchased equipment directly from TANDBERG. In this contract negotiated by NSHEC, TANDBERG has directed the consortium members to purchase through SBC, thereby allowing the NSHEC group to use the TANDBERG team, consisting of both SBC and TANDBERG employees, to install the equipment.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to SBC to upgrade, from TANDBERG H.320 to H.323, the interactive video classroom used by academic and administrative areas of the College, in the amount of \$16,959.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Network Associates, Inc., for the purchase and renewal of subscription licenses and support for VirusScan Security Suite for servers, Windows based products, and Virex for MacIntosh for a two year term, as requested by Information Technology for the Client Services department.

II. BUDGET STATUS

Funds in the amount of \$32,034.81 are provided in the 2003/04 Restricted Purposes Fund budget, under account numbers 0695-245-544.80-4509 and 0695-245-534.01-4509.

III. INFORMATION

In an open systems networked environment, all systems are highly vulnerable to thousands of viruses of many types. Open access to information across the campus and around the world, via the Internet, is essential to the College. It is also essential that the College have virus scanning detection and removal software in place.

This request is to renew and increase licenses for virus-scan software to provide protection from viruses for servers, desktops (Mac & PC), laptops, tablets, and PDA's for both administrative and academic environments. The coverage is for 3,962 licenses. The average cost per license and associated support for (2) years is \$8.09.

Network Associates, Inc. is the sole manufacturer and publisher of McAfee Security, Sniffer Technologies, and Magic Solutions Software, as well as any related hardware. As a result of ordering direct from the manufacturer, there will be a 30 percent discretionary discount in addition to the standard 25 percent educational discount and a volume/quantity discount.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Network Associates, Inc., for the purchase and renewal of subscription licenses and support for VirusScan Security Suite for servers, Windows based products, and Virex for MacIntosh for a two year term, from November 30, 2003 to November 30, 2005, in the amount of \$32,034.81.

WILLIAM RAINEY HARPER COLLEGE

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

- A. Ratification of Faculty Appointments.
- B. Ratification of Professional/Technical Appointment.
- C. Ratification of Supervisory/Confidential Appointment.
- D. Ratification of Classified Staff Appointments.
- E. Ratification of Professional/Technical Reclassification.
- F. Ratification of Supervisory/Confidential Reclassifications.
- G. Ratification of Classified Staff Reclassification.
- H. Ratification of Faculty Retirement.
- I. Ratification of Professional/Technical Resignation.
- J. Ratification of Classified Staff Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Disposal of obsolete and unrepairable personal property owned by the College.

II. REASON FOR CONSIDERATION

Under the Illinois Public Community College Act, the Board of Trustees has the authority to sell personal property and must approve the sale or disposal of all such property.

III. BACKGROUND INFORMATION

An inventory has been taken of College property that is obsolete or beyond economical repair. According to the procedures for disposal of College property, it is recommended that:

- A. Donations be made to nonprofit institutions unable to purchase equipment needed to carry out their missions.
- B. The public be notified, through a public notice in the newspaper, of the intent to accept sealed bids for the remaining personal property. Bids will be accepted from anyone, except the College Board of Trustees.
- C. Items not disposed of by donation or the bid process be advertised as available for sale to the public, except the College Board of Trustees. This can be accomplished either through a direct sale handled by the College or by an auction; whichever best fits the needs of the College.
- D. Items that are left over can be offered for sale to a scrap dealer.

E. Items not purchased by the scrap dealer be disposed of in the most appropriate manner.

IV. RECOMMENDATION

The administration recommends that the Board approve the disposal of obsolete and unrepairable personal property owned by the College through donation, a sealed bid sale, an open sale or an auction, sale to a scrap dealer, or other appropriate means for disposal of the property.

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

Exhibit VII-B.1
December 18, 2003

	<u>Outstanding Investments</u>	<u>Earned To Date</u>
EDUCATION FUND	\$ 19,220,697	158,717
OPERATIONS, & MAINT. FUND	10,670,126	68,034
OPERATIONS, & MAINT. FUND (Restricted)	3,201,560	22,787
BOND & INTEREST	899,614	35,069
AUXILIARY ENTERPRISES	1,722,219	11,436
RESTRICTED FUNDS	7,037,446	54,178
WORKING CASH FUND	12,627,414	93,517
AUDIT FUND	190,454	1,290
LIABILITY, PROTECTION & SETTLEMENT	<u>355,004</u>	<u>4,142</u>
Total	<u>\$ 55,924,534</u>	<u>449,169</u>

