



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

January 27, 2004

7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Educational Presentations**
 - Mike Barzacchini: Print Copier Solution
 - Dr. Margaret Skold, Academic Affairs: Implementing the Future
- V. Student Trustee Report**
- VI. President's Report**
- VII. Consent Agenda*** (Roll Call Vote)
 - A. For Approval**
 - 1. Minutes - December 18, 2003 Regular Board Meeting Exhibit VII-A.1
 - 2. Bills Payable, Payroll for December 12, 2003 and December 26, 2003, and Estimated payrolls for December 27, 2003 through February 6, 2004 Exhibit VII-A.2
 - 3. Bid Awards Exhibit VII-A.3
 - 4. Purchase Orders Exhibit VII-A.4
 - 5. Personnel Action Sheets Exhibit VII-A.5
 - 6. Student Service Awards - Fall 2003 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: Commissioning Sculptor for new Science, Emerging Technology and Health Careers Center Exhibit VIII-A
- B. RECOMMENDATION: Master Affiliation Agreement for Continuing Education Home Inspection Program Exhibit VIII-B
- C. RECOMMENDATION: Change Order to Provide Necessary Electrical Work to Support New Construction for the Diagnostic Imaging Program in the Shell Space of the Health Careers Center Exhibit VIII-C

IX. Harper Employee Comments

X. Citizen Comments

XI. Announcements by the Chair

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

On-Campus Events

- *February 24, 2004 7:00 p.m. - Regular Board Meeting - Room W214-215
- *March 23, 2004 7:00 p.m. - Regular Board Meeting - Room W214-215
- *April 27, 2004 7:00 p.m. - Regular Board Meeting - Room W214-215

Off-Campus Events

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

XIII. Adjournment

Minutes of the Regular Board Meeting of Thursday, December 18, 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, December 18, 2003

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Stone on Thursday, December 18, 2003 at 7:04 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 (7:35 p.m. arrival) 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; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Cheryl Kisunzu, Assistant V.P. Diversity/Organizational Development; Linda Kolbusz, Associate V.P. Development, Government Relations; Sheila Quirk, Associate V.P. for Strategic Planning and Alliances; Catherine Brod, Assistant V.P. for Development; Joe Accardi; Della Allen; Mike Alsup; Mike Barzacchini; Larry Bielawa; Carol Blotteaux; Phil Burdick; Ned Coonen; Laura Crane; Jon DeJonker; Rob Dix; David Dwyer; John Eliasik; Terence Felton; Peg Gallagher; Bob Getz; Sara Gibson; Sally Griffith; Vickie Gukenberger; Kelly Hamontree; Kathy Hanahan; Michael Harkins; Mike Held; Julie Hennig; Thea Keshavarzi; Terry Lindsay; Jim Ma; Russ Mills; Maria Moten; Mark Neubecker; Sheryl Otto; Jeanne Pankanin; Janie Petersen; Dennis Weeks; Deanna White and Denise Yurik. Students: Deborah Abbott; Jonathan Bell; Jamie Bilek; Lucio Diaz; Matt McGurn; Ann Yurkewicz.

Guests: Tim Kane, Chicago Tribune; Mario Bartoletti, Pioneer Press; Gary Clair, resident; Mike Nugent, Nugent Consulting; William Huley, Northwest Tax Watch.

APPROVAL OF AGENDA Member Kolze moved, Member Barton seconded, approval of the Agenda.

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.

PRESENTATIONS

Football Team

Harper College football coach John Eliasik and Jeanne Pankanin introduced sophomore football players Matt McGurn and Jonathan Bell. Coach Eliasik commended the team for their many accomplishments, and for the amazing character they displayed on the field. The Hawks' outstanding season resulted in Harper bringing home four championships: the conference, the region (NJCAA), the Graphic Edge Bowl game and the national title. In 33 years of football, Harper College had never won a national championship. The team trophies were displayed.

Ms. Pankanin noted that she is very proud of Coach John Eliasik, who is also a professor in the Physical Education department. She congratulated him for having the most wins of any community college football coach.

A Cored Health Science Curriculum

Dr. Vickie Gukenberger gave a brief presentation on the Cored Health Science Curriculum (HSC) in the Life Science and Human Services Division. She introduced Kelly Hamontree and Peg Gallagher who are also involved in the initiative. They are considering means that promote efficiency and effectiveness in delivery of program, as well as access, articulation and affordability for the students. Characteristics of a core curriculum include being modular in nature, short in length and intended for individuals entering a health care career pathway.

Benefits to learner

- Offers flexibility and access to meet diverse learner needs.
- Provides the learner with opportunities to explore health careers and/or transfer to other health career programs. A student may not need to start over if he changes his mind. Opportunities will be provided for articulation and transfer between programs, fostering the concept of career pathways.
- Fosters interdisciplinary study promoting teamwork, networking, critical thinking, diversity, effective communication and ethical practice.

- Promotes opportunity for success and ultimate retention in program completion. The student will start out with the simple and move to the more complex.
- Serves as the foundation of courses with dual credit offering for the high school students.

Benefits to the College

- Allows us to respond to the changing healthcare environment and potential new program growth, because we share a significant piece of the curriculum.
- Appeals to learners/employers by providing opportunities for articulation/transfer between programs (career paths).
- Promotes shared learner outcome in an efficient and effective way, and supports the assessment initiatives.
- Potentially has a greater impact on students.
- Enables responsible use of resources in the design, offering and evaluation of components of health careers programming.

Progress to date

- A work-team of health program Directors and Coordinators has been meeting.
- Identified some of the content and competencies that are shared between health careers and professionals.
- Reviewed outcomes of existing programs, accreditation and licensure requirements, and prepared a list of content or competency areas that suggest the opportunity for sharing.
- Evaluated national models of a Core HSC.
- Clustered and labeled content of areas as a preliminary framework for specific courses.
- Other areas being considered: Pharmacology, Nutrition.

Next steps

- Continue to evaluate current courses and sift out content that falls into our identified cluster areas of health care delivery systems, communication and health care, patient care, medical ethics, diversity and medical terminology.
- Establish learner outcomes.
- Establish a timeline for implementation.
- Develop an assessment plan to insure learner objectives are being met.
- Create an HSC certificate, which would prepare learners for entry-level healthcare positions. In addition, the certificate would allow for easy transition into more advanced health career programs, once the healthcare personnel are ready to return to school.

Member Howard commented that there is tremendous need in the whole healthcare area, with the aging population. She is pleased Harper College is responding to the need in our community.

Chair Stone noted that Member Murphy entered the meeting at 7:35 p.m., due to an unavoidable delay.

Distinguished Scholars Program

Dr. Breuder stated that some people may not know that Harper has a significant population of academically enriched students - students who could attend any institution of their choice, and they opt to come to Harper.

Vice President Colleen Murphy explained that the Distinguished Scholars program is a Board policy and program. Harper College has provided full scholarships to over 400 graduates of district high schools since it was created in 1987. When scholars choose to come to Harper, they go through an enrichment program that is developed by Student Development. The scholar meets regularly with a student development faculty member, they volunteer and they get leadership training.

The goals of the program are to attract and retain high achieving students from in-district high schools, to provide an enriched experience for students of distinction and to reinforce Harper College as a College of choice for achieving students.

Board members saw a brief video presentation, which gave an overview of the program. The video highlighted the College's academic reputation and the students' perceptions of that reputation. Mike Held noted that this is very important when they visit high schools in the community. It says something about Harper that we attract such students of high caliber, and it says something about our faculty. The program helps with recruiting.

Mr. Held noted that, because of their relationships with in-district high schools, they are provided with the list of the top ten students in each school. That information is used to invite the students to a reception where they have an opportunity to meet the people with whom they will be working, and to meet other scholars. Once a student has been confirmed eligible for scholarship, they get taken through the enrichment process, where they work with individuals in Student Development.

Mr. Held displayed an advertisement featured in the November 7, 2003 *Daily Herald*, which gave the scholars additional recognition for the prestigious award. It recognized the achievement of each of the students, that they were in the top 10 percent of their high school class, and it says that Harper is a place for high achieving students.

Terry Lindsay, Dean of Student Development, explained that, when the Distinguished Scholars program was first established in 1987, the requirements for the scholars were as follows:

- maintain a full-time status of 12 semester hours minimum,
- maintain a B average or 3.0 GPA,
- meet with a counselor every semester,
- attend weekly meetings during the first semester,
- attend four cultural events during each academic year.

A volunteer component was later added to the program. Last year, the Student Development staff recommended changes that they felt would greatly improve the quality of the experiences for the students.

Requirement changes include:

- attend a three-hour seminar, focusing on how to serve as an effective student leader,
- volunteer a total of 12 hours per semester, either on campus or in the Harper community.

Both past and current scholars have indicated that their experiences in the program have been very positive.

Kathy Hanahan, Counseling Faculty Member in the Career Center, noted that it has been a wonderful and rewarding experience to work with the scholars. Each year, she finds consistently that they are not only high achieving students, but they are motivated, dedicated and actively involved on the campus.

