



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

February 24, 2004

7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Educational Presentations**
 - Thea Keshavarzi, Russ Kingsley: Move to Science, Emerging Technology and Health Careers Center
 - Nancy Davis: Sabbatical Report
 - Laura Labauve-Maher: Multicultural Faculty Fellows Projects
- V. Student Trustee Report**
- VI. President's Report**
- VII. Consent Agenda*** (Roll Call Vote)
 - A. For Approval**
 - 1. Minutes - January 27, 2004 Regular Board Meeting Exhibit VII-A.1
 - 2. Bills Payable, Payroll for January 9, 2004 and January 23, 2004 and Estimated payrolls for February 7, 2004 through March 5, 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
 - 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: Sabbatical Leave Consideration, Fall 2004-05 Academic Year Exhibit VIII-A
- B. RECOMMENDATION: Illinois Century Network (ICN) Property Transfer Exhibit VIII-B
- C. RECOMMENDATION: Proposed Tuition and Renovation Fee Increases for FY 2004-2005 Exhibit VIII-C
- D. RECOMMENDATION: Proposed Credit Course Fee Changes for the 2004-05 Academic Year Exhibit VIII-D
- E. RECOMMENDATION: Variable Tuition Exhibit VIII-E
- F. RECOMMENDATION: Human Resource Organizational Development Support Providers Exhibit VIII-F
- G. RECOMMENDATION: Vendor to Provide Solution for Software, Hardware and Services to Manage Copying and Printing Exhibit VIII-G
- H. RECOMMENDATION: Renewal of Ikon Office Solution Contract for Lease and Maintenance of Campus Copiers Exhibit VIII-H
- I. RECOMMENDATION: Purchase of Audio Visual Equipment for the Science, Emerging Technology and Health Careers Center Exhibit VIII-I
- J. RECOMMENDATION: Purchase of Dental Equipment for the Science, Emerging Technology and Health Careers Center Exhibit VIII-J

IX. Harper Employee Comments

X. Citizen Comments

XI. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

On-Campus Events

- February 26 7:00 p.m. - Speech Team - Poetry & Coffee Night - L109 Drama Lab
- March 11 7:00 p.m. - The Two Siberians World Pop Instrumental Duo
- J143 Theatre
- March 11, 12, 13, 18, 19, 20 8:00 p.m. - Harper Ensemble Theatre Company presents 'Hamlet'
- Performing Arts Center
- March 14, 21 2:00 p.m. - Harper Ensemble Theatre Company presents 'Hamlet'
- Performing Arts Center

March 15	7:00 p.m. - Speech Team - Speeches After Dinner - L109 Drama Lab
March 16	7:30 p.m. - Harper Guitar Solo Concert - Performing Arts Center
March 18	7:30 p.m. - Sara Paretsky, Mystery Author - J143 Theatre
March 22 - 28	SPRING BREAK - Classes Resume March 29
*March 23	7:00 p.m. - Regular Board Meeting - Room W214-215
April 3	7:30 p.m. - Harper Symphony Orchestra - Performing Arts Center
April 7	7:30 p.m. - Kevin Wood, Trumpeter - Performing Arts Center
April 9	READING DAY - COLLEGE IS CLOSED
April 14	7:30 p.m. - Rose Sperazza, Clarinetist, Collin Anderson Bassoonist - Performing Arts Center
April 24	6:00 p.m. - Educational Foundation Gala - Performing Arts Center Stage
*April 27	7:00 p.m. - Regular Board Meeting - Room W214-215

Off-Campus Events

June 7	Harper College Educational Foundation Golf Open 2004 - Boulder Ridge Country Club, Lake-in-the-Hills - Contact Harper Foundation Office for Details
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XII. Other Business (including executive session, if necessary)

XIII. Adjournment

Minutes of the Regular Board Meeting of Thursday, January 27, 2004

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WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #512
COUNTIES OF COOK, KANE, LAKE AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Tuesday, January 27, 2004

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 Tuesday, January 27, 2004 at 7:00 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

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

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; Joe Accardi; Mike Alsup; Mike Barzacchini; Carol Blotteaux; Edd Bockman; Michael Brown; Phil Burdick; Deanna Collins; Ned Coonen; Daniel Corr; Laura Crane; Lori Danaher; Rob Dix; Terry Engle; Peter Gart; Bob Getz; Sally Griffith; Vickie Gukenberger; Mike Held; Julie Hennig; Tom Johnson; Thea Keshavarzi; Jim Ma; Russ Mills; Maria Moten; Michael Nejman; Darlene Niebuhr; Sheryl Otto; Jeanne Pankanin; Jason Peot; Janie Petersen; Steve Schwertfeger; Diana Sharp; Jane Swider; Dennis Weeks and Deanna White. Students: Kerry Elvin; Jenn Heineman; Rebeka Risteska; Cary Wolovick.

Guests: Tim Kane, Chicago Tribune; Mario Bartoletti, Pioneer Press; Shrutl Date' Singh, Chicago Tribune; Michael Lundeen, Legat Architects; Paul McGuan, Gilbane Building Co.; Tiffany Wong, Johnson Controls.

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

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

PRESENTATIONS

Print/Copier Solution

Mike Barzacchini gave an overview of the Campus Print/Copy Project. He listed the following individuals involved with the project: Edd Bockman, Dee Collins, James Dohnal, Peter Gart, Richard Kellerman, Craig Marscin, Darlene Nieburh, Steve Schwertfeger, Jane Swider and Bonnie Zoellner. The group met weekly to analyze the current environment and seek solutions to achieve improved service and efficiency.

Project Vision

- Integrating and networking multi-function solutions;
- Providing services to enhance instructional, administration and other communication materials;
- Applying software and update processes to improve service and quality, while making more efficient use of the College's resources;
- Aligning solutions with the emerging new services at the College.

General Information

- Print Shop/Copy Center averages 695,782 copies per month
- Office/convenience copiers average 486,214 copies per month
- Newest technology in the Print Shop is ten years old
- Laser printer copies cost more, but seem more efficient to some people, because of the process they must go through to get a job from the Print Shop.

Elements of Project Team Recommendations

- Phase One - Upgrade Print Shop/Copy Center technology and service to current state of the industry. This would include copiers that are networked, the ability to send and receive jobs over the network and the Web, digital archive of all documents for efficient document sharing and reprinting, and color and binding options.
- Phase Two - Upgrade technology and service of office/convenience copiers, timed with opening of the Science, Health and Emerging Technologies building. This would include copiers that are networked to PCs and

to the Print Shop/Copy Center, along with software and process solutions to make sure work routes to the correct machine based on size of the job and color and binding options requested.

- Phases Three and Four (2004-2005) - Integrate Print Shop/Copy Center solutions with operations center. Continue to develop and implement better resource and service management of Lab printers and copiers through networking and software.

Next Steps

- Provide additional information to the Board regarding the campus Print/Copy Team's recommendation;
- Seek Board approval for the vendor and solution recommendation;
- Ask Board to approve Phase One, the Print Shop/Copy Center; and
- Work with the approved vendor on analysis of specific document production solutions for Phases One and Two.

On behalf of the Board, Chair Stone extended thanks to their team. They have done a wonderful job.

In response to Member Kelley, Mr. Barzacchini explained that they plan to address the dollar issues within the budgeting process. Most of the solutions are lease solutions, rather than purchase solutions.

Exam security issues related to copying were discussed. It was noted that they do take extra precaution; there has not been an issue with test security.

Chair Stone noted that she has asked Dr. Breuder to arrange with Mike Barzacchini and Vice President Murphy to answer any questions that Trustees Gillette and Murphy might have, since they could not attend the Board meeting.

Implementing the Future

Dr. Breuder noted that Harper's "product" (of the four P's) is their portfolio of programs. The portfolio needs to undergo constant inspection, so that Harper College is dynamic in the process to reflect the interests, current needs and future needs of the community.

Vice President Margaret Skold reiterated that Harper's "product" is the curriculum (programs and courses); and the "packaging" is the ways in which the courses are offered to the residents and businesses in the Harper district.

Dr. Skold shared the following premise: The development and delivery of Harper's programs and curricula are robust, dynamic and responsive to meet the changing needs of its district and its constituents. It was noted that in Fall 2003 - 2004 (during a 17-week period), a total of 226 curriculum items were processed, which included course additions, deletions, upgrades, newer deleted programs or redesigned degree programs or certificates.

Dr. Skold introduced and listed the following individuals involved in the curriculum effort: Lori Danaher, Manager of Corporate Services and the Conference Center; Julie Hennig, Assistant Vice President in Career Programs, Workforce Development; Dr. Diana Sharp, Associate Vice President, pre-baccalaureate transfer curriculum, schedule development, assessment and interdisciplinary academic programs. Deans included: Russ Mills, CE; Joe Accardi, Resources for Learning; Jeanne Pankanin, Wellness and Human Performance; Dr. Dennis Weeks, Liberal Arts; Sally Griffith, TM/PS; Daniel Corr, AE/LS; Dr. Vickie Gukenberger, LS/HS and Tom Johnson, BUS/SS.

Mr. Accardi noted that the Resource Analysis Phase of New Program Development involves determining staffing needs, costs and revenues for program, accreditation and licensing issues, space needs, capital equipment needs, hardware, software and maintenance. As new programs are developed and enrollment grows, it is important to remember that the demand for library services, academic support services and student services continues to increase, as well.

Partnerships

- **High school partnerships** - over 500 students participate each year in the Dual Credit program in Academic Affairs. Students in this program receive high school credit as well as college credit for those offerings. Each October, high school faculty and College faculty meet together to review curriculum to insure that students do not repeat coursework that they completed at the high school level.
- **Illinois Employment Training Center (IETC)** - Harper College has been a partner in the Arlington Heights One-Stop long before any federal legislation mandated the partnership. In its first year of the Workforce Investment Act legislation, Harper realized \$61,935. For Fall 2003 only, Harper's vouchered amount was \$108,000.
- **Network Training - Motorola** - through Corporate Services, Harper College has been contracted to provide

credit network training for Motorola Systems Engineers. Five sections were offered in the fall; nine sections are scheduled for the spring semester.

- **Heating and Air-Conditioning** - Harper College Heating and Air-Conditioning Program now offers five certificates. All instruction is individualized; every student has to demonstrate mastery of every hands-on skill learned in the program. Beckman-Coulter is one of the largest suppliers of refrigeration systems in the world, and in 2003, they selected Harper College (through Corporate Services) as their training provider for refrigeration systems. They are bringing in people from around the world to do two weeks of training at Harper College.
- **Even Start** - a federally funded program that works to assist at-risk children and their families to help the children develop building blocks they will need to succeed when they enter school. Harper serves as a partner with District 54 to serve at-risk Hispanic families in the district. Harper's role is to provide ESL instruction to the parents.
- **Police Neighborhood Resource Center (PNRC)** in Rolling Meadows, and the **Palatine Community Center** - Harper College continues to be an active partner in both. They recently received a grant from SBC which will allow them to offer computer literacy courses for the first time at the PNRC.
- **Emergency Medical Technician (EMT)-Paramedic** - the certificate and degree program became an offering at Harper College in partnership with Northwest Community Hospital (NWCH) in Fall 2003. The program was approved and regulated by the Illinois Department of Public Health. While 35 credits of the EMT classes are offered at the hospital, students in the degree program can take the non-EMT courses at Harper College. The first year with the program yielded nearly 80 new FTEs.
- **Nurse Refresher Fast Track program** - in partnership with Good Shepherd Hospital, it is designed to integrate the out-of-practice nurse back into the acute care setting. Response has been overwhelming.
- **Truck Driver Training** - an option for people who do not wish to continue their academic career but want a professional career. Harper College has a training partner of choice that has been very successful in other parts of the Midwest. Currently, they are looking for parking lot space to park the trucks.