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

Exhibit VII-B.1
December 13, 2003

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 9/30/2003	Market Value	
Certificates of Deposits								
LaSalle Bank	10/03/03	12/01/03	52	1.05	4,550.00	3,000,000.00		
PMA/Discover Bank	03/06/03	12/11/03	280	1.25	14,423.47	1,500,000.00		
LaSalle Bank	10/04/03	12/12/03	66	1.05	2,887.50	1,500,000.00		
PMA/Discover Bank	03/12/03	12/26/03	289	1.15	13,697.88	1,500,000.00		
LaSalle Bank	10/10/03	12/29/03	80	1.05	3,500.00	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		
LaSalle Bank	10/21/03	05/28/04	220	1.15	15,461.11	2,200,000.00		
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		
Harris Bank	10/01/03	09/02/04	337	1.29	17,930.07	1,500,000.00		
Harris Bank	10/01/03	09/16/04	351	1.29	18,679.56	1,500,000.00		
PMA/Associated Bank Illinois	10/01/03	09/30/04	365	1.30	19,541.31	1,500,000.00		
PMA/Associated Bank Illinois	10/01/03	10/14/04	379	1.30	20,293.94	1,500,000.00		
PMA/International Bank	10/01/03	10/28/04	393	1.30	28,667.64	2,000,000.00		
PMA/Associated Bank Illinois	10/02/03	11/30/04	425	1.35	63,053.37	4,000,000.00		
PMA/West Pointe Bank	10/02/03	11/30/04	425	1.35	31,618.56	2,000,000.00		
	Weighted Average: 1.26						55,500,000.00	55,500,000.00 *
Illinois Funds	Monthly Average			0.88		424,534.02	<u>424,534.02</u>	
TOTALS AS OF:	11/30/2003				\$	55,924,534.02	55,924,534.02	

*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
November 30, 2003

Dec. 18, 2003
 Exhibit VII-B.1

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Institutional						
Admin Services	10,841,918.00	3,807,681.60	2,881,364.51	287,925.45	29.23%	7,672,628.04
Sub-Total	\$10,841,918.00	3,807,681.60	\$2,881,364.51	\$287,925.45	29.23%	\$7,672,628.04
President						
Development Office	390,634.00	137,190.66	155,632.47	198,217.95	90.58%	36,783.58
Pres/Brd of Trustees	327,975.00	115,184.82	135,242.48	161,159.65	90.37%	31,572.87
Strategic Alliance	171,493.00	60,228.34	66,974.74	88,870.05	90.88%	15,648.21
Assoc VP Development	177,528.00	62,347.83	70,920.10	94,476.30	93.17%	12,131.60
Sub-Total	\$1,067,630.00	374,951.66	\$428,769.79	\$542,723.95	91.00%	\$96,136.26
Student Affairs						
Student Activities	372,302.00	130,752.46	123,779.93	173,067.35	79.73%	75,454.72
Student Development	3,434,939.00	1,206,350.58	1,267,183.33	1,352,407.15	76.26%	815,348.52
Wellns/Human Perform	1,615,519.00	567,370.27	605,504.57	578,810.87	73.31%	431,203.56
Sub-Total	\$5,422,760.00	1,904,473.31	\$1,996,467.83	\$2,104,285.37	75.62%	\$1,322,006.80
VP Academic Affairs						
Acad Enrich/Lang Std	4,015,424.00	1,410,216.91	1,536,204.85	1,707,771.92	80.79%	771,447.23
Academic Affairs	709,427.00	249,150.76	112,384.75	101,010.20	30.08%	496,032.05
Assoc VP Aca Affairs	309,316.00	108,631.78	113,101.77	139,014.90	81.51%	57,199.33
Bus/Social Sciences	5,351,564.00	1,879,469.28	2,039,496.49	1,769,078.35	71.17%	1,542,989.16
Dean of Cont Educ	471,878.00	165,723.55	155,350.28	199,112.77	75.12%	117,414.95
Liberal Arts	5,384,570.00	1,891,060.98	2,122,126.13	2,014,964.63	76.83%	1,247,479.24
Life Sci/Hum Services	4,371,581.00	1,535,299.25	1,542,477.30	1,619,468.98	72.33%	1,209,634.72
Resource for Learning	2,040,811.00	716,732.82	823,871.40	762,239.59	77.72%	454,700.01
Tech/Math & Phy Sci	4,340,697.00	1,524,452.79	1,830,594.90	1,543,133.79	77.72%	966,968.31

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
VP Aca Affairs	264,351.00	92,840.07	86,553.34	106,437.30	73.01%	71,360.36
Sub-Total	\$27,259,619.00	9,573,578.19	\$10,362,161.21	\$9,962,232.43	74.56%	\$6,935,225.36
VP Admin Services						
Admin Services	1,598,000.00	561,217.60	574,744.75	821,019.90	87.34%	202,235.35
Sub-Total	\$1,598,000.00	561,217.60	\$574,744.75	\$821,019.90	87.34%	\$202,235.35
VP Diversity/Org Dev						
Human Res/Int. Affairs	495,016.00	173,849.62	97,529.21	0.00	19.70%	397,486.79
Asst VP Diversity/Org	544,534.00	191,240.34	204,337.19	202,678.83	74.75%	137,517.98
Sub-Total	\$1,039,550.00	365,089.96	\$301,866.40	\$202,678.83	48.53%	\$535,004.77
VP Info Technology						
Info Technology	5,324,096.00	1,869,822.52	2,168,741.52	2,183,158.17	81.74%	972,196.31
Sub-Total	\$5,324,096.00	1,869,822.52	\$2,168,741.52	\$2,183,158.17	81.74%	\$972,196.31
VP Mktg & Advancement						
VP Enroll/Marketing	1,882,364.00	661,086.24	665,048.93	663,954.77	70.60%	553,360.30
Enrollment Svcs	1,431,856.00	502,867.83	524,563.78	571,855.73	76.57%	335,436.49
Pub/Comm Services	1,445,410.00	507,627.99	507,752.38	650,751.48	80.15%	286,906.14
Sub-Total	\$4,759,630.00	1,671,582.06	\$1,697,365.09	\$1,886,561.98	75.30%	\$1,175,702.93
Grand Total:	\$57,313,203.00	20,128,396.89	\$20,411,481.10	\$17,990,586.08	67.00%	\$18,911,135.82