- 64 percent of current scholars have a GPA of 3.5 or higher;
- they work part-time jobs in addition to full-time load of classes;
- they are actively involved in a number of extra-curricular activities (Phi Theta Kappa, the Honor Society, sports

- teams, Excel Leadership program, Student Ambassadors, etc.);
- they are busy fulfilling their volunteer requirements.

Some students choose to volunteer both on campus and off campus. On campus volunteering has included assisting with the blood drive sponsored by Health Services, working as mentors for international students or helping new students with scheduling. Off campus volunteering has included helping residents at the Sunrise Assisted Living facility in Schaumburg, working with children in local classrooms as mentors or working with youth groups and youth ministry.

She introduced three current scholars, Jamie Bilek, Lucio Diaz and Ann Yurkewicz, who shared their very positive experiences with the Distinguished Scholars program. They thanked the Board for the scholarship opportunities.

Member Stone stated that she is just so proud of the students, and proud of all of who work with the students. They remind us why the Board is here.

Member Murphy complimented them on the wonderful program, adding that they are a credit to Harper College. He asked the students if they would follow up with the Board after they have attended their four-year universities. He would like to hear stories of comparison from people who have been on both sides of the fence.

STUDENT TRUSTEE REPORT

Student Member Sheppard distributed a written report to Board members. He summarized the activities of the Student Senate, Program Board, Harbinger, WHCM, Latino Unidos, Phi Theta Kappa, Harper College Honors Society, Astronomy Club, Pride Club, Student Ambassadors, Excel Leadership and the Harper College football team throughout the semester.

PRESIDENT'S REPORT

Dr. Breuder announced that FTE is up 9.18 percent over this time last year; and unduplicated headcount is up 5.8 percent. Numbers are evenly distributed across the divisions. Harper is increasingly the choice of a growing population.

He noted that Vice President Margaret Skold and the Deans in various divisions will be giving a one-hour presentation regarding program development at the January Board meeting. With regard to the four P's: price, product,

promotion and place, this presentation will highlight Harper's product - its curriculum. This is a changing business and a competitive marketplace. Harper must be vigilant.

CONSENT AGENDA

Member Gillette requested that the following five items be removed from the Consent Agenda: Exhibit VII-A.1, minutes from November 13, 2003 Board meeting; Exhibit VII-A.2, bills payable; Exhibit VII-A.4.g, Cisco Award; Exhibit VII-A.4.i, antivirus software; and Exhibit VII-A.6, disposal of obsolete and unrepairable personal property.

Member Barton moved, Member Murphy seconded, approval of the payrolls for November 14, 2003 and November 26, 2003; estimated payrolls for November 27, 2003 through December 26, 2003; bid awards; purchase orders (excluding VII-A.4.g and VII-A.4.i); personnel action sheets; and for information: financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits VII-A.1 through VII-B.3, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$4,566,780.43
Tuition Refunds	257,280.60

The payrolls of November 14, 2003 in the amount of \$2,077,176.28 and November 26, 2003 in the amount of \$2,040,265.30; and estimated payroll of November 27, 2003 through December 26, 2003 in the amount of \$3,655,997.16.

Bid Awards

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

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

	Ex. VII-A.3.c	Award bid 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.
Purchase Orders	Ex. VII-A.4.a	Approve 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.
	Ex. VII-A.4.b	Approve 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, Emerging Technology and Health Careers Center. The new total of the purchase order is to be \$1,236,832.08.
	Ex. VII-A.4.c	Approve 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.
	Ex. VII-A.4.d	Approve 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 in 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 additional years will be brought to the Board for approval.

Ex. VII-A.4.e

Approve 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 an 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 order 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.

Ex. VII-A.4.f

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.

Ex. VII-A.4.h 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.

Personnel Actions

Faculty Appointments

Roger House, Instructor-Chemistry, TM/PS, 01/14/04,
\$40,826/year

Veronica Neuendorf-Mormino, Instructor-Geography,
BUS/SS, 01/14/04, \$40,826/year

Professional/Technical Appointment

Teri Schmidgall, Student Development Specialist, STU DEV-
CAR CTR, 12/01/03, \$37,000/year

Supervisory/Confidential Appointment

David Broucek, Desktop Support Assistant Manager, IT/CS,
12/08/03, \$60,210/year

Classified Staff Appointments

Colleen Buchanan, Sales Associate, BKST, 11/17/03,
\$21,500/year

Jodi Garrington, Receptionist, p/t, REG OFF, 11/19/03,
\$14,625/year

Karin Kirch, Library Assistant I, p/t, LIB SER, 11/11/03,
\$4,238/year

Sue Laesch, Buyer II, BKST, 11/24/03, \$30,500/year

Marnina Patrick, Library Assistant I, p/t, LIB SER, 12/08/03,
\$12,535/year

Ivette Sitt, Receptionist, p/t, ADM OUT, 12/08/03,
\$20,384/year

Professional Technical Reclassification

Grant Prellwitz, Web Developer, Lead, IT/AS, 01/01/04,
\$65,827/year

Supervisory/Confidential Reclassifications

Craig Ferengul, Assistant Manager, Merchandise, BKST,
11/01/03, \$38,565/year

Alice Paul, Assistant Manager, Operations, BKST, 11/01/03,
\$46,835/year

Classified Staff Reclassification

Kerry Tokarz, Buyer I - Bookstore, BKST, 11/01/03,
\$26,350/year

Faculty Retirement

John Shola, Associate Professor-Refrigeration/Air
Conditioning, TM/PS, 07/31/06, 25 years

Professional/Technical Resignation

Dale Gross, Desktop Integration Analyst, IT/CS, 08/15/03, 3
years 2 months

Classified Staff Resignation

Catherine Leland, Applications Clerk, ADM PRO, 12/26/03, 6
years 2 months

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.

Minutes of November 13,
2003 Regular Meeting

Member Kolze moved, Member Howard seconded,
approval of the minutes for the November 13, 2003 Regular
Board meeting and Organizational meeting.

Member Gillette felt that the minutes did not reflect his true
statement. He distributed a verbatim copy of his statement
and requested that the meeting minutes include his verbatim
statement.

In response to Member Barton, Chair Stone noted that, if the
Board so chooses, they can include verbatim statements
with the minutes.

Member Howard moved, Member Murphy seconded, to
modify the minutes by including Member Gillette's verbatim
statement.

Following a brief discussion, it was decided that, at the
request of a Board member, his or her verbatim statement
will be included in the minutes.

Upon roll call to modify the minutes, the vote was as follows:

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

Motion carried. Student Member Sheppard voted nay.

Bills Payable

Chair Stone noted that Board members receive the payables via electronic means, and each trustee, to the best of her knowledge, looks at those payables electronically.

Member Gillette stated that the Board has not approved the purchase of the Omni Tech and cellular items. Therefore, he cannot vote to pay the bills, although he understands they have already been paid.

Member Howard 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 and
Stone
Nays: Members Gillette and Murphy

Motion carried. Student Member Sheppard voted aye.

Ex. VII-A.4.g

Member Barton moved, Member Kolze seconded, approval of 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, in the amount of \$222,260, as outlined in Exhibit VII-A.4.g (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette stated that, although the discount may be very good, he has no standard of comparison. He will not approve the item. In agreement, Member Murphy would also like to see comparative pricing information.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Ex. VII-A.4.i

Member Kolze moved, Student Member Sheppard seconded, approval of 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, as outlined in Exhibit VII-A.4.i (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette asked to see a comparative price for Norton's antivirus software. Since both programs are recommended as excellent software, he would like to see comparison information.

There was discussion regarding total cost of ownership, the risks, additional man-hours and additional costs involved in switching to a different antivirus program. Additionally, continuity of business is a major concern.

Della Allen, Director of Client Services, confirmed that before they make a major purchase, they check out other major vendors or major players in the market. The price quote from Norton was \$33,000 for a one-year license, not a two-year license. There is a major difference. She added that McAfee has a very strong educational program which offers many advantages, in addition to the price difference.

It was noted that Board members would appreciate as much pricing information as possible included in the Board packet each month. It would have been helpful to have the Norton price quote included in the packet.

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.

Disposal of Obsolete
and Unrepairable
Property Owned by the
College

Member Howard moved, Member Murphy seconded, approval of the disposal of obsolete and unrepairable 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, as outlined in Exhibit VII-A.6 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette suggested that the College keep some of the older computers to be used in open areas for students, or for library patrons to access the internet. In response, Della Allen stated that they do take advantage of technology as long as they can. The Cyber Café today has those older computers that no longer have use in the labs, but can be used to browse the internet. Some of the computers on the list really do not work at all anymore, and they may have had parts removed. They try to make monitors last twice as long as the workstations.

Dr. Breuder noted that Member Gillette's past suggestions about mixing and matching older pieces of computers to build other computers has not been well received on campus. That would take away resources that are needed predominantly for other support on campus. It would not be cost-effective. Della Allen noted that there are 2,401 units throughout campus, and the IT department must refresh them every four years.