It was noted that careful and constant review and evaluation of Harper's programming is conducted on an annual and a cyclic schedule. The reviews have led to the redesign or repackaging of some programs.

Redesigned Programs

- **Cardiac Technology** - original emphasis moved from cardiac rehab and exercise to echocardiogram and sonography. The focus is in the world of work. Diagnostic Cardiac Sonographer and Cardiac Technician programs were added.
- **Computer Information Systems** - NetPrep curriculum has been expanded to include four new courses in CISCO networking. The courses prepare students for CCNA (CISCO Certified Networking Associate) certification. Two new courses have been added to prepare students for A+ certification. Management Information Systems was added as a new specialization within the CIS department. Geographic Information Systems is a new area of interest for students. It utilizes computers that analyze and manipulate demographic and spatial data to make business decisions.
- **Developmental Language Arts - Deaf/Hard of Hearing** - special reading and English courses were created to address the unique learning needs of deaf and hard-of-hearing students. Harper's program is the first of its kind in Illinois. The College is receiving calls from around the nation from others trying to find out what Harper is doing in this area. It is a great example of collaboration across divisions at the College.
- **Electronics** - revised the curriculum and degree plan to bring it current with today's industry. The major emphases of the program now are digital electronic and programmable logic controllers. Enrollment for this spring is up more than 30 percent over last year, and the program is well positioned for its move into the new building.
- **Fire Science** - major revision for this program came as a result of a breakfast meeting with Dr. Breuder and fire chiefs in the area. The fire chiefs communicated that Harper's program was not meeting their needs for entry-level people or for ongoing training of current firefighters. With the addition of full-time faculty member Sam Giordano, the program has flourished. Mr. Giordano redefined the curriculum, got the program in compliance and recognized by the Illinois State Fire Marshal's Office, and he began developing positive relationships with the

fire departments in the area. Enrollment in Fire Science for Spring 2004 is 300 percent higher than it was two years ago. As a result of the positive changes, the area fire departments have asked Harper College to assist in the planning and delivery of a regional training initiative.

- **Mass Communication** - through outside study, it was determined that Harper College should remove its AAS degree in Journalism and concentrate on a Two-Plus-Two program for transfer with area universities and colleges that offer a BA in mass communications. They are expanding and refining agreements with Roosevelt University and Columbia College, and they are articulating courses with Northern Illinois University. Harper will now offer Media Writing and Design and Online Communication.

Dr. Skold noted that some programs have been designed for new delivery models to increase access to the residents of the district.

New Delivery Models

- **Fast Track** - program designed to meet the educational needs of working adults for majors in management and marketing. Students are adults over 25 with work experience.
- **First Year General Education Available at the Northeast Center (NEC)** - space issues created as a result of growing enrollment are being resolved with the use of classrooms in the Northeast Center. Ten courses are now being offered between 9:00 a.m. and 2:00 p.m. at the NEC this spring. Some students will transfer back to the main campus for the second year of their Gen Ed program.
- **Illinois Community Colleges Online (ILCCO) Internet Course Exchange (ICE) system** - Harper participates in this statewide partnership that provides a means for community colleges to share online distance learning courses in a variety of disciplines. Harper may import online courses from other community colleges; Harper may also export online courses. For Spring 2004, Harper is importing three online international business courses that are offered through McHenry College, for fulfillment of an Associates Degree. Students enrolled in these ICE courses are Harper College students, and the courses are noted as Harper courses on the students' transcripts.
- **ICCB Leadership Grant to Implement Blended GED Instruction** - current educational research indicates that

blended learning models are generally more effective than courses taught solely online. As a leader in the development of online instruction for adult education students, Harper's AED program was recently awarded the leadership grant that will develop blended courses to be implemented on a statewide basis.

- **Physical Education Courses Online** - this was prompted by the competition for space in Building F, and as a result of the increased interest in wellness. Telecourses and online courses are being developed for health and human sexuality.

Dr. Skold noted that packaging is very significant in the Corporate Services (CS) area. They are able to take the courses Harper offers, package the curriculum and deliver it to corporate employees on the Harper campus or onsite at the business or industry location. CS also provides customized training and consulting, often as a just-in-time model that can be developed and delivered as the employer requests it.

New Credit Programs

- **Paraprofessional Education** - Associate of Applied Science degree with a 30-hour certificate was created in response to the Federal "No Child Left Behind" legislation. Teacher Aides hired after January 2002 have until 2006 to complete 60 semester hours to be certified as a teacher paraprofessional.
- **Market Research** - certificate created for students to function as market research analysts. GIS software is used with a course in Market Research to teach students how to make marketing decisions.
- **Phlebotomy Technician** - certificate created to prepare individuals to competently perform vena puncture and specimen collection. Primary employers of the phlebotomy technician are hospitals, nursing homes and blood banks.
- **Mammography Technologist** - certificate is a four-credit eight-week program for the experienced radiology technologist who wants to perform mammograms. The combination of class, lab and clinical learning experience provides the learner with the knowledge, skills and abilities to be a competent practitioner and makes them eligible to sit for the certification exam.
- **Illinois State Board of Education (ISBE) Bilingual Endorsement** - as a result of the changing demographics of America, there is a huge need for

bilingual educators in the school systems. In response, Harper College offers linguistics courses for educators that will lead to an ESL endorsement for K-12 educators. It was noted that Harper College is not the first in the State to do this as a junior college; it is the second.

Dr. Skold noted that Continuing Education regularly replaces up to 30 percent of their offerings each year, depending upon the demand from the district.

New Continuing Education Programs

- **Home Inspection** - Illinois State Law now requires home inspectors to be licensed. In 2003 Harper prepared over 240 students to take the home inspector licensure exam.
- **Recording Engineer** - program is designed for students to learn how to operate a sound board, develop skills to become a professional recording engineer, or to learn how to mix records.
- **Computer Forensics Examiner** - program is designed to equip government or corporate investigators with the skills needed to safely locate computer evidence - either at the search site, off-site or through the web.
- **Substitute Teaching** - successful workshops were created to prepare individuals for substitute teaching.
- **Technology Camp** - two two-week camps for youth are offered at the Harper Professional Tech Center in Schaumburg. Students will learn game creation, web design, digital video production, computer programming and robotics.

Dr. Skold explained that the development of a new program requires many steps. They cannot just decide to write up the curriculum and then offer it. Once the Board has approved a program, it is scrutinized by ICCB, IBHE and several of the deans.

Programs in Final Stages of Development

- Diagnostic Medical Sonography Program
- Radiologic Technology Program
- Associate in Arts in Teaching (AAT degree)
- Graphic Arts Technology
- Maintenance Technology

Dr. Skold explained that, as a result of faculty interest, labor research, student interest, or some other indication from the district that there may be an interest or a need, Harper College begins the steps to research the viability of offering a new program.

Programs in Significant Research

- Radio Broadcasting - AAS degree
- Vocational Training Programs for the developmentally delayed students
- Respiratory Therapy
- Court Reporting
- Therapeutic Massage

Credit - Ideas to Explore

Dr. Skold explained that there is no guarantee that research will convince them to start a program in any one of the following areas. They will, however, evaluate all of the elements related to the following: rehabilitation healthcare curriculum, surgical technologist, bio-tech and other lab technicians, medical lab tech, certified bookkeeper, fine arts restoration, front office management in the arts, general studies degree, community college undergraduate research center in the sciences, ESL for healthcare professionals, any new or emerging technology.

Dr. Skold complimented Student Affairs faculty and staff who advise students into the new learning opportunities. She expressed appreciation to Marketing and Enrollment Services who recruit the students, and appreciation to IT for their support in keeping up with the needs and demands associated with producing the new programs. Dr. Skold noted that they also appreciate support from everyone else, especially Dr. Breuder and Vice President Thorson, who see to it that resources are available.

In response to Member Kelley, it was noted that the Graphic Arts Program will be introduced in 2004-2005.

Student Member Sheppard noted that the Associates in Arts in Teaching will be a very successful program at Harper. He praised them for their efforts in getting the program started. It was noted that Jeanine Lombardi, in Harper's Education Department, has been on the State Steering Committee to help drive the effort.

In response to Member Kolze, it was noted that the Home Inspector course is \$695 for a 60-hour course.

Member Barton stated that it is great to see Harper College meeting the needs of so many students in the district. She thanked everyone for their efforts.

In response to Member Howard, it was noted that there are always new online courses being developed. Whether they will be offered as part of the state-wide course exchange is yet to be determined. One of the challenges of offering a degree fully online is the accreditation process.

In response to Member Kelley, Dr. Skold explained that everyone listed earlier in the presentation is consistently looking for new and dynamic programming. Harper can choose to stay static and never grow and never respond to the needs of the community, or they can fire it up and stay right out there on the edge. Harper chooses to stay out there on the edge.

Chair Stone noted that she was pleased to hear the words "needs of the community" expressed over and over again throughout the presentation. It is good to know that Harper is operating in a very businesslike way, doing the proper research and meeting the needs of its customers. She congratulated them on the outstanding work being done.

Chair Stone noted that tonight's presentation has been videotaped and will be made available to Trustees Gillette and Murphy.

Dr. Breuder explained that when Harper senses a need in the business community, they are able to jump in and respond to that need quickly. The process is often slowed down, because Harper has to go through the Illinois Community College Board and the Illinois Board of Higher Education. They are working to get that streamlined.

With regard to the four P's (product, price, place and promotion), Dr. Breuder reiterated that there is nothing to promote if you do not have the right product. The product becomes preeminent. No matter how nice the place is and no matter how functional it is, it is not going to make up the difference in terms of the product. There will never be the right price if you do not have the right product. Product and Packaging are very important at Harper College.

PRESIDENT'S REPORT

Dr. Breuder announced that the Fall 2003 enrollment numbers are 7.48 percent on the FTE side, and 4.30 percent on the headcount side. Compared to Fall 1998, growth on the FTE side is 16.86 percent. When comparing Spring enrollments of four other community colleges, Harper College enrollment is ahead of all four on both FTE and headcount. They acknowledge some benefit from a soft

economy, but also the product is right, the promotion is right, the place is right and the price is right.