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

- Dr. Richard Kolze - ICCTA

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: December 18, 2003

NOTE: CHANGES FROM PREVIOUS MONTH IN BOLD

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
<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>NEW</u>			
Northern Illinois Regional Consortium ETIP GRANT Corporate Services C. McClement	Awarded through Employer Training Investment Program (ETIP) Small/Mid-sized Company component, grant is to be used to upgrade skills of workers.	DCEO \$49,280	07/01/03 06/30/04
<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

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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
<u>CONTINUATION</u>			
FY04 Adult Education And Family Literacy Grant AE/LS D. Corr	Supports Adult Education Development Programs (State Basic \$135,026 State Public Assistance 19,871 State Performance 72,427 Federal Basic 138,998 EL/Civics 38,839)	ICCB \$405,161	07/01/03 06/30/04
<u>NEW</u>			
ICCB Adult Education Leadership Grant AE/LS D. Corr	Improve instruction, develop effective and appropriate curriculum, improve professional dev., and disseminate innovative practices that lead to improvement of instruction in local Adult Education & Family Literacy programs in Illinois.	ICCB \$48,145	11/01/03 10/31/04
<u>NEW</u>			
Lighting Upgrade Project Physical Plant J. Ma	Improve building energy efficiency for Bldgs. A, C and L and reduce the operating costs for the College.	ICECF \$35,539	11/1/03 10/31/04
<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
<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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
<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
<u>CONTINUATION</u>			
COPS Public Safety M. Alsup	Universal Hiring Program Hire 3 full time officers (Full grant is \$225,000 spread over three years – 08/01/02-7/31/05	USDJ \$123,129 (F) (\$42,043 per officer x 3)	07/01/03 06/30/04

Total as December 18, 2003

\$3,619,278

DESCRIPTION OF ABBREVIATIONS

ACHA	American College Health Association
AE/LS	Academic Enrichment and Language Studies
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
ICECF	Illinois Clean Energy Community Foundation
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
Year to Date Fundraising Report (as of 11/30/03)**

Appeal Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
ADS Walk and Roll 2004	171	\$9,010.00	\$0.00	\$0.00	\$0.00	\$9,010.00
Alumni Direct Mail	2	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Arsenic and Old Lace FY04	40	\$13,916.00	\$1,000.00	\$0.00	\$0.00	\$14,916.00
Spring Gala 2004	1	\$500.00	\$225.00	\$0.00	\$0.00	\$725.00
Community Catalyst	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Golf Open 2003	3	\$2,500.00	\$100.00	\$0.00	\$0.00	\$2,600.00
Jim McGuire Golf Open	56	\$4,243.00	\$0.00	\$0.00	\$0.00	\$4,243.00
Memorial	13	\$680.00	\$0.00	\$0.00	\$0.00	\$680.00
Mary Jo Willis Row	16	\$5,190.00	\$150.00	\$0.00	\$0.00	\$5,340.00
Margaret Scott	48	\$1,266.00	\$0.00	\$0.00	\$0.00	\$1,266.00
Nursing Alumni FY04	14	\$890.00	\$0.00	\$0.00	\$0.00	\$890.00
Pacesetter Campaign FY04	10	\$5,325.00	\$1,000.00	\$0.00	\$0.00	\$6,325.00
Personal Solicitation	5	\$7,300.00	\$0.00	\$400.00	\$10,000.00	\$17,700.00
Planned Giving	2	\$0.00	\$0.00	\$0.00	\$65,350.00	\$65,350.00
Proposal	3	\$22,000.00	\$50,000.00	\$0.00	\$0.00	\$72,000.00
Scholarship Stewardship Reports	9	\$5,150.00	\$0.00	\$0.00	\$0.00	\$5,150.00
Special Initiatives	6	\$2,419.29	\$0.00	\$0.00	\$0.00	\$2,419.29
Stewardship	8	\$2,160.00	\$0.00	\$200.00	\$0.00	\$2,360.00
Tradition of Excellence 2003	6	\$250.00	\$732.00	\$0.00	\$0.00	\$982.00
Theatre Seat Campaign	1	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
Unsolicited	25	\$4,600.00	\$0.00	\$5,159.00	\$0.00	\$9,759.00
Grand Totals:	440	\$89,749.29	\$53,207.00	\$5,759.00	\$75,350.00	\$224,065.29