Student Member Sheppard added that the donations are a way for Harper College to reach out to the community. To fix and patch the old machines would cost the College more money in the long run.

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.

Member Howard noted that she was pleased to see how well the College is doing on their investments. It will help with the conservative budget.

Committee Reports

Member Kolze distributed a copy of his report from the Illinois Community College Trustees Association (ICCTA) meeting he recently attended. He noted that there will be a retirement celebration for Joe Cipfl.

Member Kolze encouraged the administration to take a look at the ICCTA 2004 awards and consider individuals in the organization for nomination. There are a lot of good people at every level.

Member Kolze noted that they are looking for nominations for Treasurer. If anyone has an opportunity to do that, it would be a good way to get involved.

Member Kelley noted that he recently had the privilege of attending one of the seminars on legal issues facing the Board, and the Board would be pleased to know that a good portion of the seminar addressed both the Open Meetings Act and the new requirements. Harper College is on the cutting edge. A majority of the E-mail policy that was recently adopted by the Harper College Board will be used as a template by other community colleges in Illinois, if they so choose to adopt a policy.

Member Kolze noted that there is a new Regional Chair of the ICCTA trustees. He is looking for an evening that is free enough for people to attend the meetings, which include a dinner meeting with a program.

Member Howard noted that the Educational Foundation will be holding a retreat in January to establish their strategic goals and update them.

NEW BUSINESS:
Public Hearing on
Tax Levy

Member Barton moved, Member Gillette seconded, to adjourn the regular meeting to the hearing on the adoption of the tax levy.

In a voice vote, the motion carried.

Chair Stone called to order the public hearing on the adoption of the Harper College tax levy at 8:34 p.m.

Vice President Judy Thorson noted that there was no change from the Preliminary to the Final this year. The total levy, if it were to go through as listed, would be approximately \$53,700,000, which is an 8.3 percent increase. The rate of inflation (1.6 percent) is what really governs the levy these days. Realistically, they expect to receive from the levy next year approximately \$51,200,000, which is a three percent increase.

With regard to the 650 Higgins building, as long as the College has income off of that building, they are obligated to abate the taxes, so that the taxpayers do not have to absorb the taxes. Since they do have income from that building, they will be abating the taxes.

Chair Stone asked if there was anyone present who would like to comment on the levy. Hearing none, Chair Stone declared the hearing closed and reconvened the Regular meeting at 8:38 p.m.

Levy Resolution

Member Howard moved, Student Member Sheppard seconded, adoption of the Levy Resolution for 2003, as outlined in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Murphy, Vice President Thorson explained that the College levies for more than they expect, because they are never sure how much new property is out there. If the College levied for exactly what they expected, and the new property came in higher, they could not get any extra dollars. In response to Member Murphy, Vice President Thorson stated that they reached the \$53M figure by looking at each fund. They also put all the cap funds together and see how many cents that will generate, which will be 26.4 cents. They try to guess what their limit might be, and they think it might be 25 cents. Then they must determine what will have to be reduced. As part of the whole process, she has to tell the County Clerk which funds to reduce, if the College is over the limit. Vice President Thorson added that they have quite a lengthy process to determine each fund.

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.

Abatement of Taxes

Member Kolze moved, Member Gillette seconded, approval of the 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), and authorization of the transfer of \$523,985 from the revenues generated in the Auxiliary Fund to the Bond and Interest Fund, as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Sheppard voted aye.

Vice President Thorson explained that this Resolution stops the levying of taxes. When we sold the bonds, these were alternate revenue bonds. The College pledged revenue from the TECH program to actually pay off the bonds. If, for some reason, there was no revenue, the obligation would fall back to the taxpayer. However, since there is revenue, the obligation does not fall back to the taxpayer.

Modification of Existing Contract with Pepsi Cola General Bottlers, Inc.

Member Barton moved, Student Member Sheppard seconded, to 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 are 50 percent commission per item plus rebates of \$21,000; \$22,500; \$23,000; \$32,500 and \$36,000, as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Gillette, Dr. Breuder stated that this is not a bid. The College has a contractual relationship with Pepsi Cola (Pepsi), which has an out clause with 90 days and gives them a right of first refusal. He explained that they are also changing the nature in which they are dealing with vending. In the past, the College was more in control of it; however, now they are decentralizing and going to a commission route. This changed the terms. Pepsi and Coca Cola (Coke) had the chance to quote it. The Coke quote was higher. When Pepsi was asked what they would like to do, Pepsi matched it. The College then went back to Coke and said, "Pepsi matched it. Do you want to increase your quote?" On the second line of negotiations, Coke found another \$35,000 and Pepsi again matched the Coke quote. On the second line of negotiations, Pepsi Cola found another \$35,000 - \$36,000. Dr. Breuder does not find that to be in conflict with anything that was discussed last month.

In response to Member Gillette, Vice President Thorson clarified that the College went to both Pepsi Cola and Coca Cola simultaneously. They did get the better deal from Coca Cola at the time. However, Pepsi Cola always had the right to match it to be the winner.

Member Murphy stated that he feels the negotiations turned out well for the College, but he does find it difficult to

distinguish this scenario from the situation with the ERP consultants at the November Board meeting.

In response, Member Howard explained that the difference lies in the fact that the consultant is providing a service, whereas the vendor is providing products. Service from a consultant is quite a different nature. Member Stone added that it is traditional in this kind of negotiation for there to be the activity which took place.

Member Kelley stated that was his impression, as well. If the College had gone back out with the ERP Request for Proposal, it would not have been well received.

After further discussion, Member Barton called the question.

Upon roll call, the vote to call the question and bring it to a vote was as follows:

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

Student Member Sheppard voted aye.

Upon roll call, the vote to approve and execute the contract was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Workforce Board of
Northern Cook County-
General Contract
Agreement

Member Howard moved, Member Gillette seconded, approval and execution of the contract pending final review by College attorney, as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Associates in Applied
Science Degree Program
in Diagnostic Medical
Sonography

Member Howard moved, Member Barton seconded, approval of the new AAS degree program in Diagnostic Medical Sonography for implementation in Fall 2004, as outlined in Exhibit VIII-E (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.

Excess Workers
Compensation Insurance,
Third Party Provider and
Approval for Self-
Insuring Workers
Compensation

Member Barton moved, Member Kolze seconded, approval of the College beginning a self-insurance program for workers compensation at the College beginning January 1, 2004. Additionally, award 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 award 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, as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Murphy stated that he feels the concept of self-insurance is absolutely the right way to go. His concern is that there is only one viable company offering the service Harper College is seeking. Member Murphy would have preferred to have seen proposals from other companies. He asked why some companies did not respond.

In response, Mike Nugent, Nugent Consulting, stated that one cannot drag a company in and make them quote. They sent an RFP to the people who do this for a living, and they only received one proposal. Feedback he received from those who did not respond included one company who felt their proposal was so bad that they did not want to embarrass themselves by sending it in. Another company felt they did not have enough time to respond. Mr. Nugent added that there is not much they can do. However, the number proposed is the right number; it is close to what he projected back in September. In response to Member Kelley, Mr. Nugent stated that Gallagher indicated that there

were only three markets, and by the time they got around to getting to those three markets, they were already approached by other brokers, and they were effectively boxed out of the market.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Reaffirmation of Board Approval Related to Computer and Related Peripheral Purchases With Omni Tech and Dell Computers

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

It was noted that Members Murphy and Kelley would abstain, since they should not vote on what the Board intended when they were not on the Board at the time.

Member Gillette stated that a motion is a legal document that is quite clear. He feels it is a little unconscionable to continue here and say the Board understood that is what they voted on, because they surely did not.

Additionally, Member Gillette stated that the award was made on erroneous information. He originally voted for this based on information he received regarding Gardner Tier One. He found out several days later that the original information he received was not true. Therefore, Member Gillette strongly suggested that, from a moral and ethical standpoint, they just make a new motion that says the Board affirms the purchase of these devices.

Member Stone stated that the Board appreciates Mr. Gillette's point of view; however, there are some different points of view. Other Trustees see the situation differently.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Board Approval of
Cellular Phone Contract
With Southwestern Bell
Mobile Systems, LLC,
d/b/a Cingular Wireless

Member Kolze moved, Member Barton seconded, adoption of the following motion: "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," as outlined in Exhibit VIII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder stated that there are 58 people who have cell phones at the College in one capacity or another. If anyone makes a phone call for personal purposes, they reimburse the institution for that.

Member Gillette stated that he sent everyone a notice saying that the cost of the cell phones was outrageous based upon the data of 21 cell phones, which Dr. Breuder sent to all of us. Today the Board is told there are 58 cell phones, which makes his previous comments moot.

In response, Vice President Thorson explained that they sent an attachment to the attorney which noted they added 21 phones. The attorney made the assumption that the contract covered 21 phones, when in fact it should have been an additional 21 phones.