As of today, growth is 7.39 percent on the FTE side and 5.28 percent on the headcount side. During the course of the semester, the numbers will fluctuate; official numbers are reported to the State from the tenth day of attendance. Dr. Breuder noted that it is important to grow enrollment for two reasons: it signals the vitality of the institution to the community, and it also generates revenue. The increased revenue to date from tuition alone, above and beyond what was incorporated into the budget, runs close to \$1.2M. Through efficient management, by looking at cost effective processes, growing enrollment and adding programs, it is possible by the end of the year to generate several thousand dollars in excess revenue over expenses.

Dr. Breuder read a portion of a letter he received from Government Finance Officers Association (GFOA): ". . . pleased to notify you that William Rainey Harper College in Illinois has received the Distinguished Budget Presentation Award for the current fiscal year from the Government Finance Officers Association. This award is the highest form of recognition in governmental budgeting and represents the significant achievement by your organization." Dr. Breuder recognized Vice President Thorson and her colleagues for another job well done. It was noted that Harper College has received the award for five consecutive years.

Dr. Breuder introduced Laura Crane, who is instrumental in creating the Fact Book (one of the three pillars in Harper's planning process - Strategic Long-Range Plan, Annual Plan, Fact Book). The Fact Book is a document that anyone can go to and be able to quote facts and figures and be consistent. Harper is a healthy institution, because the people who work here are deeply committed.

STUDENT TRUSTEE REPORT

Student Member Sheppard distributed a written report to Board members. He listed several welcome-back activities for the new semester. He discussed upcoming eXcel Leadership course topics. It was noted that the eXcel program had record turnouts during the first semester.

Member Howard noted that she attended the orientation for Harper employees this semester. It was one of the most positive and exciting that she has ever attended. The messages from Ronnie Kroell, President of the Student Senate; Michael Harkins, President of the Faculty Senate;

and everyone who spoke, were very upbeat and forward-looking. She thanked everyone at the College for working so hard.

CONSENT AGENDA

Student Member Sheppard moved, Member Howard seconded, approval of the minutes for the December 18, 2003 regular Board meeting; bills payable; payrolls for December 12, 2003 and December 26, 2003; estimated payrolls for December 27, 2003 through February 6, 2004; bid awards; purchase orders; personnel action sheets; student service awards - fall 2003; 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	\$5,787,557.29
Tuition Refunds	143,998.49

The payrolls of December 12, 2003 in the amount of \$2,012,309.39 and December 26, 2003 in the amount of \$1,660,820.16; and estimated payroll of December 27, 2003 through February 6, 2004 in the amount of \$5,022,757.20.

Bid Awards

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

Purchase Orders

- Ex. VII-A.4.a 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, Emerging Technology and Health Careers Center, in the amount of \$56,835.20.

- Ex. VII-A.4.b Withdrawn.
- Ex. VII-A.4.c 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.

Personnel Actions

Professional/Technical Appointments

Sally Cressler, Program Specialist, WOM PRG, 01/05/04,
\$38,500/year

Carla Daniels, Student Activities Coordinator/Diverse
Programming Specialist, STU ACT/CML, 03/01/04,
\$39,500/year

Supervisory/Confidential Appointment

David Harding, Assistant Production Supervisor, FD SER,
12/22/03, \$43,992/year

Classified Staff Appointments

Leslie Acuesta, Applications Clerk, ADM PRO, 12/22/03,
\$25,000/year

Maria Habeeb, Office Assistant I, p/t, OSFA, 01/14/04,
\$14,807/year

Public Safety - ICOPS Appointments

Mark Goff, Public Safety Officer, PUB SAF, 01/24/04,
\$34,798/year

Kristopher Larson, Public Safety Officer, PUB SAF,
01/24/04, \$34,798/year

Faculty Retirement

Marcia Litrenta, Professor-Speech, LIB ARTS, 07/31/06, 20
years

Classified Staff Retirement

Karen Collins, Telephone Operator, IT/TS, 03/31/04, 23
years

Harper #512 IEA-NEA Retirement

Anthony Murray, Warehouse Driver, PHY PLT-SHP/REC,
05/01/04, 29 years

Classified Staff Resignations

Roisin Gilmore, Applications Clerk, p/t, ADM PRO, 12/09/03,
2 years 11 months

Sana Mahmood, Office Assistant I, p/t, OSFA, 12/19/03, 6 months

Public Safety - ICOPS Resignation

Eric Salinger, Public Safety Officer, PUB SAF, 01/02/04, 6 months

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

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

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

Motion carried. Student Member Sheppard voted aye.

Committee Reports

Member Kolze distributed information from the Illinois Community College Trustees Association (ICCTA). He noted that neither he nor Richard Gillette were able to attend the January 17 meeting.

Member Howard noted that the Harper College Educational Foundation held a retreat January 14. The well-attended retreat focused on improving fundraising skills, and identifying, cultivating and developing proposals to present to potential contributors. She noted that the volunteers who serve on the Foundation are very committed. Member Howard added that, as a Board and as a College, they should continue to be very grateful for the support of the Foundation.

Member Howard suggested that tonight's presentation on Harper College programs be shared with the Foundation. Chair Stone asked if the videotape of the presentation could be distributed to the Foundation. Dr. Breuder affirmed.

NEW BUSINESS:

Commissioning Sculpture for New Science, Emerging Technology and Health Careers Center

Chair Stone noted that there was a revision to Exhibit VIII-A. The administration requested a five percent contingency, which would be equivalent to \$3,900, to accommodate for any unforeseen circumstances.

Member Barton moved, Member Howard seconded, to approve entering into a contract with Bruce White for \$78,000 and a \$3,900 contingency for a total contract of \$81,900 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, as outlined in Revised Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Student Member Sheppard noted that the Student Senate initially was concerned about the cost of the sculpture; however, they found out today that there is a private donor paying the school's half of it. He added that the Student Senate would like the College to consider Harper art students and/or faculty members when contemplating the addition of new artwork on campus in the future.

In response, Dr. Breuder noted that one of the last two pieces the College acquired in its art collection was a sculpture entitled "Lintel," by retired Harper professor Michael Brown. The sculpture sits in front of the Wojcik Conference Center. Dr. Breuder noted that there is a blending of artwork from artists outside campus as well as inside campus.

Dr. Breuder explained that there was an eight-person screening/selection committee for the new sculpture, and five of the committee members are present at the Board meeting. He asked Michael Brown and Jason Peot to address the Board. Jason Peot, art teacher and sculptor, stated that Bruce White is an excellent choice. Not only was Mr. White a graduate professor, he is a nationally and internationally known sculptor and has commissions and large scale sculptures on numerous college campuses, in public collections and museums. Mr. White has been working for approximately forty years in his public sculpture career.

Mr. Peot continued that the Art Department values the Harper College Art Collection as a teaching tool, not just as a holding or for decoration, but as a strong educational component to what is being taught. Classes are often taken around the campus to look at different pieces of work. The new sculpture will be extremely valuable to the classes,

because Harper College does not have a piece similar to this in its collection right now.

In response to Member Barton, Mr. Peot noted that Mr. White is Professor Emeritus from Northern Illinois University, where he ran the sculpture department for over thirty years. Throughout that time, he built quite a career and quite a reputation as a sculptor over and above his work as an educator. The College is receiving much more from him, a lifelong educator, than what they would from just a professional working sculptor.

In response to Dr. Breuder, Mr. Peot stated that Mr. White is open to having Harper students visit his studio in DeKalb while he is creating the sculpture for Harper. He added that Mr. White hires NIU sculpture majors as his studio assistants, and his studio is constantly open and available.

Michael Brown explained that some of the pieces on campus were not made of permanent materials. There is now a mantra on campus - "no more rusty sculptures." When Dr. Breuder initiated the direction toward a new piece of sculpture, the committee wanted to make sure it was of a material that would last for a long period of time, which would be easy to maintain and which would not require removal at a later date because it had to be "on loan." With those ideas in mind, they searched for sculptors that could work with stainless steel. Mr. Brown noted that the committee worked efficiently to place an order that would deliver a piece on time for the new building. The committee, which comprised of representatives from College faculty, the Board, the administration and an architect, worked extremely well together. Mr. Brown displayed a picture of the sculpture, which will be lighted from within and will contain piercings and extrusions.

It was noted that the Harper College Foundation will pay half of the sculpture, and the other half was to be a College line item requirement through Art in Architecture. However, David and Diane Hill, major contributors to the Harper art collection, recently committed the other \$39,000 for the sculpture. Additionally, the Hills gave \$100,000 to be used as seed money to help the Hearing Impaired Program.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Sheppard voted aye.

Master Affiliation Agreement for Continuing Education

Member Howard moved, Member Kolze seconded, approval of the Master Affiliation Agreement prepared in collaboration with the College attorney. In addition, authorization for the Continuing Education Dean in collaboration with the Program Coordinator to execute the approved agreements, 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, Howard, Kelley, Kolze and Stone

Nays: None

Motion carried. Student Member Sheppard voted aye.

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

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

Dr. Breuder explained that, when the educational specifications were created internally, they allowed for shell space--space that would not be finished off until they were certain of what should be in the space. Knowing full well that the new building would take two or three years to be completed and available for use, they carefully determined what would utilize the space. The shell space will house the new Diagnostic Imaging Program, which the Board approved several months ago.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Howard, Kelley, Kolze 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

There were no communications.

Calendar Dates

Calendar dates are printed on the Agenda for Board information.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

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

In a voice vote, the motion carried at 9:10 p.m.

Chair

Secretary

BOARD REQUESTS

JANUARY 27, 2004 REGULAR BOARD MEETING

1. Member Howard suggested that tonight's presentation on Harper College programs be shared with the Foundation. Chair Stone asked if the videotape of the presentation could be distributed to the Foundation. Dr. Breuder affirmed.

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I.	BILLS PAYABLE	
	Operating Fund	\$ 1,392,618.57
	Tuition Refunds	\$ 427,280.52
II.	PAYROLL	
	1/09/2004	\$ 1,570,313.52
	1/23/2004	\$1,564,228.27
	2/06/2004	\$ 2,051,587.88
III.	ESTIMATED PAYROLL	
	2/7/2004 – 3/05/2004	\$4,103,175.76

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

February 24, 2004

SUMMARY OF BIDS

Exhibit VII – A.3.a The administration recommends that the Board award bid request Q00336 for repair of Chiller #2 in H Building to York International Corp., the lowest responsible bidder, in the amount of \$16,200.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00336 for repair of Chiller #2 in H Building as requested by Physical Plant for the Utilities department.

II. BUDGET STATUS

Funds in the amount of \$16,200 are provided in the 2003/04 Building Fund budget, under account number 0276-068-534.

III. INFORMATION

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

York International Corp.	\$16,200
Kroeschell Engineering Service, Inc.	22,335
General Refrigeration	25,731

The primary chiller in H Building failed in mid July. The backup chiller failed a few days later. A Special Board Meeting was held on July 22, 2003 to authorize the emergency repair of the backup chiller, which was less costly than repairing the primary chiller. Reaffirmation of the vote from the Special Board Meeting of July 22, 2003 was obtained at the August 26, 2003 Board Meeting.

Bid request Q00336 is for repair of the turbomodulator of the primary chiller in H Building, and testing to determine if additional repair is necessary.