Harper College Educational Foundation November Fundraising Report FY04

Appeal Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
ADS Walk and Roll 2004	13	\$1,490.00	\$0.00	\$0.00	\$0.00	\$1,490.00
Arsenic and Old Lace FY04	23	\$8,741.00	\$0.00	\$0.00	\$0.00	\$8,741.00
Memorial	7	\$460.00	\$0.00	\$0.00	\$0.00	\$460.00
Mary Jo Willis Row	1	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00
Nursing Alumni FY04	9	\$245.00	\$0.00	\$0.00	\$0.00	\$245.00
Pacesetter Campaign FY04	2	\$500.00	\$1,000.00	\$0.00	\$0.00	\$1,500.00
Planned Giving	1	\$0.00	\$0.00	\$0.00	\$5,350.00	\$5,350.00
Stewardship	2	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00
Unsolicited	4	\$4,010.00	\$0.00	\$500.00	\$0.00	\$4,510.00
Grand Totals:	62	\$15,796.00	\$1,050.00	\$500.00	\$5,350.00	\$22,696.00

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Adoption of Levy Resolution

II. REASON FOR CONSIDERATION

Approval by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute the adoption of the Levy Resolution.

III. BACKGROUND INFORMATION

The provisions of the Illinois Community College Act, 110-ILCS 805/3-20.5, require that the board of each community college district annually ascertain, as nearly as practical, how much money must be raised by special tax for Education; Operations and Maintenance; Tort Liability Insurance, Workers' Compensation and Occupational Diseases Insurance, and Unemployment Insurance; Medicare Insurance; Financial Audit; and Life Safety purposes for the next year. Such amounts shall be certified and returned to the County Clerks on or before the last Tuesday in December annually.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the Levy Resolution for 2003.

ADOPTION OF LEVY RESOLUTION

Member _____ moved, seconded by Member _____

BE IT RESOLVED that the following Resolution and Certificate of Tax Levy for 2003 be approved and adopted by the Board of Trustees of William Rainey Harper College, Community College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, and that the Certificate of Tax Levy be filed with the County Clerks' Offices of Cook, Kane, Lake and McHenry Counties, State of Illinois, in accordance with the provisions of 110-ILCS 805/3-20.5 of the Illinois Community College Act:

We hereby certify that we require the sum of **\$27,884,075** to be levied as a special tax for Educational purposes on the equalized assessed value of the taxable property of our district for the year of 2003.

We hereby certify that we require the sum of **\$11,994,210** to be levied as a special tax for Operations and Maintenance purposes on the equalized assessed value of the taxable property of our district for the year 2003.

We hereby certify that we require the sum of **\$1,102,000** to be levied as a special tax for Tort Liability Insurance purposes, Workers' Compensation and Occupational Diseases Insurance purposes, Unemployment Insurance purposes and Tort Liability Prevention Items on the equalized assessed value of the taxable property of our district for the year 2003.

We hereby certify that we require the sum of **\$125,000** to be levied as a special tax for Financial Audit purposes on the equalized assessed value of the taxable property of our district for the year 2003.

We hereby certify that we require **\$680,000** to be levied as a special tax for Medicare Insurance and Social Security purposes on the equalized assessed value of the taxable property of our district for the year 2003.

Exhibit VIII-A
December 18, 2003

We hereby certify that we require the sum of **\$1,200,000** to be levied as a special tax for Energy Conservation, Health or Safety, Environmental Protection or Handicapped Accessibility purposes on the equalized assessed value of the taxable property of our district for the year 2003.

Bond and Interest levy to be determined by each of the County Clerks.

December 18, 2003

Board Chairman

Board Secretary
Community College Dist. #512
Cook, Kane, Lake and McHenry Counties
State of Illinois

CERTIFICATE OF COMPLIANCE WITH
THE 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 thirty (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 December 8, 2003, in accordance with the provisions of the *Cook County Truth in Taxation Law*, in newspaper of general circulation in William Rainey Harper Community District #512, a copy of which published certificate is attached hereto; and

I do further certify that a public hearing on 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*.

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:

Abatement of Taxes levied for 2003 to pay the debt service on \$4,070,000 General Obligation Bonds, Series 2001 (Alternate Revenue Source) and authorization to transfer \$523,985 from the Auxiliary Fund to the Bond and Interest Fund to provide funds for the abatement.

II. REASON FOR CONSIDERATION

The purpose of this abatement is to cover the debt service costs for the purchase of 650 Higgins from revenues generated. The Board of Trustees approved this funding approach at the time they authorized selling the Alternate Revenue Bonds.

III. BACKGROUND INFORMATION

The Board of Trustees, as part of the plan to purchase 650 Higgins, approved the sale of \$4,070,000 Alternate Revenue Bonds. As a condition of this action, it was agreed that the levy covering the payment of debt service for these bonds would be abated each year and that funds necessary to cover the debt payment would be transferred each year from the revenues generated in the Auxiliary Fund to the Bond and Interest Fund. This recommendation is in keeping with the intended plan.

IV. RECOMMENDATION

It is recommended that the attached resolution abating the tax levied for 2003 to pay the debt service on the \$4,070,000 General Obligation Bonds, Series 2001 (Alternate Revenue Source) be approved and the transfer of \$523,985 from the revenues generated in the Auxiliary Fund to the Bond and Interest Fund be authorized.