Member Gillette feels that he could ratify that contract now that it involves 58 phones. However, he pointed out the fact that the attorney did not know how many phones there were leads him to have great consternation of voting on something that says the Board was aware of this agreement for an unknown number of phones. There is no way the Board could be aware of it whatsoever. The check listings received by the Board have the name of the company, but not what was included. Not one person on this Board had any awareness. Member Gillette strongly suggested, from an ethical standpoint, that they remove the last paragraph, "noting that the Board was aware of the agreement, but failed to specifically approve it through an oversight." He suggested they simply ratify it.

Dr. Breuder stated that the paragraph was probably put in there because the Board voted last month to approve the bill. Legal counsel had all the background information necessary, they reviewed it thoroughly and provided the Board with this brief.

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.

New AAS Degree
Program in Graphic
Arts Technology with
Three Certificates

Member Howard moved, Student Member Sheppard seconded, approval of the new AAS degree program and certificates in Graphic Arts Technology, as outlined in Exhibit VIII-I (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard noted that her older daughter is a very talented graphic artist, and she is never out of work. She is pleased to see Harper adding this program. Vice President Skold commented that this is an example of work being done by Dean Sally Griffith. She designed and recommended this program, after looking at the fact that Chicago has the largest print market in the nation. They anticipate over 200 jobs per year in the district. Chair Stone added that most of the large printing houses are located in the Harper district, many of them in Elk Grove.

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.

HARPER EMPLOYEE
COMMENTS

There were no employee comments.

CITIZEN
COMMENTS

There was no citizen participation.

ANNOUNCEMENTS BY
CHAIR

Communications

Member Howard noted that, when she was Chair of the Board, she had received a letter from a participant in Aquasize, and other athletic programs in Building M, with concerns regarding air vents, elevator inspections, etc. At the time, Member Howard had forwarded the letter to Dr. Breuder; the College followed up immediately and then communicated with the customer. Member Howard read a response letter from the same customer: "Dear Mrs. Howard, I very much appreciate your prompt response concerning my maintenance issue concerns in Harper's Wellness Center Building. Already the air vent cleaning is initiated, notice of elevator inspections is posted and there has been no further pool water overheating. Dr. Breuder has sent us explanations regarding these issues, and I have shared them with fellow students. So many of us are benefiting from these health programs and are reassured by your support."

Calendar Dates

Calendar dates are printed on the Agenda for Board information.

Chair Stone complimented Vice President Colleen Murphy and her staff on the wonderful Annual Report, which was given to Board members and mailed to the general public recently. She noted that they are proud to receive the positive comments from the general public. Vice President Murphy noted that Phil Burdick was responsible for the Annual Report.

OTHER BUSINESS

Member Gillette stated that he has asked Dr. Breuder to create a policy which defines who can make purchases on behalf of the College. He believes it is in the best interest of the College to have a policy which states that only the purchasing department has the authority to commit for the College. One exception to this may be that, in the case of major contracts, the President or his delegate has the authority to commit, based upon direction from the Board.

Member Gillette also suggested changing their current policy of paying bills early. The current policy allows a pre-payment of the bill, which makes Board discussion moot. Prepayment of bills should be limited to \$10,000, if it is in the budget; items over \$10,000 must be preapproved by the Board.

It was noted that this policy has never been brought up in the course of an audit. The College has not been criticized for the way they are currently handling payables. In response to Member Gillette, Vice President Thorson stated that the College does not develop the audit program. The auditors come in with their own program that is developed through their professional standards. She added that they have developed a number of systems, and she believes the policy is inclusive the way it is. She reminded everyone that the Board does approve the budget.

Student Member Sheppard stated that Chair Stone is doing an excellent job in her new role as Chair of the Board. He asked that, at next month's meeting, they follow Roberts Rules of Order more closely and have the Chair recognize individuals who wish to speak, rather than allowing everyone to jump in and speak whenever they choose. Chair Stone thanked Student Member Sheppard for his comment. He will make her job easier.

Chair Stone announced the following committee assignments for the coming year:

	<u>Representative</u>	<u>Alternate</u>
ICCTA	Richard Gillette	Dick Kolze
Legislative	Barbara Barton	
Foundation	Kris Howard	Laurie Stone
ERP	Bill Kelley	Matt Murphy

She noted that William Sheppard is welcome to provide his input to any of the committees as Student Trustee.

Member Gillette noted that he has asked Member Kolze to go to Springfield in his absence, because it happens to be his 50th wedding anniversary weekend.

Resolution Recognizing
Kris Howard

Chair Stone read a Resolution honoring Kris Howard for her seven years in the position of Chair of the Board of Trustees. She served as Chair from November 1982 through November 1987, and November 2001 through November 2003. Ms. Howard's efforts and achievements were recognized, and she was presented with a framed copy of the Resolution. Member Howard thanked the Board. She added that the Board is a team, and they shall go forward as such.

Dr. Breuder read a letter he wrote to Kris Howard on behalf of Harper's administration, faculty and staff, to acknowledge and celebrate her leadership as Board Chair.

Chair Stone noted that the campus will be closed December 24 through January 4. On behalf of the Board, she wished everyone the most wonderful of holidays and a happy and healthy New Year.

ADJOURNMENT

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

In a voice vote, the motion carried at 9:28 p.m.

Chair

Secretary

BOARD REQUESTS

DECEMBER 18, 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	\$ 5,787,557.29
	Tuition Refunds	\$ 143,998.49
II.	PAYROLL	
	12/12/2003	\$ 2,012,309.39
	12/26/2003	\$ 1,660,820.16
III.	ESTIMATED PAYROLL	
	12/27/03 - 2/6/04	\$5,022,757.20

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

January 27, 2004

SUMMARY OF BIDS

- Exhibit VII – A.3.a The administration recommends that the Board award Q00334 for document cameras and camera bulbs for use in academic and administrative areas of the College to MCSi, the low bidder, in the amount of \$83,613.
- Exhibit VII – A.3.b The administration recommends that the Board award bid request Q00333 for supplemental plant material at the Science, Emerging Technology, and Health Careers Center to Moore Landscapes, Inc., the low bidder, in the amount of \$106,851 plus a contingency of not to exceed \$5,000 and an architect's fee of not to exceed \$6,712, for a total award of \$118,563.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00334 for document cameras and camera bulbs for use in academic and administrative areas of the Colleges as requested by Information Technology/Client Services for the Media Services department.

II. BUDGET STATUS

Funds in the amount of \$83,613 are provided in the 2003/04 Education Fund budget, under account number 0195-025-586.

III. INFORMATION

A legal bid notice was published and 25 bids solicited. Four responses were received. The following is a recap of the bid tab sheet:

MCSi	\$ 83,613
Roscor Corp.	92,472
Media Resources, Inc.	92,619
SPL Integrated Solutions	101,022

This request is for 21 standard model WolfVision VZ-9 cameras and 60 replacement bulbs. The document cameras will be used to replace dated units in classrooms and lecture halls that are scheduled to be retrofitted as “smart rooms,” and to provide supplemental audiovisual equipment available for a wide variety of special events on campus.

IV. RECOMMENDATION

The administration recommends that the Board award Q00334 for document cameras and camera bulbs for use in academic and administrative areas of the College to MCSi, the low bidder, in the amount of \$83,613.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00333 for supplemental plant material at the Science, Emerging Technology, and Health Careers Center.

II. BUDGET STATUS

Funds in the amount of \$118,563 are provided in the 2003/04 Operations & Maintenance Restricted Fund budget, under account numbers 0392-039-533.00-9038 and 0392-039-583.00-9038.

III. INFORMATION

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

Moore Landscapes, Inc.	\$106,851.00
Landscape Concepts Construction, Inc.	112,679.00
Cooling Landscape Contractors LLC	135,277.00
Walsh Landscape Construction	142,125.79
Fritz Landscape Co., Inc.	177,090.00

This request is for supplemental plant material to complete the development of a comprehensive landscape plan for the area around the Science, Emerging Technology, and Health Careers Center. Planting will begin in the spring and be complete by June 1, 2004.

Also included in the request is a contingency of not to exceed \$5,000 and an architect's fee of not to exceed \$6,712.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00333 for supplemental plant material at the Science, Emerging Technology, and Health Careers Center to Moore Landscapes, Inc., the low bidder, in the amount of \$106,851 plus a contingency of not to exceed \$5,000 and an architect's fee of not to exceed \$6,712, for a total award of \$118,563.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

January 27, 2004

SUMMARY OF PURCHASE ORDERS

- Exhibit VII – A.4.a The administration recommends that the Board approve issuance of a purchase order to Agilent Technologies for the purchase of a Gas Chromatography/Mass Spectrophotometer (GC/MS) for use by the Chemistry department in the Science, Health Careers, and Emerging Technology Center, in the amount of \$56,835.20.
- Exhibit VII – A.4.b Withdrawn.
- Exhibit VII – A.4.c The administration recommends that the Board approve issuance of a purchase order to Philips Medical for two HDI SonoCT Ultrasound Imaging Machines, and software upgrades for five years, in the amount of \$263,040.