RECOMMENDATION

The administration recommends that the Board award bid request Q00336 for repair of Chiller #2 in H Building to York International Corp., the lowest responsible bidder, in the amount of \$16,200.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

February 24, 2004

SUMMARY OF PURCHASE ORDERS

- Exhibit VII – A.4.a The administration recommends that the Board approve the issuance of a purchase order to Pad System USA, Inc. for the purchase of the Master Pattern Design (PAD) software system and the Made-To-Measure (MTM) module in the amount of \$13,100, and associated maintenance for one year in the amount of \$1,250 for a total of \$14,350.
- Exhibit VII – A.4.b The administration recommends that the Board approve of a purchase order to Thomson Gale (formerly The Gale Group), to renew subscription service access to the Literature Resource Center Database via the World Wide Web, in the amount of \$18,457.65.
- Exhibit VII – A.4.c The administration recommends that the Board approve the issuance of a purchase order to SBC Global Services, Inc. for switched long distance services for the College, in the projected amounts of \$3,000 for fiscal year 2003/04, \$9,000 for 2004/05, \$9,000 for 2005/06 and \$6,000 for 2006/07, for an approximate total of \$27,000.
- Exhibit VII – A.4.d The administration recommends that the Board approve the issuance of a purchase order to SBC Global Services, Inc. for local toll services for the College in the projected amounts of \$7,500 for 2003/04, \$22,000 for 2004/05, \$22,000 for 2005/06, and \$15,000 for 2006/07 for a total of approximately \$66,500.
- Exhibit VII – A.4.e The administration recommends that the Board approve issuance of a purchase order to Tek Systems, the vendor that quoted the lowest cost for technical assistance in converting instructional material from analog to digital format, in the amount of \$61,800.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Pad System USA, Inc. for the purchase of the Master Pattern Design (PAD) software system and the Made-To-Measure (MTM) module, and associated maintenance for one year, as requested by Information Technology/Client Services for the Fashion Design department.

II. BUDGET STATUS

Funds in the amount of \$14,350 are provided in the 2003/04 Restricted Purposes Fund budget, \$13,100 under account number 0695-245-544.80-4509 and \$1,250 under account number 0695-245-534.01-4509.

III. INFORMATION

The PAD software system and its MTM module will provide Fashion Design students with hands on design capabilities utilizing the latest in design software technology. The Fashion Design department faculty selected this software system because it most closely represents what the Fashion Design community is utilizing in clothing design and is the most advanced and user-friendly CAD/CAM technology utilized by the garment industry. The software will provide a much-needed tool to the Fashion Design instructional program and will increase the students' marketable skills.

This request is for the purchase of five perpetual licenses for the PAD software system and its MTM module in the amount of \$13,100, and associated maintenance for one year in the amount of \$1,250 for a total of \$14,350.

Pad System USA, Inc. is the manufacturer and sole provider of the software system, its related modules, and technical maintenance support. A letter is on file in the Purchasing office confirming this.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Pad System USA, Inc. for the purchase of the Master Pattern Design (PAD) software system and the Made-To-Measure (MTM) module in the amount of \$13,100, and associated maintenance for one year in the amount of \$1,250 for a total of \$14,350.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Thomson Gale (formerly The Gale Group), to renew subscription service access to the Literature Resource Center Database via the World Wide Web, as requested by Library Services.

II. BUDGET STATUS

Funds in the amount of \$18,457.65 are provided in the 2003/04 Education Fund budget, under account number 0121-024-546.1.

III. INFORMATION

The English and literature collections of the Library are among the most heavily used resources by students for their Harper College coursework. To help meet the demand for current resources, Library Services subscribes to the Literature Resource Center Database, which is a truly unique periodical reference tool that is only developed and provided by Thomson Gale.

The Literature Resource Center Database is a complete literature reference database providing biographies, bibliographies and critical analysis of literary figures from all time periods, in genres such as fiction, nonfiction, poetry, drama, history and journalism. It provides coverage of more than 120,000 writers, including a wide array of full-text information. The database also provides access to current, full-text critical essays on major authors via World Wide Web links to more than 250 prominent literary journals, and includes over 5,000 explications and overviews of prominent literary works, as well as links to 5,800 websites focusing on major authors and their works.

The database amplifies and complements the Library's print collection in ways that have proven extremely effective for Harper College students. Like all of the Library's databases, it is accessible to students 24 hours a day from anywhere that they have access to the World Wide Web. Harper College students and faculty conducted 73,780 searches in the Literature Resource Center Database during 2003. They have commented that this electronic resource is a powerful reference tool to assist them in their coursework.

This recommendation is to renew subscription service access to the Literature Resource Center Database via the World Wide Web for the period of February 20, 2004 through February 19, 2005.

The database is a continuing work in progress. There is an increase in the price each year because of the cost of updating the content information on a regular basis in order to build, strengthen and advance the database. This year the price is \$18,457.65, which is \$878.93, or five percent, more than last year's amount of \$17,578.72.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Thomson Gale (formerly The Gale Group), to renew subscription service access to the Literature Resource Center Database via the World Wide Web, in the amount of \$18,457.65.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to SBC Global Services, Inc. for switched long distance services as requested by Information Technology/Technical Services.

II. BUDGET STATUS

Funds in the amount of \$3,000 are provided in the 2003/04, and funds in the amount of \$9,000, \$9,000 and \$6,000, respectively will be provided in the 2004/05, 2005/06 and 2006/07 Operations and Maintenance Fund budget, under account number 0295-256-575.

III. INFORMATION

Proposals for switched long distance services were requested from three of the top service providers, and three proposals were received. Each was evaluated on the ability to provide reliable, uninterrupted service while lowering overall costs to the College. The following is a recap of the proposals:

	Interstate	Intrastate
SBC	\$0.0320/minute	\$0.0320/minute
Sprint	\$0.0580/minute	\$0.0618/minute
AT&T	\$0.0624/minute	\$0.0724/minute

SBC, submitted the lowest prices for both Interstate and Intrastate services. The SBC proposal also presented the College with the lowest commitment rate, the lowest connect and billing increment times and no subscription fee charges. The rates proposed by SBC are 50 percent lower than the average rate in 2003.

This request is for a three-year service agreement to run from March 1, 2004 through February 28, 2007. The projected amounts are for the balance of fiscal year 2003/04, all of 2004/05 and 2005/06, and through the end of the agreement, February 28, 2007.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to SBC Global Services, Inc. for switched long distance services for the College, in the projected amounts of \$3,000 for fiscal year 2003/04, \$9,000 for 2004/05, \$9,000 for 2005/06 and \$6,000 for 2006/07, for an approximate total of \$27,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to SBC Global Services, Inc. for local toll services as requested by Information Technology/Technical Services.

II. BUDGET STATUS

Funds in the amount of \$7,500 are provided in the 2003/04, and funds in the amount of \$22,000, \$22,000 and \$15,000, respectively will be provided in the 2004/05, 2005/06 and 2006/07 Operations and Maintenance Fund budget, under account number 0295-256-575.

III. INFORMATION

Proposals for local toll services were requested from three area service providers, two of which submitted proposals. Each proposal was evaluated on the ability to provide reliable, uninterrupted service while lowering the overall costs to the College. The following is a recap of the proposals:

	Band A	Band B	Band C
SBC	\$0.0090/minute	\$0.0180/minute	\$0.0180/minute
AT&T	\$0.0154/minute	\$0.0154/minute	\$0.0154/minute
Sprint	Local Toll Service Not Available		

AT&T proposed a flat rate for all local band services. SBC proposed tiered rates, including a much lower rate for Band A services and a higher rate for Band B and Band C services. Based on prior year usage, 47 percent of College calls fall within the Band A rating making SBC the lower cost vendor by 8 percent.

The rates proposed by SBC are 23 percent lower than the average rate in 2003.

This request is for a three-year service agreement to run from March 1, 2004 through February 28, 2007. The projected amounts are for the balance of fiscal year 2003/04, all of 2004/05 and 2005/06, and through the end of the agreement on February 28, 2007.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to SBC Global Services, Inc. for local toll services for the College in the projected amounts of \$7,500 for 2003/04, \$22,000 for 2004/05, \$22,000 for 2005/06, and \$15,000 for 2006/07 for a total of approximately \$66,500.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Tek Systems for technical assistance in converting instructional material from analog to digital format as requested by Information Technology/Client Services.

II. BUDGET STATUS

Funds in the amount of \$61,800 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-539.00-9309.

III. INFORMATION

All teaching spaces in the new Science, Health Careers, and Emerging Technology Centers have been designed to utilize digital technology for instructional delivery. In these “smart classrooms,” faculty will be provided with the resources of the Internet and Digital Audio/Visual. Much of the material used to assist faculty is in analog format. In order to have the faculty prepared to incorporate the new technology, this material has to be converted to digital format.

Quotes were solicited from the following:

Tek Systems	\$35-\$40/hr
Sierra Systems	\$50/hr
IBM	\$50-\$75/hr

Client Services personnel interviewed representatives of the three technical consultant providers as to the ability to blend media and

PC tasks. Tek Systems, which quoted the lowest cost, also routinely provides the combination of services required to convert analog material to digital and would not have to search for new employees to meet the needs of the College. In the past, Tek Systems has done high-quality work for various departments of the College and can supply talent that is very familiar with the lab environment, file servers, and media. Employees of Tek Systems have been able to step into the Harper College environment quickly, with little start-up time, and complete assignments of this nature within the time constraints and established standards of the College. Additionally, Tek Systems is recognized as a Business Partner for many of the software products that are standard at the College.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Tek Systems, the vendor that quoted the lowest cost for technical assistance in converting instructional material from analog to digital format, in the amount of \$61,800.