RESOLUTION abating the tax heretofore levied for the year 2003 to pay debt service on General Obligation Bonds (Alternate Revenue Source), Series 2001, of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois.

* * *

WHEREAS, the Board of Trustees (the "*Board*") of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois (the "*Issuer*"), by resolution adopted on the 8th day of March, 2001 (the "*Bond Resolution*"), did provide for the issue of \$4,070,000 General Obligation Bonds (Alternate Revenue Source), Series 2001 (the "*Bonds*"), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, any capitalized term used but not defined in this Resolution shall have the meaning as defined in the Bond Resolution; and

WHEREAS, the Issuer will irrevocably set aside Pledged Revenues in the Bond Fund for the purpose of paying the debt service due on the Bonds during the next succeeding Tax Year; and

WHEREAS, it is necessary and in the best interests of the Issuer that the tax heretofore levied for the year 2003 to pay such debt service on the Bonds be abated:

NOW, THEREFORE, Be It and It is Hereby Resolved by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, as follows:

Exhibit VII-B

December 18, 2003

Section 1. Deposit Authorized. The Board hereby authorizes and directs that the sum of \$523,985 be irrevocably transferred forthwith from the tuition and fees charged by the Issuer for participation in the Issuer's TECH Program to the Alternate Bond and Interest Fund of 2001 for the purpose of paying the debt service due on the Bonds on June 1, 2004, and December 1, 2004.

Section 2. Abatement of Tax. The tax heretofore levied for the year 2003 in the Bond Resolution is hereby abated in its entirety.

Section 3. Filing of Resolution. Forthwith upon the adoption of this resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerks of Cook, Kane, Lake and McHenry Counties, Illinois, and it shall be the duty of said County Clerks to abate said tax levied for the year 2003 in accordance with the provisions hereof.

Section 4. Effective Date. This resolution shall be in full force and effect forthwith upon its adoption.

Adopted December 18, 2003.

Chairman, Board of Trustees

Secretary, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation to modify the existing contract with Pepsi Cola General Bottlers, Inc. for all of the vended cold beverages sold at the College.

II. REASON FOR CONSIDERATION

The College has completed another review in an ongoing series of reviews of the Food Service operation. The deficit of \$54,762 for FY 2003 is down from \$146,694 in FY 2002 and \$104,880 in FY 2001. Recent reductions in full time permanent staff have led to another analysis of the self-operating vending portion of food service. This analysis included both the net revenue generated from the self-operated vending and the staff effort required to accomplish the task. The goals are to streamline the operation and to maintain or improve the net financial return from vending. Financial reports from FY 2000 to FY 2003 indicate that net revenue from self -operated vending averaged about \$65,000 per year. Information was also obtained which shows that the bidding climate for commission based vending is very positive.

Pepsi Cola and Coca-Cola were approached and given the opportunity to submit proposals for a five-year exclusive commission based vending contract. Both responded. Initially, the Coke proposal was more favorable, but the current contract with Pepsi Cola gives them the right to match any competitors' pricing. Pepsi Cola has matched Coca-Cola's pricing and is offering to extend the contract for five years at the agreed upon commission rate.

Using a 9,000 case vended model, the estimated yearly commission revenue to the College based on 50% of the sale price of each item will be \$124,000. In addition, there will be yearly rebates of \$21,000, \$22,500, \$23,000, \$32,500 and \$36,000, respectively for a total of \$135,000 in rebates over the next five years.

Moving to commission based vending will increase vending revenue on a yearly basis to \$124,000 (based on 9000 cases per year), a 91 percent increase from the average net self-operating revenue of \$65,000. In addition, Food Service will receive annual rebates of \$21,000, \$22,500, \$23,000, \$32,500 and \$36,000, respectively over the next five years. The vending commission revenue and the rebate money will both be used by the Food Service department to help offset operating costs. Finally, the Food Service department will be streamlined and able to operate with one and one-half fewer FTE's because of this change.

Pepsi Cola will provide all of the machines, extra equipment as needed and seven day a week repair service at no cost to the College. The College will continue to have the right to vend Harper College water within the vending machines and provide non-Pepsi products in the cafeteria and at all counters on campus.

The original contract was in effect for five years, beginning on July 1, 2003 and ending on June 30, 2008. The modified contract will cover the remaining four and one-half years. Either party can terminate the contract with 90 days written notice.

III. RECOMMENDATION

The administration recommends that the Board modify and execute the existing five year contract with Pepsi Cola General Bottlers, Inc., pending College attorney review, for the period January 1, 2004 through June 30, 2008 for all of the vended cold beverages sold at the College.

Terms being 50% commission per item plus rebates of \$21,000 \$22,500, \$23,000, \$32,500 and \$36,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

The Workforce Board of Northern Cook County – General Contract Agreement.

II. REASON FOR CONSIDERATION

The Workforce Board of Northern Cook County desires to engage Harper College to provide core and intensive services to the eligible WIA adult and dislocated worker population in connection with the local workforce investment area eight's (LWIA 08) one stop delivery system based on the approval of the Workforce Board Executive Committee.