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 a Gas Chromatography/Mass Spectrophotometer (GC/MS) as requested by the Technology, Mathematics and Physical Science Division for use by the Chemistry department in the Science, Health Careers, and Emerging Technology Center.

II. BUDGET STATUS

Funds in the amount of \$56,835.20 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 Chemistry department has selected the Agilent Technologies Gas Chromatography/Mass Spectrophotometer as the instrument of choice for classroom experiments as well as in original scientific work. Faculty members have experience working with other pieces of equipment supplied by Hewlett Packard, now Agilent Technologies, and find it to be the most reliable in the teaching environment.

The Agilent Technologies Gas Chromatography/Mass Spectrophotometer will be used in the following courses: CHM 110, 121, 122, 201, 204, and 205. Experiments in the CHM 110 and 121 courses will explore isotopic abundances. Experiments in the CHM 122 course will investigate functional groups in organic molecules. Extensive use of the GC/MS in the CHM 201, 204,

and 205 courses will include study techniques involved in drug discovery, identification of unknown organic molecules, and determination of reaction product purity. In addition, the GC/MS will be used by faculty and students conducting original scientific research.

Students who will work in any analytical or crime lab environment will use this type of equipment.

There are no authorized dealers or re-sellers of Agilent equipment. A letter has been obtained from Agilent Technologies verifying that it is the sole supplier.

The normal discount for colleges and universities is 10 percent. However, due to the volume of recent business received by Agilent for another Division of the College, for which a 20 percent discount was extended, the same 20 percent discount will apply for this purchase.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Agilent Technologies for the purchase of a Gas Chromatography/Mass Spectrophotometer (GC/MS) for use by the Chemistry department in the Science, Health Careers, and Emerging Technology Center, in the amount of \$56,835.20.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Philips Medical for two HDI SonoCT Ultrasound Imaging Machines, and software upgrades for five years, as requested by the Life Science and Human Services Division for the Diagnostic Medical Sonography (DMS) Program.

II. BUDGET STATUS

Funds in the amount of \$263,040 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

Diagnostic medical sonography, or ultrasound, has continued to gain professional and public popularity with the introduction of new non-invasive diagnostic modalities that 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 percent.

The HDI SonoCT Ultrasound Imaging Machines are equipped with Abdominal, small parts, prostate, OB, GYN/Fertility, Cerebrovascular, Peripheral Vascular, Musculoskeletal and Pediatric transducers, and clinical software options. These machines will be used in the new Diagnostic Medical Sonography Program, which was approved by the Board at the December 18, 2003 meeting and is scheduled to start during the 2004/05 College year. The DMS Program will consist of an Associates of Applied

Science in Diagnostic Medical Sonography, a Sonographer Certificate, and a Vascular Technologist Certificate. These career professionals are trained to perform ultrasound examinations of the abdomen, pelvis, pregnant uterus, blood vessels, neck, chest, and extremities to assist the physician in the diagnosis of numerous types of diseases and conditions.

The Diagnostic Imaging Laboratory will house the Cardiac Technology, Radiology Technology, Mammography, and Diagnostic Medical Sonography Programs. The Laboratory was initially a shell space in the Health Careers Center. Now that the Board has approved the DMS Program, the space will be built-out and completed. In order to maintain the reputation that the College has established as a quality provider of health career education, and specifically diagnostic imaging education, it is necessary that the students receive training on the latest equipment, which they will encounter when working in hospitals, clinics, and physician offices. Philips HDI ultrasound imaging machines hold 70 percent of the market share in the Chicago Metropolitan area and nationwide.

Philips Medical has been the only manufacturer of ultrasound imaging equipment that has chosen to support the ultrasound education programs at the College. When the Cardiac Technology Program began its operations in the early 1990s, Philips Medical and Advocate Illinois Masonic Medical Center donated the ultrasound imaging equipment that was needed.

Because of the relationship with Philips, and the previous purchase of ultrasound equipment, Philips has again offered the College extremely discounted pricing. Philips was able to secure two demonstration models, allowing the offer of a substantial discount over the price of new equipment. The demo models will cost 50 percent of the price of new equipment. In addition, Philips has agreed to donate a \$30,000 Ultrasound Image Read and Review Station that will network with the two general ultrasound imaging machines. This package also includes all required software updates for the next five years.

Philips recognizes the status of Harper College as an academic institution and has done whatever is necessary to keep this purchase within the budget constraints of the College. Philips has also agreed to transport the systems free of charge to the Health Careers Center when it is time to move into the new facility.

The price of the equipment is \$466,080 new, plus software upgrades of \$30,000 for a total of \$496,080. With the 50 percent discount for the demo equipment, the total cost to the College will be \$263,040.

This purchase conforms to State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Philips Medical for two HDI SonoCT Ultrasound Imaging Machines, and software upgrades for five years, in the amount of \$263,040.

WILLIAM RAINEY HARPER COLLEGE

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

- A. Ratification of Professional/Technical Appointments.
- B. Ratification of Supervisory/Confidential Appointment.
- C. Ratification of Classified Staff Appointments.
- D. Ratification of Public Safety – ICOPS Appointments.
- E. Ratification of Faculty Retirement.
- F. Ratification of Classified Staff Retirement.
- G. Ratification of Harper #512 IEA-NEA Retirement.
- H. Ratification of Classified Staff Resignations.
- I. Ratification of Public Safety – ICOPS Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Student Service Awards – Fall 2003.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The monetary awards are payments given for students' work for the College through student activities. Harper uses this method of compensation for recommended student leaders in lieu of guaranteeing academic credit, salaries, automatic tuition grants, or other means of payment for particular student positions. This means that students must perform well in their positions in order to be eligible for consideration for these awards. The award is recommended based on performance, position, leadership, and length of service, and participation in eXcel, Harper's student leadership training programs. In order to encourage student leaders to complete their classes as well, the amounts of their student service awards are based on credit hours successfully completed. Each student must also meet standards established for satisfactory academic progress. Expenses for student service awards are budgeted in and shared between Student Activities and the Education Fund; \$6,063.50 will be paid by Student Activities (Student Service Awards Account No. 0538-858-59900-0000), \$5,996.50 will be paid by the Educational Fund (Financial Aid Account No. 01-90-125-592.40-0000-4732). In addition, the Educational Foundation will also contribute \$603.00 for the Student Trustee's award. The 26 awards this semester total \$12,663.00.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the Fall, 2003 Student Service Awards in the amount of \$6,063.50 from Account No. 0538-858-59900, \$5,996.50 from Account No. 01-90-125-592.40-0000-4732, and \$603.00 from Account No. 01-00-039-13916.

Fall 2003

STUDENT SERVICE AWARDS

Name	Organization/Club	Rebate	S.S.#	Amount
William H. Sheppard, Jr.	Student Trustee	Full		\$603.00
Ronnie Kroell	Student Senate	Full		\$938.00
April Goodwin	Student Senate	Full		\$871.00
Tom Kaczanko	Program Board	Half		\$368.50
Jen Scharringhausen	Program Board	Half		\$301.50
Kristen Landi	Program Board	Half		\$569.50
Sarah Mozal	Program Board	Half		\$435.50
Donna Benezra	Program Board	Half		\$502.50
Ted Hahn	Theatre	Full		\$804.00
Sean Kelly	Harbinger	Full		\$402.00
Katie Klemp	Harbinger	Full		\$402.00
Ken Lowe	Harbinger	Half		\$402.00
Erika Peterson	Harbinger	Half		\$201.00
Paula Dourian	WHCM	Full		\$469.00
Lily Garcia	WHCM	Full		\$971.50
Robert Lettieri	Harper College Dance Company	Half		\$368.50
Danielle Yunker	Student Ambassadors	Half		\$469.00
Caroline Federici	Student Ambassadors	Half		\$536.00
Fouad Husain	Indian/Pakistani Club	Half		\$234.50
Vearnest McClellan	Honors	Half		\$469.00
Elizabeth Gomez de La Casa	Latinos Unidos	Half		\$201.00
Martin Trejo	Latinos Unidos	Half		\$402.00
Mia Graff	Nursing	Half		\$368.50
Jor-el DeGuzman	International Students' Club	Half		\$435.50
Donna Benezra	M.O.V.E.	Half		\$502.50
Kristen Froehlich	InterVarsity	Half		\$435.50

Total \$12,663.00

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

Exhibit VII-B.1
January 27, 2004

	<u>Outstanding Investments</u>	<u>Earned To Date</u>
EDUCATION FUND	\$ 22,962,213	185,585
OPERATIONS, & MAINT. FUND	9,366,107	78,919
OPERATIONS, & MAINT. FUND (Restricted)	3,542,537	26,904
BOND & INTEREST	-7,674,034	26,151
AUXILIARY ENTERPRISES	1,114,432	12,731
RESTRICTED FUNDS	6,376,746	61,588
WORKING CASH FUND	12,658,699	108,228
AUDIT FUND	180,251	1,499
LIABILITY, PROTECTION & SETTLEMENT	<u>78,370</u>	<u>4,233</u>
Total	<u>\$ 48,605,321</u>	<u>505,838</u>