WILLIAM RAINEY HARPER COLLEGE

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

A. Ratification of Professional/Technical Appointment.

B. Ratification of Harper #512 IEA-NEA Appointments.

C. Ratification of Supervisory/Confidential Retirement.

D. Ratification of Administrator Resignation.

E. Ratification of Faculty Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE
Preliminary Schedule of Investments
As of January 31, 2004

Exhibit VII-B.1
February 24, 2004

	<u>Outstanding Investments</u>	<u>Earned To Date</u>
EDUCATION FUND	\$ 22,574,894	195,736
OPERATIONS, & MAINT. FUND	9,069,995	88,251
OPERATIONS, & MAINT. FUND (Restricted)	3,160,099	29,591
BOND & INTEREST	970,590	37,117
AUXILIARY ENTERPRISES	2,719,348	15,631
RESTRICTED FUNDS	7,699,591	69,584
WORKING CASH FUND	12,658,733	120,293
AUDIT FUND	191,546	1,695
LIABILITY, PROTECTION & SETTLEMENT	<u>79,728</u>	<u>4,464</u>
Total	<u>\$ 59,124,524</u>	<u>562,361</u>

WILLIAM RAINEY HARPER COLLEGE
Schedule of Investments
As of January 31, 2004

Exhibit VII-B.1
February 24, 2004

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 1/31/2004	Market Value	
Certificates of Deposits								
PMA/Farmers Mercantile Bank	01/27/04	11/12/04	290	1.40	16,750.49	1,500,000.00		
PMA/Farmers Mercantile Bank	01/27/04	11/24/04	301	1.45	18,002.08	1,500,000.00		
PMA/Bank of Waukegan	01/27/04	11/30/04	308	1.60	27,137.64	2,000,000.00		
PMA/East Dubuque Bank	01/27/04	11/30/04	308	1.60	40,706.46	3,000,000.00		
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: 1.34						51,500,000.00	51,500,000.00
Illinois Funds		Monthly Average		0.89		7,624,524.28	7,624,524.28	
TOTALS AS OF:	1/31/2004					\$ 59,124,524.28	59,124,524.28	

*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
January 31, 2004

Feb. 24, 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	5,316,876.59	4,015,701.90	241,382.23	39.27%	6,584,833.87
Sub-Total	\$10,841,918.00	5,316,876.59	\$4,015,701.90	\$241,382.23	39.27%	\$6,584,833.87
President						
Development Office	390,634.00	191,566.91	218,816.04	142,428.88	92.48%	29,389.08
Pres/Brd of Trustees	327,975.00	160,838.94	183,644.62	114,541.35	90.92%	29,789.03
Strategic Alliance	171,493.00	84,100.17	92,712.46	63,688.02	91.20%	15,092.52
Assoc VP Development	177,528.00	87,059.73	97,756.52	67,663.97	93.18%	12,107.51
Sub-Total	\$1,067,630.00	523,565.75	\$592,929.64	\$388,322.22	91.91%	\$86,378.14
Student Affairs						
Student Activities	372,302.00	182,576.90	174,530.36	125,282.16	80.53%	72,489.48
Student Development	3,434,939.00	1,684,494.09	1,748,439.11	1,017,482.18	80.52%	669,017.71
Wellns/Human Perform	1,615,519.00	792,250.52	834,445.77	399,627.51	76.39%	381,445.72
Sub-Total	\$5,422,760.00	2,659,321.50	\$2,757,415.24	\$1,542,391.85	79.29%	\$1,122,952.91
VP Academic Affairs						
Acad Enrich/Lang Std	4,015,424.00	1,969,163.93	2,062,432.80	1,226,376.06	81.90%	726,615.14
Academic Affairs	709,427.00	347,903.00	145,902.83	72,137.63	30.73%	491,386.54
Assoc VP Aca Affairs	309,316.00	151,688.57	154,530.12	100,681.02	82.51%	54,104.86
Bus/Social Sciences	5,351,564.00	2,624,406.99	2,634,070.26	1,245,076.05	72.49%	1,472,417.69
Dean of Cont Educ	471,878.00	231,408.97	229,108.04	147,649.94	79.84%	95,120.02
Liberal Arts	5,384,570.00	2,640,593.13	2,837,606.71	1,382,897.76	78.38%	1,164,065.53
Life Sci/Hum Services	4,371,581.00	2,143,823.32	2,066,836.28	1,231,923.87	75.46%	1,072,820.85
Resource for Learning	2,040,811.00	1,000,813.71	1,122,021.93	570,541.85	82.94%	348,247.22
Tech/Math & Phy Sci	4,340,697.00	2,128,677.81	2,369,923.85	1,091,382.31	79.74%	879,390.84

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
VP Aca Affairs	264,351.00	129,637.73	120,006.02	76,764.38	74.44%	67,580.60
Sub-Total	\$27,259,619.00	13,368,117.16	\$13,742,438.84	\$7,145,430.87	76.63%	\$6,371,749.29
VP Admin Services						
Admin Services	1,598,000.00	783,659.20	806,979.46	595,995.62	87.80%	195,024.92
Sub-Total	\$1,598,000.00	783,659.20	\$806,979.46	\$595,995.62	87.80%	\$195,024.92
VP Diversity/Org Dev						
Human Res/Int. Affairs	495,016.00	242,755.85	148,663.96	0.00	30.03%	346,352.04
Asst VP Diversity/Org	544,534.00	267,039.47	281,372.54	168,171.98	82.56%	94,989.48
Sub-Total	\$1,039,550.00	509,795.32	\$430,036.50	\$168,171.98	57.54%	\$441,341.52
VP Info Technology						
Info Technology	5,324,096.00	2,610,936.68	2,889,343.67	1,731,683.64	86.79%	703,068.69
Sub-Total	\$5,324,096.00	2,610,936.68	\$2,889,343.67	\$1,731,683.64	86.79%	\$703,068.69
VP Mktg & Advancement						
VP Enroll/Marketing	1,882,364.00	923,111.31	922,743.39	779,156.14	90.41%	180,464.47
Enrollment Svcs	1,431,856.00	702,182.18	707,398.62	417,709.38	78.58%	306,748.00
Pub/Comm Services	1,445,410.00	708,829.06	667,676.19	527,760.79	82.71%	249,973.02
Sub-Total	\$4,759,630.00	2,334,122.55	\$2,297,818.20	\$1,724,626.31	84.51%	\$737,185.49
Grand Total:	\$57,313,203.00	28,106,394.75	\$27,532,663.45	\$13,538,004.72	71.66%	\$16,242,534.83

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

- Barbara Barton - Legislative 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: February 24, 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 February 24, 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 January Fundraising Report FY04

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Annuitants Fulfilling Dreams Direct Mail	2	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Arsenic and Old Lace FY04	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
FY04 Calendar Year End Direct Mail	11	\$1,032.00	\$0.00	\$0.00	\$0.00	\$1,032.00
Spring Gala 2004	7	\$12,000.00	\$0.00	\$445.00	\$0.00	\$12,445.00
Memorial	4	\$525.00	\$0.00	\$0.00	\$0.00	\$525.00
Pacesetter Campaign FY04	3	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Personal Solicitation	4	\$1,100.00	\$139,000.00	\$0.00	\$0.00	\$140,100.00
Scholarship Stewardship Reports	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Special Initiatives	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Stewardship	1	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00
Unsolicited	13	\$40.00	\$0.00	\$0.00	\$0.00	\$40.00
Grand Totals:	48	\$17,947.00	\$139,000.00	\$445.00	\$0.00	\$157,392.00

**Harper College Educational Foundation
Year to Date Fundraising Report (as of 1/31/04)**

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
Annuitants Fulfilling Dreams Direct Mail	2	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Arsenic and Old Lace FY04	41	\$14,916.00	\$1,000.00	\$0.00	\$0.00	\$15,916.00
Community Catalyst	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
FY04 Calendar Year End Direct Mail	41	\$6,481.00	\$0.00	\$0.00	\$0.00	\$6,481.00
Spring Gala 2004	11	\$12,500.00	\$450.00	\$3,317.00	\$0.00	\$15,767.00
Golf Open 2003 - Underwriting Packet	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	25	\$1,765.00	\$0.00	\$0.00	\$0.00	\$1,765.00
Mary Jo Willis Row	15	\$1,440.00	\$150.00	\$0.00	\$0.00	\$1,590.00
Margaret Scott	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	23	\$13,700.00	\$4,312.60	\$0.00	\$0.00	\$18,012.60
Personal Solicitation	11	\$9,550.00	\$139,000.00	\$400.00	\$10,000.00	\$158,950.00
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	15	\$7,850.00	\$0.00	\$0.00	\$0.00	\$7,850.00
Special Initiatives	7	\$2,469.29	\$0.00	\$0.00	\$0.00	\$2,469.29
Stewardship	11	\$7,110.00	\$0.00	\$200.00	\$0.00	\$7,310.00
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	27	\$5,130.00	\$0.00	\$5,416.79	\$0.00	\$10,546.79
Grand Totals:	537	\$125,690.29	\$195,744.60	\$9,333.79	\$75,350.00	\$406,118.68

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Consideration of sabbatical leaves for faculty, beginning Fall term of the 2004-05 academic year.

II. REASON FOR CONSIDERATION

Article IV-J of the Collective Bargaining Agreement provides for sabbatical leaves to be given upon approval by the Board of Trustees provided such leaves would add to the effectiveness of the faculty member and benefit the College.

III. BACKGROUND INFORMATION

Sabbatical Leave applications were reviewed by the Sabbatical Leave Committee, the appropriate dean and vice president, and President.

IV. RECOMMENDATION

It is the recommendation of the President that Jacque Mott, Associate Professor of Interior Design, be granted a sabbatical leave for the Spring 2005 semester at the following cost to the College:

Jacque Mott LIB/ARTS Spring 2005 * \$36,842

* In addition to this cost, the College will hire part-time faculty at a cost of approximately \$4380 to teach two classes in the absence of the faculty member on leave.

Ms. Mott has agreed to maintain a daily journal of her activities, which will enable her to share the progress of her sabbatical with her Division Dean, both at the midway point and the end of the sabbatical experience. In addition, Ms. Mott will report on the results of her sabbatical by giving a presentation at a meeting of the Board of Trustees sometime during the period July 1 through October 1, 2005. Ms. Mott is also encouraged to videotape significant activities and/or outcomes associated with her sabbatical so that future students will be able to benefit from her sabbatical leave.

SUMMATION OF SABBATICAL REQUEST - Jacque Mott

My sabbatical will involve working with two AIDS organizations to develop and design a new AIDS hospice and a new AIDS residence facility in Chicago. This activity will allow me to: (1) become involved with actual hands-on design projects which will utilize my creative talents in new and exciting ways; (2) promote Harper's interior design program; (3) provide opportunities for interior design students to become involved with a real design project; (4) develop a network of opportunities for my interior design students to fulfill their service learning requirement; (5) create closer community partnerships; (6) model for my students an alternative side to being a designer; (7) update my own design skills and knowledge of industry trends, making me a better teacher; and (8) be rejuvenated and revitalized by this design activity.

Benefits to Harper

This sabbatical will facilitate the promotion of our interior design department and its wonderful reputation. It affords multiple opportunities for involvement by interior design students, both inside and outside the classroom. Students will have a chance to do relevant research and development on an actual design project in the field. As I develop new contacts and renew old contacts with these charitable organizations, Harper strengthens its community partnerships. Finally, Harper will gain a faculty member who is revitalized, current and in-touch with the interior design industry.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Transfer ownership of property for Illinois Century Network (ICN) to Central Management Services (CMS).

II. REASON FOR CONSIDERATION

Harper received a two-year grant (FY00-02) which was renewed (FY02-04) to develop the ICN network infrastructure (Region II) for the State of Illinois through the Illinois Board of Higher Education. ICN administration has been transferred to the State of Illinois through the Department of Central Management Services (CMS) and will no longer require fiscal agents to assist in the deployment of a state-wide network infrastructure. During the time Harper acted as the fiscal agent for the Region II office, housed at Harper Professional Center in Schaumburg, Harper acquired various technologies to support their technical responsibilities in maintaining this regions network infrastructure and furnishings for the office. ICN in acquiring this property utilized Harper's procurement processes and as such all equipment is inventoried as Harper's. With the realignment of ICN with CMS, CMS has formally requested the transfer of all capital inventory purchased by Harper with ICN funds for the Region II office.