III. BACKGROUND INFORMATION

The Workforce Board of Northern Cook County, a 501(c)(3) non-for profit corporation, is responsible for the development, oversight, program guidance and evaluation of a workforce plan and budget for all activities conducted in Local Workforce Investment Area 8 (north and northwest suburban Cook County) using Workforce Investment Act Title 1B Funds. The Workforce Board represents the business sector and other organizations, pursuant to Section 117 of the Workforce Investment Act of 1998.

IV. RECOMMENDATION

The Administration recommends that the Board of Trustees approve and execute the attached contract pending final review by College attorney.

HARPER COLLEGE

BOARD ACTION

I. SUBJECT

New AAS degree program in Diagnostic Medical Sonography. A certificate in this program area was approved on March 26, 2002.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

Diagnostic medical sonography or "ultrasound" has continued to gain professional and public popularity with the introduction of new diagnostic non-invasive modalities, which allow for imaging in areas not previously possible. The job prospects for sonographers are excellent nationally as well as locally. The long-term projection of employment growth in Illinois between 2000 and 2010 is 29%.

Sonographers work in a variety of health care settings such as hospitals, clinics, and physician offices as a sonographer, in educational facilities as an educator, in the manufacturing industry as an equipment sales person and/or a manufacturing application specialist. Entry-level salary estimates in 2001 for the sonographer was \$17.99 per hour, with experienced practitioners earning as much as \$31.05 per hour.

The earning potential, career growth projected and anticipated replacement needs suggests that offering an AAS degree in Diagnostic Medical Sonography as an entry level health career offering is warranted. This was confirmed following meetings with representatives of the health care industry and prospective students. Because of this, the Life Science and Human Services Division is requesting to expand the already approved Diagnostic Medical Sonography certificate program to also include an AAS degree program offering.

In this offering, the first year of this program would be a shared (same) curriculum with the Cardiac Technology/Sonography program. The second year of the program, which compliments our diagnostic medical sonography certificate offering intended for graduates of other AAS degrees in health careers, will focus on the career specific courses in sonography.

Offering the AAS degree in Diagnostic Medical Sonography will allow individuals to pursue the AAS degree as an entry into health careers working as a sonographer. Additionally, accomplishing using the cored curriculum with cardiac technology and career laddering with the certificate program allows the college to offer it in an efficient and effective manner.

IV. RECOMMENDATION

The Administration and the Curriculum Committee recommend that the Board approve the new AAS degree program in Diagnostic Medical Sonography for implementation in Fall 2004.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation to the Board to begin a self-insurance program for workers compensation at the College beginning January 1, 2004, and a recommendation for the award of Request for Proposal Q00328 for excess workers compensation insurance, and for the award of Request for Proposal Q00327 for Third Party Administrators (TPA) to oversee claim handling for workers compensation claims.

II. BACKGROUND

The College's workers compensation premium increased significantly for the July 1, 2003 renewal. As a result of this, the College asked Nugent Consulting Group to evaluate the feasibility of self-insuring the workers compensation coverage. At the September 30, 2003 meeting of the Board of Trustees a presentation was made proposing that the Board give consideration to changing the workers compensation coverage from fully insured to self-insurance. The model that was presented at that time assumed that the excess coverage insurance plan would pay excess over the \$300,000 each accident self-insured retention with self-insured aggregate retention of \$700,000 in any one year. The model also assumed a premium cost of \$33,508 per year for the excess coverage. With this model, estimated savings per year were \$258,175. Aggregate insurance would stop losses at \$770,098.

The report also included the following points:

- Self-insurers in the area include:

- Members of the Illinois Community College Pool
(Triton / Oakton)
 - Palatine Township High School District #211
 - Arlington Heights High School District #214
 - Schaumburg School District #54 (pooled)
 - Palatine School District #15 (pooled)
 - Village of Arlington Heights
 - Village of Hoffman Estates
 - Village of Mount Prospect
 - Village of Schaumburg

- The College has developed a workers compensation safety program designed to lower the number of accidents and reduce the severity of accidents. 2002/03 claims were only \$82,377 and 2003 through 3 months are \$7,700.

III. INFORMATION

Request for Proposal Q00328 for excess workers compensation coverage was published and issued to four different brokers, R. J. Galla Co., Inc., Marsh USA, Aon, and Arthur J. Gallagher. One response was received. There are only three major insurance carriers of excess workers compensation insurance in the education market in Illinois. Our current broker R. J. Galla Co., Inc. contacted two of these carriers and was only able to get a quote from one of them. The proposal received from R. J. Galla Co., Inc. is for a premium of \$44,562 with \$300,000 each accident self-insured retention and a \$993,086 self-insured aggregate retention (AR). Safety National Casualty Company provided the quote. They are the leading provider of excess workers compensation coverage to public agencies in Illinois. Since R. J. Galla Co., Inc. works for the College on a set fee and not on commission, they will not receive any additional compensation for writing this policy.