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

Exhibit VII-B.1
January 27, 2004

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 12/31/2003	Market Value
Certificates of Deposits							
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: 1.29				46,500,000.00	46,500,000.00 *
Illinois Funds		Monthly Average		0.90		2,105,321.23	2,105,321.23
TOTALS AS OF:	12/31/2003				\$	48,605,321.23	48,605,321.23

*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
 December 31, 2003

Jan. 27, 2004
 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	4,724,907.86	3,462,231.96	253,777.56	34.27%	7,125,908.48
Sub-Total	\$10,841,918.00	4,724,907.86	\$3,462,231.96	\$253,777.56	34.27%	\$7,125,908.48
President						
Development Office	390,634.00	170,238.30	184,065.54	168,841.04	90.34%	37,727.42
Pres/Brd of Trustees	327,975.00	142,931.51	160,259.04	136,667.05	90.53%	31,048.91
Strategic Alliance	171,493.00	74,736.65	78,983.38	75,267.66	89.95%	17,241.96
Assoc VP Development	177,528.00	77,366.70	85,013.08	79,966.51	92.93%	12,548.41
Sub-Total	\$1,067,630.00	465,273.15	\$508,321.04	\$460,742.26	90.77%	\$98,566.70
Student Affairs						
Student Activities	372,302.00	162,249.21	150,135.29	148,395.28	80.19%	73,771.43
Student Development	3,434,939.00	1,496,946.42	1,507,080.74	1,179,458.65	78.21%	748,399.61
Wellns/Human Perform	1,615,519.00	704,043.18	726,736.39	480,831.95	74.75%	407,950.66
Sub-Total	\$5,422,760.00	2,363,238.81	\$2,383,952.42	\$1,808,685.88	77.32%	\$1,230,121.70
VP Academic Affairs						

Acad Enrich/Lang Std	4,015,424.00	1,749,921.78	1,826,869.36	1,450,924.73	81.63%	737,629.91
Academic Affairs	709,427.00	309,168.29	130,896.94	85,512.49	30.50%	493,017.57
Assoc VP Aca Affairs	309,316.00	134,799.91	134,327.98	118,986.66	81.90%	56,001.36
Bus/Social Sciences	5,351,564.00	2,332,211.59	2,375,557.11	1,449,190.06	71.47%	1,526,816.83
Dean of Cont Educ	471,878.00	205,644.43	198,910.74	174,055.68	79.04%	98,911.58
Liberal Arts	5,384,570.00	2,346,595.61	2,514,291.77	1,665,617.89	77.63%	1,204,660.34
Life Sci/Hum Services	4,371,581.00	1,905,135.00	1,831,668.29	1,333,300.74	72.40%	1,206,611.97
Resource for Learning	2,040,811.00	889,385.43	961,530.07	663,345.36	79.62%	415,935.57
Tech/Math & Phy Sci	4,340,697.00	1,891,675.75	2,135,787.16	1,283,748.35	78.78%	921,161.49

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
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VP Aca Affairs	264,351.00	115,204.17	102,847.64	90,721.54	73.22%	70,781.82
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Sub-Total	\$27,259,619.00	11,879,741.96	\$12,212,687.06	\$8,315,403.50	75.31%	\$6,731,528.44
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VP Admin Services

Admin Services	1,598,000.00	696,408.40	688,412.04	704,841.81	87.19%	204,746.15
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Sub-Total	\$1,598,000.00	696,408.40	\$688,412.04	\$704,841.81	87.19%	\$204,746.15
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VP Diversity/Org Dev

Human Res/Int. Affairs	495,016.00	215,727.97	127,048.91	0.00	25.67%	367,967.09
Asst VP Diversity/Org	544,534.00	237,307.92	248,495.65	193,021.28	81.08%	103,017.07
Sub-Total	\$1,039,550.00	453,035.89	\$375,544.56	\$193,021.28	54.69%	\$470,984.16
VP Info Technology						
Info Technology	5,324,096.00	2,320,241.04	2,524,977.97	1,973,742.32	84.50%	825,375.71
Sub-Total	\$5,324,096.00	2,320,241.04	\$2,524,977.97	\$1,973,742.32	84.50%	\$825,375.71
VP Mktg & Advancement						
VP Enroll/Marketing	1,882,364.00	820,334.23	779,907.46	561,103.76	71.24%	541,352.78
Enrollment Svcs	1,431,856.00	624,002.84	614,881.06	477,952.15	76.32%	339,022.79
Pub/Comm Services	1,445,410.00	629,909.68	600,663.12	561,245.91	80.39%	283,500.97
Sub-Total	\$4,759,630.00	2,074,246.75	\$1,995,451.64	\$1,600,301.82	75.55%	\$1,163,876.54
Grand Total:	\$57,313,203.00	24,977,093.87	\$24,151,578.69	\$15,310,516.43	68.85%	\$17,851,107.88

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
FY2003/2004 BUDGET AND EXPENDITURES
 December 31, 2003

Jan. 27, 2004
 Exhibit VII-B.1

OPERATIONS AND MAINTENANCE FUND

DIVISION	BUDGET	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Institutional					
Admin Services	3,145,539.00	1,151,941.17	818,199.57	62.63%	1,175,398.26
Sub-Total	\$3,145,539.00	\$1,151,941.17	\$818,199.57	62.63%	1,175,398.26
VP Admin Services					
Construc/Spec Proj	90,819.00	42,546.52	40,258.92	91.18%	8,013.56
Physical Plant	7,876,192.00	3,311,753.13	2,349,960.92	71.88%	2,214,477.95
Sub-Total	\$7,967,011.00	\$3,354,299.65	\$2,390,219.84	72.10%	2,222,491.51
VP Info Technology					
Info Technology	1,195,520.00	471,341.12	326,413.62	66.73%	397,765.26
Sub-Total	\$1,195,520.00	\$471,341.12	\$326,413.62	66.73%	397,765.26
Grand Total:	\$12,308,070.00	\$4,977,581.94	\$3,534,833.03	69.16%	3,795,655.03

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 Report

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Grants and gifts status report.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

WILLIAM RAINEY HARPER COLLEGE
LISTING OF
GRANT PROGRAMS

July 1, 2003 – June 30, 2004
 Reported: January 27, 2004

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 Improve Project Physical Plant J. Ma	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 January 27, 2004

\$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 December Fundraising Report FY04

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
FY04 Calendar Year End Direct Mail	30	\$5,449.00	\$0.00	\$0.00	\$0.00	\$5,449.00
Spring Gala 2004	2	\$0.00	\$225.00	\$2,872.00	\$0.00	\$3,097.00
Memorial	8	\$560.00	\$0.00	\$0.00	\$0.00	\$560.00
Nursing Alumni FY04	1	\$70.00	\$0.00	\$0.00	\$0.00	\$70.00
Pacesetter Campaign FY04	9	\$3,125.00	\$3,312.60	\$0.00	\$0.00	\$6,437.60
Personal Solicitation	2	\$1,150.00	\$0.00	\$0.00	\$0.00	\$1,150.00
Scholarship Stewardship Reports	5	\$2,650.00	\$0.00	\$0.00	\$0.00	\$2,650.00
Stewardship	2	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00
Unsolicited	3	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Grand Totals:	62	\$18,004.00	\$3,537.60	\$2,872.00	\$0.00	\$24,413.60

**Harper College Educational Foundation
Year to Date Fundraising Report (as of 12/31/03)**

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
Community Catalyst	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
FY04 Calendar Year End Direct Mail	30	\$5,449.00	\$0.00	\$0.00	\$0.00	\$5,449.00
Spring Gala 2004	4	\$500.00	\$450.00	\$2,872.00	\$0.00	\$3,322.00
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	21	\$1,240.00	\$0.00	\$0.00	\$0.00	\$1,240.00
Mary Jo Willis Row	15	\$1,440.00	\$150.00	\$0.00	\$0.00	\$1,590.00
Margaret Scott Memorial Scholarship	48	\$1,266.00	\$0.00	\$0.00	\$0.00	\$1,266.00
Nursing Alumni FY04	15	\$960.00	\$0.00	\$0.00	\$0.00	\$960.00
Pacesetter Campaign FY04	20	\$12,200.00	\$4,312.60	\$0.00	\$0.00	\$16,512.60
Personal Solicitation	7	\$8,450.00	\$0.00	\$400.00	\$10,000.00	\$18,850.00
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	14	\$7,800.00	\$0.00	\$0.00	\$0.00	\$7,800.00
Special Intiatives	6	\$2,419.29	\$0.00	\$0.00	\$0.00	\$2,419.29
Stewardship	10	\$6,660.00	\$0.00	\$200.00	\$0.00	\$6,860.00
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	23	\$5,090.00	\$0.00	\$5,159.00	\$0.00	\$10,249.00
Grand Totals:	498	\$107,743.29	\$56,744.60	\$8,631.00	\$75,350.00	\$248,468.89

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Commissioning sculptor for new Science, Emerging Technology and Health Careers Center

II. BACKGROUND INFORMATION

Harper College has a long-standing commitment to acquiring and displaying works of art, both pieces in its permanent collection and artwork on loan. This supports the mission of the College to be both an educational and cultural center for the community. The art collection is used as study material for Harper students, and tours can be arranged for the general public.