III. BACKGROUND INFORMATION

The Illinois Century Network (ICN) is a statewide project to connect schools, colleges and universities and libraries throughout the State of Illinois. The State is divided into regions for the purposes of implementation. Harper accepted the responsibility to act as fiscal agent for Region II. This arrangement has benefited both Harper and ICN in that Region II offices leased space from the Harper Professional Center and during the implementation of the network was able to be one of the first to secure a connection to the Internet at DS3 speeds. While Harper may no longer act as fiscal agent, CMS has intention of continuing to lease space at Harper Professional Center for the foreseeable future.

IV. RECOMMENDATION

The administration recommends that the Board approve the transfer of the property acquired for Illinois Century Network by Harper with ICN funds to Central Management Services.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Proposed Tuition and Renovation Fee Increases for FY 2004-2005

II. REASON FOR CONSIDERATION

The Board is to establish tuition per section 05.05.00 of the Board Policy Manual.

The College is currently facing a deficit of \$1,100,000 for FY05 assuming no increase in tuition and no increase in state appropriation. The deficit is due largely to three consecutive years of funding cuts from the State and continuing loss of revenue from successful commercial property tax appeals (PTAB).

From FY03 through FY05 projections, state funding for the College will have been cut by 23.8%, costing the College **\$2.3 million in revenue**.

Additionally, the College projects revenue loss from successful commercial property tax appeals (PTAB) will cost \$1.7 million in FY05. This follows PTAB losses of \$1.47 million in FY03 and a projected PTAB loss of \$1.7 million in FY04, for a total **three-year loss of \$4.87 million**.

Despite funding cuts, the College has been able to maintain a balanced budget though moderate increases in tuition, **institutional reductions totaling \$1.8 million** and increasing revenue through enrollment growth.

However, **enrollment growth since 1998 of 17.06%** contributes additional strain on our aging facilities, resulting in increasing costs for renovation and repair, and challenges our capacity to provide the cadre of services expected by our students and community.

Additionally, operational costs will increase with the opening of the Science, Emerging Technology and Health Careers Center this fall. The College has been setting aside money for new building operations since FY00. However, significant repairs are still needed for the rest of the campus buildings. Deferred maintenance grants by the state, which totaled a very modest \$136,000 in FY 02 and nearly \$119,000 in FY03 have been eliminated for FY04 and FY05. Also, a \$4.25 million grant for infrastructure improvements, which has been approved by the legislature, has been frozen by the Governor's office.

The College feels an increase in tuition and fees is necessary to continue the College's commitment to provide high quality instruction and facilities

to a growing student population and to honor the Board's commitment to a balanced budget.

III. BACKGROUND INFORMATION

District Residents

The State has capped tuition at community colleges at 33% of its per capita cost. For FY05, this is projected to be \$~~120~~116 per credit hour, compared to our proposed tuition rate of \$71 per credit hour (currently \$67 per credit hour).

This year presents an unusual situation posed by the state's continuing financial crisis and an expanding physical plant. The proposed IBHE FY05 budget calls for a 2.8% reduction. The College has not had an increase from the state since FY02. This would make the loss over a three-year period (FY03 to FY05) 23.8%. This translates into an expected loss of state funds of \$2.3 million. A number of the grants provided to the College ~~will remain at FY 2003 levels, and three significant grants will be eliminated. were eliminated in FY04, and~~ the remaining grants may see significant reductions or be eliminated in FY05.

The Board, in its Board Budget Guidelines, states that District Resident tuition should not be more than 25% of per capita cost (~~\$90~~87 in FY05). Tuition has been about 19% of per capita cost since 1998, despite raising tuition by \$4 per credit hour for the each of those years. (See attached chart.)

The proposed FY05 increase to \$71 per credit hour would increase the student per capita cost to 20.7%. Tuition has been increased at the rate of \$4 per credit hour per year (with the exception for FY04 when it rose \$5) because the Board felt it was not fair to increase tuition to the 25% guideline all in one year. A steady and predictable increase created a good planning tool for both the administration and students. Tuition and fees is the only revenue stream that is directly controlled by the Board. A \$1 per credit hour increase in tuition generates about \$250~~275~~,000 in revenue.

Operational costs were expected to increase when the Science, Emerging Technology and Health Careers Center opens this fall. Original long-range operational plans prepared in FY00 did not foresee such large drops in state funding or the sharp increase in PTAB losses in the years preceding the opening of the Science, Emerging Technology and Health Careers Center. In view of the revenue losses, the College feels that users of the new building, as well as the institution, should bear the cost of the shortfall. The taxpayers have already contributed through their support of the referendum.

The College currently has a Renovation Fee of \$1.25 per credit hour, and is proposing that this fee be increased to \$5 per credit hour to

accommodate additional facilities and ensure the proper maintenance and repair of aging facilities.

~~The College has cut over \$1.8 million in costs over the last two years, is instituting a series of cost efficiency measures and is not increasing overall staffing levels in the education fund, despite record enrollment growth.~~

~~The first of the three grants is for \$210,000. This grant provides student support services to special populations (i.e. Tutoring, Math & Writing Lab Assistance.) It has been eliminated. (Last year this grant was reduced by \$134,000 from \$342,152 to \$210,099.) The second grant is for \$289,000 to assist business and industry to train their workers. These funds are being transferred to another state agency. The final set of grants totals \$336,000 and provides dollars for technology to the academic divisions. These funds are also being transferred to another state agency. (See attached chart for details.) There is no guarantee that Harper will receive any of the transferred funds. They will be distributed through a competitive process, instead of a direct grant, and a much larger universe of agencies will be vying for these funds. The final state appropriations will not be known until the legislative session ends. It is not expected that the legislative branch will provide more funding than requested by the Governor in these difficult economic times.~~

~~The College has three main revenue sources: tuition and fees, state appropriations and property taxes. These three sources are interrelated and when one or more experience a decrease, it has an impact on the others. Recalling that a \$1 per credit hour increase in tuition generates about \$250,000 in revenue, the state cut equates to about \$3.30 per credit hour in tuition. In order to retain vital programs to students and to maintain high technology standards at Harper, the administration is making a multilevel tuition and technology fee recommendation.~~

~~The administration is recommending that since we have not reached the 25% guideline, tuition for FY 04 be increased by \$5.00 per credit hour. This increase would cover the standard \$4.00 per credit hour increase, plus \$1.00 to cover some of the loss of the special populations grant. In addition, the administration is recommending that the technology fee increase by \$1.00 from \$4.00 to \$5 per credit hour to cover some of the loss of the technology grants. The extra \$2 (above the standard \$4 per credit hour) being recommended by the administration will generate \$500,000 and make up for 60% of the \$835,000 expected in state funds loss for FY 2004.~~

~~Finally, the College is operating under a tax cap for many years. In recent years a change in assessment appeals, referred to as Property Tax Appeals Board (PTAB), has been having an ever-increasing impact on the College. (See attached graph, which is for all funds.) The impact on the Education Fund alone is about \$900,000 per year, which is equivalent to \$3.50 per credit hour. The administration is recommending that the Board discuss and consider increasing the tuition by an additional \$1.00 per credit hour or more to cover some or all of the losses due to PTAB.~~

Non-Resident

The College uses the state formula for chargeback purposes to determine the base of non-resident tuition, and then adds the resident rate. The base for FY 200~~43~~-0~~54~~ would be \$21~~03~~ plus the resident rate per credit hour.

Example:

If the tuition for District Residents were raised from \$6~~72~~ to \$7~~169~~, then Non- Resident would be \$~~213~~-~~210~~ plus \$~~69~~-~~71~~ or \$~~282~~-~~281~~ per credit hour.

Out-of-State

There is a formula provided by the state to calculate per capita costs. The per capita costs are used as the Out-of-State tuition and this would change to \$~~360~~-~~348~~ per credit hour, which is our most current per capita rate.

International Student

The administration is recommending International Student tuition be set at ~~\$320~~the per capita rate of \$348 per credit hour for FY 200~~5~~.4

IV. RECOMMENDATION

The administration is recommending a **District Resident** tuition increase of \$~~45~~ per credit hour from \$6~~72~~ to \$7~~167~~ per credit hour and an \$~~1.00~~ increase in the Technology-renovation fee from \$~~4.00~~1.75 to \$~~5.00~~5 per credit hour for FY 200~~43~~-200~~54~~ effective summer 200~~43~~.

The administration is recommending that the **Non-Resident** rate be set at the formula plus the **District Resident** rate per credit hour or \$281 per credit hour for FY 200~~3-04~~4-05 effective summer 200~~43~~.

The administration recommends the **Out-of-State** rate be set at the per capita formula of \$~~360~~-~~348~~ per credit hour for FY ~~2003~~2004-2004-2005 effective summer ~~2003~~2004.

The administration recommends the **International Student** rate be set at the per capita rate of \$~~320~~-~~348~~ per credit hour for FY 200~~43~~-200~~54~~ effective summer 200~~43~~.

This recommendation is based on the following losses sustained in the last three years FY2003 to FY 2005:

State Funding	\$2,300,000
PTAB	\$4,800,000
Deferred Maintenance	\$ 119,000
 Total Losses	 \$7,219,000

And, a 17.06% enrollment increase since 1998;

And, minimal or no funding for facilities maintenance and renovation from the state;

And, the ongoing impact of a tax cap that does not reflect real costs borne by community colleges.

Over the past three years, the College has been challenged to meet growing enrollment and demand for new programs, services and facilities, while enduring substantial cuts in state revenue, PTAB losses and funding limits imposed by the tax cap. Cutting expenses is important, but is not a cure-all for funding problems. In a competitive educational market such as ours, students demand quality programs and facilities. If the College fails to meet that demand, students will simply go elsewhere, creating an economic “death spiral” of lower enrollment, additional program and service cuts and reduced revenue.

HISTORY OF PERCENTAGE OF PER CAPITA COST

Year	Tuition	State Apportionment	All Other Revenue	Per Capita * Cost
1967-68	14.5%	20.9%	64.5%	100%
1968-69	14.8	21.3	63.9	100
1969-70	18.1	26.0	55.9	100
1970-71	20.8	32.3	46.9	100
1971-72	24.3	31.4	44.3	100
1972-73	23.4	32.1	44.5	100
1973-74	26.4	34.9	38.7	100
1974-75	28.4	36.7	34.9	100
1975-76	26.5	33.3	40.2	100
1976-77	26.2	33.9	39.8	100
1977-78	23.3	31.9	44.8	100
1978-79	25.8	32.4	41.8	100
1979-80	26.5	34.9	38.7	100
1980-81	27.8	36.8	35.4	100
1981-82	31.7	37.9	30.4	100
1982-83	26.6	27.6	45.8	100
1983-84	29.5	25.7	44.8	100
1984-85	30.3	24.2	45.5	100
1985-86	25.3	22.7	52.0	100
1986-87	21.8	18.6	59.6	100
1987-88	20.0	20.2	59.8	100
1988-89	20.8	19.8	59.4	100
1989-90	20.6	20.4	59.0	100
1990-91	19.8	21.3	58.9	100
1991-92	17.6	20.2	62.2	100
1992-93	17.8	15.1	67.0	100
1993-94	18.9	14.4	66.7	100
1994-95	18.6	14.5	66.9	100
1995-96	18.5	13.3	68.2	100
1996-97	18.2	12.8	69.0	100
1997-98	19.2	14.0	66.8	100
1998-99	19.0	13.6	67.4	100
1999-00	19.7	13.4	66.9	100
2000-01	19.5	14.1	66.4	100
2001-02	19.4	14.0	66.5	100
2002-03	17.2	11.0	71.7	100
2003-04	19.2	9.2	71.6	100
Projected 2004-05	20.2	8.5	71.3	100

*** Does NOT include non-capital State and Grant funds per semester hour.**

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Proposed Credit Course Fee Changes for the 2004-05 Academic Year.