Marsh USA, Aon, and Arthur J. Gallagher & Co., were all approached for proposals. None of these brokers responded to the RFP. Aon received a quote from Employers Re Insurance but it

was incomplete and higher than could be considered. They, therefore did not submit. Arthur J. Gallagher & Co., approached all three insurance carriers, Safety National Casualty Company, Midwest Employers Casualty and Employers Re Insurance. Since R. J. Galla Co., Inc. had already approached Safety National Casualty Company and Midwest Employers Casualty and since Aon had already approached Employers Re Insurance none of these companies would give quotes to anyone else. Insurance companies will not give multiple quotes to different brokers on the same coverage. Going out with another RFP will probably not provide a different outcome.

A request for proposal Q00327 for Third Party Administrators (TPA) to oversee claim handling was published and issued and eight proposals solicited. Four responses were received. The following is a recap of the proposal tab sheet:

Custard Claims Management Services, Inc.	\$15,000	Incomplete
Employers Claim Service, Inc.	15,700	Incomplete
CCSMI	16,450	
Broadspire Services	29,750	

CCSMI and Broadspire were interviewed at their local branch offices. CCSMI has in place better web based reporting and claims information services. These are both very important to the College.

The table below summarizes the cost of self-insuring the workers compensation exposure. The column for 2003/04 Plan is actual costs to the College of our existing fully insured plan. The third column is the estimated costs that were presented to the Board of Trustees at the September Board meeting presentation. The last column summarizes the costs as they will be if the College self-insures as of January 1, 2004. On advice from Nugent Consulting Group (NCG), the consultant hired by the College at a set fee per year, the College can expect to save on average, annually approximately \$147,000 based on six years of loss history. This amount is the difference between the current \$523,944 premium and the total costs for self-insuring the coverage of \$376,512. Some years may cost more than conventional insurance if losses are greater than projected. Aggregate excess insurance will stop costs at \$1,064,598.

Exhibit VIII – F
December 18, 2003

	2003/04 Plan	Model presented to the Board in September, 2003	Actual Self-Insurance Cost
Premium	\$523,944	\$33,598	\$44,562
Claims Administration	Included	\$25,000	\$16,450
Loss Control Budget	Included	\$ 7,500	\$ 7,500
Assessments and Fees	Included	\$ 3,000	\$ 3,000
Total Non-Loss Charges (TNC)	\$523,944	\$ 69,098	\$ 71,512
Estimated Retained Losses		\$196,671	\$308,344*
Total Estimated Cost	\$523,944	\$265,769	\$379,856
Savings to the College		\$523,944 <u>-265,769</u> \$258,175	\$523,944 <u>-379,856</u> \$144,088
Total Maximum Cost	\$523,944	\$ 69,098 (TNC) <u>+700,000 (AR)</u> \$769,098	\$ 71,512 (TNC) <u>+ 993,086 (AR)</u> \$1,064,598

*The \$308,344 Estimated Retained Losses is based on a trend analysis of six years from 1997/98 through 2002/03.

Exhibit VIII – F
December 18, 2003

The table below represents six years of actual losses, six years of trended losses computed by NCG, and four years of trended losses computed by Arthur J. Gallagher .

	Actual Losses	Trended Losses 6% Compounded Annually	Gallagher Trend Various Factors
2002/03	\$ 83,377	\$151,512	
2001/02	642,092	816,512	\$699,993
2000/01	220,288	336,512	253,137
1999/00	202,298	216,512	243,935
1998/99	88,807	161,512	<u>119,980</u>
1997/98	<u>285,287</u>	<u>514,512</u>	
Total	\$1,521,149	\$ 1,850,065	\$1,317,045
Average	\$253,525	\$308,344	\$329,261
Average Without Lowest and Highest Year	\$199,172	\$260,323	\$248,536

In addition to the cost savings above, the other benefits of self-insuring are:

- The College will gain control of each claim, and can decide to settle or to litigate claims. Control generally leads to lower claims costs.
- The College loss control plan is relatively new, and should pay dividends in the form of lower losses that will accrue to the College.
- The College will mitigate increases in costs due to continued deterioration in the workers compensation insurance market. Conventional premiums for 2004/2005 would likely increase again, making the projected savings greater.
- College employees will receive improved service from the College's TPA.

IV. RECOMMENDATION

On the basis of the recommendation of Nugent Consulting Group the administration recommends that the Board approve the College beginning a self-insurance program for workers compensation at the College beginning January 1, 2004, and recommends the award of Request for Proposal Q00328 for excess workers compensation insurance to R. J. Galla Co., Inc. in the amount of \$44,562 to run from January 1, 2004 to January 1, 2005, and for the award of Request for Proposal Q00327 for Third Party Administrators (TPA) to oversee claim handling for workers compensation claims to CMMSI in the amount of \$16,450 to run January 1, 2004 to December 30, 2005. Annual renewals for CMMSI will come to the Board each year for approval.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Reaffirmation of Board approval related to computer and related peripheral purchases with Omni Tech and Dell Computers

II. REASON FOR CONSIDERATION

The Board approved the award for proposal Q00235 for desktop computers and printers to Omni Tech Corporation and for laptop computers to Dell Marketing LP at the June 25, 2002 meeting of the Board of Trustees. Part of this request was for an option to renew for an additional two years at the same or lower cost, if it is in the best interest of the College. The College performed an analysis related to costs, determined costs were the same or lower and that renewing was in the best interest of the College.