Currently, Harper's art collection, held in trust by its Foundation, is valued at more than \$1,000,000. The most recent acquisitions have been "Oasis," a bronze creation of John Medwedeff, and "Lintel," a stone sculpture by Michael Brown. "Oasis" and "Lintel" were acquired with the assistance of private sector contributions and were part of the construction of the Performing Arts Center and Conference Center. The State of Illinois has an Art-In-Architecture provision which requires that buildings constructed using State funding incorporate works of art.

The 288,500 sq. ft. Science, Emerging Technology and Health Careers Center is scheduled for completion this summer. A committee of eight (Kris Howard, Barbara Barton, Joe Legat, Mike Brown, Ken Dahlberg, Rebecca Keller, Jason Peot and Robert Breuder) reviewed the works of a number of sculptors whose names were provided through the Art-in-Architecture Program of the State of Illinois. From that review, three sculptors were selected and interviewed on campus. Bruce White was selected as the preferred artist.

Bruce White has a long and illustrious career and is recognized for his work in stainless steel, the preferred medium for the newest piece of art (see attached resume).

Fifty percent (50%) of the cost of the \$78,000 sculpture will be paid by the Harper College Foundation and fifty percent (50%) by the College through the Art-in-Architecture line item set aside in the Science, Emerging Technology and Health Careers Center construction budget. This line item is funded through earned

interest income.

Exhibit VIII-A
January 27, 2004

IV. RECOMMENDATION

The administration recommends the Board of Trustees approve entering into a contract with Bruce White for \$78,000 to create a 40' stainless steel triangular sculpture with irregular motif, which will be elaborately pierced. The cost includes fabrication, delivery and installation. The College will provide lighting, a foundation to receive the sculpture and plantings.

The sculpture will be installed within five months of the execution of a contract, which the administration is herein authorized to execute with Bruce White.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Master Affiliation Agreement for Continuing Education Home Inspection Program

II. REASON FOR CONSIDERATION

An affiliation agreement is required between Harper College and affiliating agencies to provide home inspection pre-licensing training. The Board of Trustees must approve all affiliation agreements.

III. BACKGROUND INFORMATION

Past practice has been to send each affiliation agreement to the Board as they arise. To streamline this process a Master Affiliation Agreement has been created based on past agreement with Sauk Valley Community College to be presented for Board approval.

The Master Affiliation Agreement will be used with all agencies. Addendum pages will be added to each agreement, as special circumstances require.

The Master Affiliation Agreement will standardize and streamline the process related to developing affiliations with agencies who wish to partner with Harper College to offer our Home Inspection program.

IV. RECOMMENDATION

It is the recommendation of the Administration to approve the attached Master Affiliation Agreement prepared in collaboration with the College Attorney. The Continuing Education Dean in collaboration with the Program Coordinator would be authorized to execute the approved agreements.

**CONTINUING EDUCATION
MASTER AFFILIATION AGREEMENT
HOME INSPECTION PROGRAM**

THIS EDUCATION PROGRAM AGREEMENT (“Agreement”) is entered into the date set forth below between **AFFILIATING AGENCY**, and William Rainey Harper College (“**College**” or “**Harper**”), a body politic and corporate.

WITNESSETH:

WHEREAS, **AFFILIATING AGENCY** has approached Harper regarding the implementation of an Home Inspection course to be offered at **AFFILIATING AGENCY** facilities beginning in the **FALL/SUMMER/SPRING** semester; and

WHEREAS, Harper has developed a curriculum for a successful Home Inspection course; and

WHEREAS, **AFFILIATING AGENCY** desires to utilize **Harper’s** highly successful curriculum for a Home Inspection course at **AFFILIATING AGENCY** facilities; and

WHEREAS, the best interests of both parties would be served by **Harper** licensing its Home Inspection curriculum to **AFFILIATING AGENCY**

NOW, THEREFORE, in consideration of the mutual covenants and promises hereinafter contained for and in consideration of ten dollars (\$10.00) and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Incorporation of the Preambles and Recitals.

The above recitals are hereby incorporated into and made part of this Agreement.

2. Subject and Purpose.

Harper agrees to allow **AFFILIATING AGENCY** to use **Harper’s** Home Inspection curriculum. **AFFILIATING AGENCY** will not use or permit any use of **Harper’s** Home Inspection curriculum for any use that is inconsistent with the terms and conditions of this Agreement.

3.0 Responsibilities of College.

- 3.1 The **College** will manage and maintain Illinois state licensure for the Home Inspection program.
- 3.2 The **College** will provide Home Inspection course description, outline, final exam answer sheet, FAQ's, course evaluations, promotion's flyer, course handouts, and final exams (to be copied for students by **AFFILIATING AGENCY**).
- 3.3 The **College** will provide **AFFILIATING AGENCY** the use of proprietary course materials including video and PowerPoint presentation until termination of contract.
- 3.4 The **College** will provide **AFFILIATING AGENCY** with state test site information.
- 3.5 The **College** will provide **AFFILIATING AGENCY** with marketing strategies utilized by College.
- 3.6 The **College** will share responsibilities related to student complaints with **AFFILIATING AGENCY**.
- 3.7 The **College** may, at its discretion, promote **AFFILIATING AGENCY** programs through its website, newsprint, brochures and fliers.
- 3.8 The **College** may, at its discretion, examine for approval all class content and instructor's credentials for the purpose of ensuring that **College** standards are met.

4.0 Responsibilities of **AFFILIATING AGENCY**.

- 4.1 **AFFILIATING AGENCY** will hire and pay instructor(s) for teaching the course.
- 4.2 **AFFILIATING AGENCY** will register students for any listed courses in accordance with registration policies and procedures established by the **College**.
- 4.3 **AFFILIATING AGENCY** will collect tuition and fees in accordance with its established payment and fee policies.

- 4.4 At the conclusion of each course that successfully runs with 6 or more enrolled students, **AFFILIATING AGENCY** will remit 75% of the collected tuition, (after deducting a \$2,400.00 instructor fee), directly to the **College**; and **AFFILIATING AGENCY** will retain the remaining 25% of the collected tuition.
- 4.5 **AFFILIATING AGENCY** will provide class rosters of students registered through **AFFILIATING AGENCY** to the **College**. Rosters will be faxed to Norma Nerstrom at 847.925.6810 no earlier than 48 hours prior to a class start date and no later than noon the day of the class.
- 4.6 **AFFILIATING AGENCY** will list the Home Inspection courses in semester course catalogs as sponsored by the College. The number of courses and semesters offered will be agreed to by **AFFILIATING AGENCY** and the **College**.
- 4.7 **AFFILIATING AGENCY** requires that each instructor will conduct himself/herself according to the **College's** standards, including but not limited to, adhering to all scheduled classes for a full-time period of each class, providing quality instruction materials, and requiring every student to complete an instructor evaluation before completing each class.
- 4.8 **AFFILIATING AGENCY** will oversee qualified instructors possessing all necessary state and local government certificates and licenses.
- 4.9 **AFFILIATING AGENCY** will distribute course evaluations in each course/section and provide copies of the evaluations within one week after the end of each semester. Also, **AFFILIATING AGENCY** will provide final test scores within the same time frame and mail both evaluation and test scores to Norma Nerstrom/Continuing Education, Harper College, 1200 West Algonquin Road, Palatine, Illinois 60067.
- 4.10 **AFFILIATING AGENCY** will maintain liability insurance coverage for personal injuries that may arise from the Home Inspection courses including injury due to equipment and/or the action or lack of action of **AFFILIATING AGENCY** employees,

agents and/or independent contractors (including instructors) as described in Section 8 of this Agreement.

- 4.11 **AFFILIATING AGENCY** will ensure **AFFILIATING AGENCY** employees, agents and/or independent contractors inform and instruct students in the proper and safe usage of Home Inspection equipment and tools prior to the start of each course/section.
- 4.12 **AFFILIATING AGENCY** will ensure that safety procedures are followed by students as well as **AFFILIATING AGENCY** employees, agents and/or independent contractors (including instructors) as described in Section 8 of this Agreement at all times that class is in session.
- 4.13 **AFFILIATING AGENCY** will ensure that specialized equipment related to the Home Inspection course is maintained in safe working order according to accepted industry standards, insurance requirements and manufacturers recommendations. Further, **AFFILIATING AGENCY** will ensure that equipment and tools are not altered in any way as to compromise safety or violate manufacturers' recommendations.
- 4.14 **AFFILIATING AGENCY** will ensure that safety equipment (including, but not limited to, goggles) as appropriate for a particular course is available for students as well as **AFFILIATING AGENCY** employees, agents and/or independent contractors (including instructors) as described in Section 8 of this Agreement at all times that class is in session.
- 4.15 **AFFILIATING AGENCY** will ensure that basic first aid is available on site and is administered only by qualified **AFFILIATING AGENCY** employees, agents or independent contractors (including instructors) as described in Section 8 of this Agreement.
- 4.16 **AFFILIATING AGENCY**, in cooperation with the **College**, will provide the **College** with class cancellation decisions according to the schedule provided below and the policies developed by the College. Jeanne Kline, Administrative Services Assistant, 847.925.6854, is the contact for all Go/No Go decisions.

Fall & Spring Semesters

If class starts on a:	Go/No Go decision is made the:
Monday	Previous Tuesday
Tuesday	Previous Wednesday
Wednesday	Previous Thursday
Thursday	Previous Friday
Friday	Previous Monday
Saturday	Previous Monday
Sunday	Previous Monday

Summer Semester

If class starts on a:	Go/No Go decision is made the:
Monday	Previous Tuesday
Tuesday	Previous Wednesday
Wednesday	Previous Thursday
Thursday	Previous Monday
Friday	Previous Monday
Saturday	Previous Monday
Sunday	Previous Monday

- 4.17 **AFFILIATING AGENCY** will provide classroom space, materials and equipment at one of **AFFILIATING AGENCY** facilities for Home Inspection students for the purpose of conducting agreed upon courses.

- 4.18 **AFFILIATING AGENCY** will coordinate and manage in cooperation with the Administrative Services Assistant the enrollment minimums and maximums for each course/section at the discretion of the **College**.

- 4.19 **AFFILIATING AGENCY** will schedule and price Home Inspection courses for each semester as approved by the **College** and according to the program-planning schedule established and provided by the **College**.

- 4.20 **AFFILIATING AGENCY** will indicate in writing any security measures currently on premises and will not hold the **College** liable for damage to any classrooms or equipment.

- 4.21 **AFFILIATING AGENCY** will be responsible for text purchases and payments to vendors.

5. Term.

This Agreement will remain in full force and effect commencing upon execution of this Agreement by **AFFILIATING AGENCY** and **Harper**. The Agreement will be reviewed once a year by **AFFILIATING AGENCY** and **Harper** for the purpose of determining whether any agreed revisions may be deemed advisable or necessary.

6. Termination

This Agreement shall remain in effect until either party terminates the agreement by providing 120 days advanced written notice to the other party.

7. Restrictions of Use.

AFFILIATING AGENCY will not permit any other entity and/or person to use Harper's Home Inspection curriculum for any purpose.

8. Independent Contractors.

It is understood and agreed that the relationship of **College** to **AFFILIATING AGENCY** is strictly that of an independent contractor and under no circumstances will **AFFILIATING AGENCY** or any of its employees be considered agents, servants, or employees of the **College** in providing the services specified in this Agreement.

9.0 Indemnification.

9.1 **AFFILIATING AGENCY** will indemnify and hold **Harper** harmless from any and all expense, claim, liability, loss or damages including but not limited to attorneys' fees which arise out of or are founded upon **AFFILIATING AGENCY** performance or failure to perform according to the provisions of this Agreement, or any act or omission by any employee, agent, or representative of **AFFILIATING AGENCY** related to **AFFILIATING AGENCY** use of **Harper's** Home Inspection curriculum. **AFFILIATING AGENCY** will defend all such claims in the name of **Harper**. This section will survive termination of this agreement.

9.2 The liability of **Harper** for damages or alleged damages hereunder, whether in contract, tort or any other legal theory, is limited to, and will not exceed one year's payment to **Harper** by **AFFILIATING AGENCY** under this Agreement. This section will survive termination of this Agreement.

10.0 Insurance Coverages

AFFILIATING AGENCY will provide and maintain, at its own expense:

10.1 Workers' compensation insurance in an amount which complies with the applicable workers' compensation laws and employer's liability as required by Illinois law.

10.2 Commercial general liability insurance, including, but not limited to, products/completed operations liability, and contractual liability for bodily injury or property damage with a combined single limit of not less than \$1,000,000 per occurrence with a general aggregate of \$2,000,000. Such insurance will name the **College**, its board members, employees and agents as additional insureds.

10.3 A \$1,000,000 general liability umbrella policy to provide for the same coverages as provided above.

AFFILIATING AGENCY commercial general policy will be specifically endorsed to provide that the coverage obtained by virtue of this Agreement will be primary and that any insurance carried by the **College** will be excess and non-contributory. **AFFILIATING AGENCY** will add **William Rainey Harper College**, its Board members, employees and agents, as Additional Insured pertaining to the coverage required in Sections 10.2 and 10.3 of this Agreement. All policies will be specifically endorsed to provide that such coverage will not be canceled or materially changed without at least thirty (30) days prior written notice to the **College**. **AFFILIATING AGENCY** will deliver certificates of insurance and any renewals thereof to the **College** which evidences the required coverages.

11. Licenses and Permits.

Each party certifies that it has obtained all necessary private and public licenses, and local, state and federal permits and authorizations to operate a student training program and will comply fully with all applicable state

and federal laws, rules and regulations and all local ordinances and regulations.

12. Use of Name.

Neither party will use the other party's name either alone or in connection with another word or words, unless provided by written agreement between the parties. Nor will either party use the other party's trademarks, service marks, trade names, symbols, logos or designs for any purpose whatsoever, unless provided by written agreement between the parties.

13. Disclaimers.

Harper disclaims all warranties, express or implied, as to any matter whatsoever relating to the warranties of merchantability or its fitness for any particular purpose. **Harper** grants permission to **AFFILIATING AGENCY** for use of the Home Inspection curriculum and **AFFILIATING AGENCY** takes the Home Inspection curriculum "as is." Harper will not be liable to **AFFILIATING AGENCY** for any liability, claim, loss, damage or expense of any kind or nature (including negligence or strict liability) caused by use of the Home Inspection curriculum.

14. Notice

Except as otherwise specified herein, any notice or other communication by either party to the other will be in writing and will be given, and be deemed to have been given, if either delivered personally to the address written below or mailed, postage prepaid, registered or certified mail, to the party's address written below. Either party hereto may change its address by giving notice thereof to the other party hereto in conformity with this Section.

15. Both parties agree to cooperate with each other and comply with Family Educational Rights/Privacy Act (FERPA) regulations.

To College: William Rainey Harper College
1200 West Algonquin Road
Palatine, Illinois 60067

Attn: Judy Thorson, Vice President Administrative
Services/Finance

To : **AFFILIATING AGENCY**
STREET ADDRESS
CITY, STATE ZIP CODE
ATTENTION:

16. Governing Law.

The existence, validity and construction of this Agreement will be governed in all respects by the substantive laws of the State of Illinois and venue for any cause of action will lie in the state courts of Cook County, Illinois.

17. Severability.

Any terms or provisions of this Agreement which will prove to be invalid, void or illegal will in no way impair or invalidate any other term or provision hereof and such remaining terms and provisions will remain in full force and effect.

18. Further Actions.

Each of the parties agree that it will hereafter execute and deliver such further instruments and do such further acts and things as may be required or useful to carry out the intent and purpose of this Agreement and as are not inconsistent with the terms thereof.

19. No Waiver.

The failure of a party to insist upon strict adherence to any term of this Agreement on any occasion will not be considered a waiver or deprive that party of the right thereafter to that term or any other term of this Agreement.

20. Assignment.

Subject to the following limitation, this Agreement will inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns. Neither party may assign this Agreement, either in whole or in part, to any other party without prior written agreement.

21. Entire Agreement.

This Agreement contains the entire Agreement between **AFFILIATING AGENCY** and the **College**, and it will not be amended, altered or changed except by a written Agreement signed by the parties hereto.

**WILLIAM RAINEY HARPER
COLLEGE**

By:

CE Coordinator

Date:

AFFILIATING AGENCY

By:

Program Coordinator

Date:

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the approval of a Change Order to provide the necessary electrical work to support the build-out of the new construction for the Diagnostic Imaging Center in the shell space in the Health Careers Center.

II. REASON FOR CONSIDERATION

Funds in the amount of \$161,139 will be provided in the 2004/05 Operations & Maintenance Restricted Fund budget, under account numbers 0392-039-533.00-9038 and 0392-039-583.00-9038.

III. BACKGROUND INFORMATION

Legat Architects, along with Harper staff developed a design two months ago for the new Diagnostic Imaging Center. Legat then turned the design into construction documents for review by Gilbane with the contractors on site. The work required by the electrical contractor was estimated at \$171,066 by Gilbane and negotiated at \$152,018 with Divane Brothers Electric.

Also included in the recommendation are architects fees not to exceed \$9,121.

IV. RECOMMENDATION

The administration recommends that the Board approve the Change Order to the contract with Divane Brothers Electric for \$152,018 and a fee not to exceed \$9,121 to Legat Architects for a total amount of \$161,139.