The need not to return to the Board for approval on the second and third year renewal was not clear to all Board members.

III. BACKGROUND INFORMATION

Many documents related to this issue have been reviewed by the College attorney, and it is his recommendation that an affirmation of the Board's decision is in order. The staff is only asking for a one year renewal (not two as stated in the original document) related to computer and related peripherals purchasing.

IV. RECOMMENDATION

It is the recommendation of the administration to renew the awards to Omni Tech and Dell for computer and related peripherals purchases for FY 2004 through the following motions provided by the College attorney:

The Board of Trustees finds and declares that:

1. The motion passed on June 25, 2002 regarding purchase of computers and printers from Omni Tech, was intended to, and did, authorize the administration to continue to purchase computer equipment from Omni Tech following the expiration of the initial one-year period if certain requirements were met; and
2. The Board acknowledges that the administration has determined that it was in the best interest of the College, for economic and efficiency reasons, to continue purchasing computer equipment from Omni Tech following the expiration of the one-year term;
3. The Board has previously, following extensive discussion of the meaning and intent of the June 25, 2002 motion and full consideration of the policy arguments for and against extending the Omni Tech contract, authorized payments for equipment from Omni Tech after the expiration of the one-year term, and by so doing, has ratified the actions of the administration and interpreted the June 25, 2002 action as permitting those purchases; and
4. The Board acknowledges that the administration has determined it would be desirable to re-bid computer purchases after the expiration of an initial one-year extension of the Omni Tech agreement, accepts the recommendation of the administration, and directs that such re-bidding be undertaken at the appropriate time.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Board approval of cellular phone contract with Southwestern Bell Mobile Systems, LLC, d/b/a Cingular Wireless.

II. REASON FOR CONSIDERATION

Cell phones have been leased on a phone-by-phone basis for a number of years from the same provider in order to retain the same phone numbers. At the last renewal, staff determined that putting all cellular phones under one contract with this provider and including a group of pooled minutes was the most cost effective approach for the College. This was done. Monthly costs range from \$2,000 to \$2,500 per month. It was not clear to staff that this contract needed Board approval

III. BACKGROUND INFORMATION

This issue was raised at the November Board meeting and referred to the College attorney for review. At that meeting, the Board authorized payment of the bills presented for November to this company and directed that this issue be reviewed and options presented to them at the expiration of the current contract.

IV. RECOMMENDATION

It is the recommendation of the College attorney that the following motion be adopted by the Board of Trustees.

"Moved that the Board of Trustees ratify the two-year contract entered into between the College and Southwestern Bell Mobile Systems, LLC, d/b/a Cingular Wireless, for the provision of wireless telecommunications equipment and service, dated August 12, 2002, which was signed by David McShane on behalf of the College, noting that the Board was aware of the agreement but failed to specifically approve it through an oversight."

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

New AAS degree program in Graphic Arts Technology with three certificates: Graphic Arts Certificate, Graphic Arts Design Certificate, and Graphic Arts Desktop Publishing Certificate

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

As a result of meetings with graphic arts professionals from the printing industry, the Technology, Mathematics, and Physical Sciences division has developed a new AAS degree program and related certificates in Graphic Arts Technology. This program will provide the skills and knowledge needed for employment or advancement in a wide range of employment opportunities in the printing industry. This degree covers current software and production techniques. Emphasis is on digital prepress and production.

A wide variety of careers is available in the printing and publishing industry: desktop prepress, such as page composition, electronic illustration, scanning, and color correction; press operation using offset presses; image assembly, such as high-end color scanning and color correction, image setter output and proofing; and Web-based online publishing as an alternative to print production.

The graphic arts industry is a major employer in Illinois; in fact, the Chicago area is the second largest employer in the nation for persons in the print industry. Desktop publishing is currently the second fastest growing occupation in the United States; from 2000 to 2010 there is an expected 57% growth rate for desktop publishing. Since 2000, more Harper area residents have requested a chargeback to attend another community college for graphic arts programs than to attend any other program.

Local employers are seeking to hire degree and certificate completers who have the skills and knowledge to use the current graphic arts industry software and equipment. Students who complete the proposed program are immediately employable or can transfer to universities that are prepared to have articulation agreements with our program. Most entry-level positions in the graphic arts field do not require a bachelor's degree.

Three of our area high schools have strong programs in graphic arts, and a fourth is adding the program for 2003-04. There are currently over 600 high school students enrolled in the program for which we can readily look at opportunities for articulated credit. Those schools that do not have graphic arts programs have long been asking Harper College to develop a program that would include dual credit courses. Illinois State University has reviewed the proposed AAS Degree in Graphic Arts Technology and has indicated that they will articulate the program for transfer.

IV. RECOMMENDATION

The administration and the curriculum committee recommend that the Board approve the new AAS degree program and certificates in Graphic Arts Technology.