II. REASON FOR CONSIDERATION

The Board is to establish a fee schedule per section 05.05.00 of the Board Policy Manual. These fees are to cover various costs beyond those covered by the regular tuition.

III. BACKGROUND INFORMATION

These fee changes will be incorporated into the College's registration system. Therefore, fee changes must be acted upon prior to February 27, 2004 when early registration begins for the Summer 2005 semester.

IV. RECOMMENDATION

The administration recommends approval of the Proposed Fee Changes for 2004-05, effective with the 2004 Summer semester.

Proposed Credit Lab Fee Changes
2004 - 2005

DIV	DEPT	COURSE		2003-04	PROPOSED		Status
		#	TITLE		2004-05	Increase/Decrease	
AELS	ESL	058	ESL: Spelling Strategies	\$20.00	\$0.00	(\$20.00)	
AELS	ESL	077	ESL: Advanced Vocabulary I	\$20.00	\$0.00	(\$20.00)	
BUS/SS	ANT	215	Introduction to Forensic Anthropology		\$25.00	\$25.00	Eff: Fall '04
BUS/SS	CIS	171	Microcomputer Networks	\$25.00	\$50.00	\$25.00	
BUS/SS	CIS	172	Internet Protocols	\$25.00	\$50.00	\$25.00	
BUS/SS	CIS	243	Database Administration		\$25.00	\$25.00	Eff: Fall '04
BUS/SS	CIS	244	Database Design and Implementation		\$25.00	\$25.00	Eff: Fall '04
BUS/SS	CIS	271	Wireless Networking		\$50.00	\$50.00	Eff: Fall '04
BUS/SS	FSM	107	Basic Quantity and Pastry Arts	\$50.00	\$60.00	\$10.00	
BUS/SS	FSM	108	Advanced Quantity and Pastry Arts	\$50.00	\$60.00	\$10.00	
BUS/SS	FSM	109	Introduction to Food Prep/Production	\$50.00	\$60.00	\$10.00	
BUS/SS	FSM	110	Advanced Quantity Culinary Arts	\$50.00	\$60.00	\$10.00	
BUS/SS	FSM	113	Dining Room Operations	\$50.00	\$60.00	\$10.00	
BUS/SS	FSM	162	Classical Cuisine	\$50.00	\$60.00	\$10.00	
BUS/SS	FSM	163	Garde Manger	\$50.00	\$60.00	\$10.00	
BUS/SS	FSM	172	Classical Baking	\$50.00	\$60.00	\$10.00	
BUS/SS	FSM	173	Cake Decoration	\$50.00	\$60.00	\$10.00	
BUS/SS	FSM	216	Introduction to Wines, Spirits, and Beverage Management	\$50.00	\$60.00	\$10.00	
BUS/SS	MKT	252	Internet Marketing		\$25.00	\$25.00	
LIBARTS	ART	110	Drawing I	\$15.00	\$20.00	\$5.00	
LIBARTS	ART	111	Drawing II	\$20.00	\$25.00	\$5.00	
LIBARTS	ART	121	Design I	\$15.00	\$20.00	\$5.00	
LIBARTS	ART	122	Design II	\$45.00	\$50.00	\$5.00	
LIBARTS	ART	201	Drawing Studio	\$20.00	\$25.00	\$5.00	
LIBARTS	ART	206	Printmaking Studio	\$35.00	\$40.00	\$5.00	
LIBARTS	ART	225	Figure Drawing Studio	\$20.00	\$25.00	\$5.00	
LIBARTS	ART	236	Composition	\$30.00	\$30.00	\$0.00	
LIBARTS	ART	240	Computer Graphics and Studio	\$35.00	\$40.00	\$5.00	
LIBARTS	ART	261	Painting Studio	\$30.00	\$35.00	\$5.00	
LIBARTS	ART	291	Ceramics Studio	\$45.00	\$50.00	\$5.00	
LIBARTS	JNM	240	Topics in Journalism	\$25.00	\$0.00	(\$25.00)	
LIBARTS	JNM	242	Using the Internet as a Communications Tool	\$25.00	\$15.00	(\$10.00)	
LSHS	CTE	101	Electrocardiography		\$50.00	\$50.00	Eff: Fall '04
LSHS	CTE	102	ECG Surveillance and Stress Testing		\$50.00	\$50.00	Eff: Fall '04
LSHS	CTE	103	Cardiac Emergencies		\$30.00	\$30.00	Eff: Fall '04
LSHS	CTE	106	Ultrasound Physics and Instrumentation		\$25.00	\$25.00	Eff: Fall '04
LSHS	CTE	107	Diagnostics I		\$10.00	\$10.00	Eff: Fall '04
LSHS	CTE	108	Diagnostics II		\$10.00	\$10.00	Eff: Fall '04
LSHS	CTE	109	Laboratory Techniques		\$75.00	\$75.00	Eff: Fall '04
LSHS	CTE	110	Laboratory Techniques II		\$75.00	\$75.00	Eff: Fall '04
LSHS	CTE	112	Laboratory Techniques II		\$37.50	\$37.50	Eff: Fall '04
LSHS	DMS	202	Introduction to Ultrasound		\$12.50	\$12.50	Eff: Fall '04
LSHS	DMS	206	Ultrasound Practicum I		\$50.00	\$50.00	Eff: Fall '04
LSHS	DMS	209	Ultrasound Practicum II		\$50.00	\$50.00	Eff: Fall '04
LSHS	DMS	213	Art of Vascular Sonography		\$25.00	\$25.00	Eff: Fall '04
LSHS	HHA	101	Home Health Aide	\$50.00	\$0.00	(\$50.00)	withdrawn Spring '04
LSHS	HPI	101	Fundamentals of Exercise Testing	\$50.00	\$0.00	(\$50.00)	withdrawn Fall '04
LSHS	HPI	103	Prevention and Treatment of Cardiac Emergencies	\$30.00	\$0.00	(\$30.00)	withdrawn Fall '04
LSHS	HPI	105	Electrocardiography	\$50.00	\$0.00	(\$50.00)	withdrawn Fall '04
LSHS	HPI	109	Diagnostics I	\$10.00	\$0.00	(\$10.00)	withdrawn Fall '04
LSHS	HPI	110	Diagnostics II	\$10.00	\$0.00	(\$10.00)	withdrawn Fall '04
LSHS	HPI	113	Ultrasound Physics	\$25.00	\$0.00	(\$25.00)	withdrawn Fall '04

Proposed Credit Lab Fee Changes
2004 - 2005

DIV	DEPT	COURSE #	COURSE TITLE	2003-04	PROPOSED 2004-05	PROPOSED Increase/Decrease	Status
LSHS	HPI	115	Clinical Laboratory Skills	\$30.00	\$0.00	(\$30.00)	withdrawn Fall '04

Proposed Credit Lab Fee Changes 2004 - 2005

DIV	DEPT	COURSE #	COURSE TITLE	2003-04	PROPOSED 2004-05	PROPOSED Increase/Decrease	Status
LSHS	HPI	117	Laboratory Techniques I	\$75.00	\$0.00	(\$75.00)	withdrawn Fall '04
LSHS	HPI	118	Laboratory Techniques II	\$75.00	\$0.00	(\$75.00)	withdrawn Fall '04
LSHS	MOA	250	Health Insurance Coder Seminar and Externship	\$15.00	\$0.00	(\$15.00)	withdrawn Fall '04
LSHS	MOA	260	Medical Transcriptionist Seminar and Externship	\$15.00	\$0.00	(\$15.00)	withdrawn Fall '04
LSHS	MOA	265	Medical Office Administration Externship		\$15.00	\$15.00	Eff: Fall '04
LSHS	MOA	270	Health Care Secretary Seminar and Externship	\$15.00	\$0.00	(\$15.00)	withdrawn Fall '04
LSHS	MOA	290	Health Care Office Manager Seminar and Externship	\$15.00	\$0.00	(\$15.00)	withdrawn Fall '04
LSHS	PHB	101	Phlebotomy Principles and Practice	\$35.00	\$75.00	\$40.00	
LSHS	PHT	100	Survey of Pharmacy Practice	\$10.00	\$0.00	(\$10.00)	program inactive Fall '04
LSHS	PHT	111	Basic Pharmacy Operations	\$40.00	\$0.00	(\$40.00)	program inactive Fall '04
LSHS	PHT	140	Sterile Products and Aseptic Techniques	\$40.00	\$0.00	(\$40.00)	program inactive Fall '04
LSHS	PST	244	Nursery Management	\$20.00	\$0.00	(\$20.00)	withdrawn Fall '04
LSHS	RAD	102	Radiologic Procedures I		\$37.50	\$37.50	Eff: Fall '04
LSHS	RAD	103	Radiologic Principles I		\$37.50	\$37.50	Eff: Fall '04
LSHS	RAD	105	Radiologic Procedures II		\$37.50	\$37.50	Eff: Fall '04
LSHS	RAD	106	Radiologic Principles II		\$37.50	\$37.50	Eff: Fall '04
LSHS	RAD	202	Radiologic Procedures III		\$37.50	\$37.50	Eff: Fall '04
LSHS	RAD	203	Advanced Radiologic Principles		\$50.00	\$50.00	Eff: Fall '04
LSHS	RAD	209	Radiologic Special Procedures		\$37.50	\$37.50	Eff: Fall '04
TMPS	ATE	107	Architectural Principles for the Interior Designer I	\$30.00	\$0.00	(\$30.00)	withdrawn Fall '04
TMPS	ATE	108	Architectural Principles for the Interior Designer II	\$30.00	\$0.00	(\$30.00)	withdrawn Fall '04
TMPS	FIS	100	Fundamentals of Fire Protection		\$20.00	\$20.00	
TMPS	FIS	102	Fire Service Management I		\$20.00	\$20.00	
TMPS	FIS	145	Fire and Emergency Services Instructor I		\$20.00	\$20.00	
TMPS	FIS	200	Fire Service Internship		\$20.00	\$20.00	
TMPS	FIS	202	Fire Service Management II		\$20.00	\$20.00	
TMPS	FIS	220	Fire and Emergency Services Instructor II		\$20.00	\$20.00	
TMPS	GEO	101	Physical Geology	\$25.00	\$30.00	\$5.00	
TMPS	GEO	102	Historical Geology	\$25.00	\$30.00	\$5.00	
TMPS	GEO	201	Rocks and Minerals	\$25.00	\$30.00	\$5.00	
TMPS	GEO	202	Paleontology	\$25.00	\$30.00	\$5.00	
TMPS	GRA	101	Introduction to Graphic Arts Technology		\$30.00	\$30.00	Eff: Fall '04
TMPS	GRA	102	Graphic Arts Desktop Publishing		\$30.00	\$30.00	Eff: Fall '04
TMPS	GRA	103	Digital Imaging I		\$30.00	\$30.00	Eff: Fall '04
TMPS	GRA	111	Graphic Arts Offset Press		\$30.00	\$30.00	Eff: Fall '04
TMPS	GRA	112	Digital Imaging II		\$30.00	\$30.00	Eff: Fall '04
TMPS	GRA	113	Advanced Digital Imaging		\$30.00	\$30.00	Eff: Fall '04
TMPS	GRA	201	Digital Scanning and Tone Reproduction		\$30.00	\$30.00	Eff: Fall '04
TMPS	GRA	202	Color Reproduction		\$30.00	\$30.00	Eff: Fall '04
TMPS	GRA	212	Paper and Ink Technology		\$30.00	\$30.00	Eff: Fall '04
TMPS	GRA	213	Bindery and Finishing Operations		\$30.00	\$30.00	Eff: Fall '04
TMPS	MNT	110	Basic Welding	\$10.00	\$40.00	\$30.00	
TMPS	PHY	101	Technical Physics I- Mechanics, Heat and Sound	\$30.00	\$0.00	(\$30.00)	withdrawn Fall '04
TMPS	PHY	102	Technical Physics II Electricity and Magnetism, Light	\$30.00	\$0.00	(\$30.00)	withdrawn Fall '04
TMPS	RAC	290	Independent Study	\$15.00	\$0.00	(\$15.00)	withdrawn Fall '04
STUDENT AFFAIRS							
			ACTIVITY FEE - per semester, full-time	\$32.00	\$42.00	\$10.00	
			ACTIVITY FEE - per semester, part-time	\$16.00	\$21.00	\$5.00	
			ACTIVITY FEE - per summer semester	\$16.00	\$21.00	\$5.00	
			RENOVATION FEE (per credit hour)	\$1.25	\$5.00	\$3.75	

HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Variable Tuition

II. REASON FOR CONSIDERATION

Section 05.05.07 of the Board Policy Manual states that the tuition charged for courses and programs may vary by cost and as approved by the Board of Trustees.

III. BACKGROUND INFORMATION

On March 26, 2003 the Harper College Board of Trustees approved several health careers program offerings. These included the Radiology Technology and Diagnostic Medical Sonography programs.

Like many limited enrollment health careers programs, the enrollment numbers identified for the Diagnostic Medical Sonography and Radiology Technologist programs are based on the employment demand for these careers, clinical site availability for work-based learning experiences, and maximum staffing and resource utilization efficiency considering resource requirements.

Despite sound curricular decisions, the Diagnostic Medical Sonography and Radiology Technology programs are anticipated to be some of the highest cost programs at the College. This is due primarily to the clinical experience components and associated individualized instruction required, and the specialized technology and equipment necessary to offer these programs.

Program accreditation requirements prescribe a maximum student to faculty ratio in labs and clinicals of 1:10, with individualized instruction required in lab environments at the time procedures and practices are performed on real human subjects or patients. Accreditation standards also limit the number of students, no matter their progress or placement in the program, in any clinical agency to 10. Furthermore, the accreditation standards require a minimum of one full-time faculty for the Diagnostic Medical Sonography and two for the Radiology Technologist program. Additionally, using hospitals and clinics for energized lab

experiences, particularly for the Radiology program, have the potential to obligate us to select rental agreements or instructional supply costs from those agencies.

Higher tuition rate is reasonable based on the apparent high demand among students, the strong community need for graduates in these programs, and the excellent employment opportunities in these fields.

IV. RECOMMENDATION

The Diagnostic Medical Sonography and Radiology Technology programs are anticipated to be some of the highest cost programs at the College in large part due to the clinical experience components and associated individualized instruction required, and the specialized technology and equipment necessary to offer these programs.

The administration recommends that the tuition in the Diagnostic Medical Sonography and Radiology Technology programs be set at 200% for courses that are prefixed DMS and RAD in these program areas beginning with the 2004-2005 academic year.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Human Resource Organizational Development Support Providers (See attached List)

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The College has a growing number of Human Resource Organizational Development Support Providers it is using to deliver development programs and support to all Harper staff. The attached list represents the Organizational Development Support Providers we anticipate will provide service in Fiscal Year 2003-05.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board approve the attached list of Organizational Development Support Providers for fiscal year 2003-05.

Human Resource
Organizational Development Support Providers for Fiscal
Year 2003-05

Organization/Facilitator	Organizational Development Curriculum
Bill Durkin	Keynote Speaker with a focus on Leadership Development programs, Community building, providing individual coaching and consultation to both new and more tenured supervisors.
John Blumberg	Keynote Speaker with a focus on Community building, Cultural change to open the door for enhanced service excellence.
Morris Taylor	Possible keynote, developer and facilitator of our service excellence program to be rolled out to staff, facilitator of other programs such as change management, time management, and conducting effective meetings as needed.
Nancy Moran	Serves as a consultant throughout the Service Excellence rollout to provide follow-up, serves as a facilitator of various programs as requested.
Tony Clements	Keynote speaker with a focus on Creativity and Change to be utilized for our Executive Leadership Development Program.
The Greenleaf Center	An organization whose focus is Servant Leadership. Keynote and the potential to facilitate programs as needs are identified.
Nancy Friedman	Focus as keynote on customer service.
Cynthia Rogers	Consultant and facilitator of programs. Topics in team building, office organization, time management, running efficient meetings.
Ken Blanchard	Training Series - Focus on Leadership and staff development.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Approval for the College to develop a relationship with one vendor partner for the implementation of campus document publishing technology.

II. REASON FOR CONSIDERATION

At the January 27, 2004 Board of Trustee regular monthly meeting, a presentation was made discussing the state of printing and copying at Harper as a precursor to this recommendation (Please see attached Background Addendum).

As Harper moves in this direction it will require a period of time to completely convert to this networked environment:

- Phase one, upgrade of the print shop/copy center technology is scheduled for the second quarter of 2004.
- Phase two, upgrade of the office/convenience copiers, is scheduled for the third and fourth quarter of 2004, timed with the opening of the XYZ Building. Thus the currently installed copiers and workstation printers will need to continue to provide service. Therefore, it will be necessary to continue the current lease (Exhibit VIII-H 02/24/04) while various aspects of this copying and printing proposal are implemented and copiers can be deleted from the lease.
- Phase three and four, integrating the print shop/copy center with the operations center, and continuing to develop and implement better resource management of Lab document publishing and desktop printing, scheduled for the fourth quarter for 2005.

The key to this proposal is network document management software. Once the vendor is selected for phase one, competition among vendors for future equipment additions to this system might be limited by the software system. Upon selection of a vendor, negotiations will include such items as price assurance to coincide with the phases identified above, annual review of publishing volumes and length of agreement to best support total cost of ownership.

III. RECOMMENDATION

The administration recommends that the College further pursue the identification of the one best vendor solution to meet College-wide needs for campus document publishing (printing/copying). Further, the College will negotiate a proposed contract, including the appropriate contractual checks and balances, service parameters and competitive pricing with the vendor/partner. This contract will cover a complete analysis of campus-wide document publishing, as well as equipment for Phase One. This will be brought back to the Board for approval.

BACKGROUND ADDENDUM

The January 27, 2004 Board presentation provided the rationale for Harper to move in the direction of integrating and networking multi-function (fax, scan, copy and print) document production solutions to serve the College's teaching and learning mission; that includes networked access to digital publishing, remote access via the Web to better serve faculty, staff and students, and digital archiving. Further, to provide color document production and expand binding services, implement a network software solution to improve service and quality of document production and align the solution with emerging new services and processes including the proposed ERP.

A next step in the strategic direction to manage copying and printing for Harper College is to select a single vendor that will provide Harper improved productivity and increase efficiencies. To that end, the administration recognizes that copying and printing volumes are an area that can realize productivity gains, improve efficiencies and provide solutions that will greatly enhance support to instruction and business functions while ultimately reducing overall costs. Today, this goal is technically possible.

Besides outdated technology in key areas that include the print shop/copy center, the most glaring weakness of the current system is that it is segmented into four distinct silos of service--the print/shop copy center, office/convenience copiers, IT operations center and student computer labs. Each of these service silos is further separate from key campus business and service initiatives such as the campus ID system, ERP and Web/Portal conversion.

The strength of a single-vendor solution is that through software, it integrates not only document publishing, breaking down the silos of service, it also integrates this service with other key campus business and service functions such as the ERP.

Benefits of the proposed single-vendor/partner approach include:

- Software controls and workflow management to ensure that document publishing resources are used to maximum efficiency.
- Digital scanning and storage of key college documents to facilitate print on demand and network sharing.
- System redundancy and the ability to share document publishing load during periods of peak need and maintenance.
- Multifunctional hardware and software that permits scanning, faxing, archiving, and a variety of hard-copy output options including binding and color.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Renewal of the Ikon Office Solution contract for lease and maintenance of campus copiers.

II. REASON FOR CONSIDERATION

A cross-functional team of Harper staff made a presentation to the Board at the January, 2004 Board meeting outlining the need to move from our current system of printing and copying as two independent functions to a new printing and copying solution which bring both together under one umbrella. If the Board approves the new direction recommended by the team, the new solution would be implemented in phases. The first phase would be this spring and include equipment needed to replace the current print shop equipment. The second phase is to replace copiers across the campus and is scheduled prior to the need to renew the Ikon contract in August. If this occurs, the current contract with Ikon, which would be up for another renewal in August 2004, would not be pursued and the College would implement the second phase of the new printing and copying solution.

III. BACKGROUND INFORMATION

The College periodically solicits prices for campus copiers on a three to five year cycle. This was done in the summer of 2000 and in September 2000 the Board approved the award of bid Q00100 to Ikon Office Solutions which was amended in July 2001. The original lease was for three years and ended September 2003. The language in the Board exhibit reads:

“The administration recommends that the Board award Q00100 for digital copy machines for use throughout the College to Ikon Office Solutions, the low bidder, in the amount of \$75,693.84 per year for a three-year period, from October 1, 2000 through September 30, 2003, with the option to renew for two additional years, 2003 through 2005, plus a 10% contingency of \$7,569 each year for a total award of \$83,262.84 per year.”

Because of the need to add additional equipment and because of increased usage the amount was increased by Board action to \$90,185.84 July 25, 2001.

For many years the College has used the language in the Ikon recommendation and has understood the language to mean that the renewal of the contract was at the discretion of the administration and would not have to be brought back to the Board for approval.

In September 2003 when this contract was reviewed, the administration determined a need to renew and took the necessary steps without bringing it back to the Board. Later in the fall, a similar situation arose with the computer purchase and some board members questioned the administrations right to renew an agreement without further Board approval. This issue was finally resolved by having the Board ratify the renewal. Staff then questioned whether the Ikon renewal also needed similar ratification, in light of the questions raised on the computer renewal. The College attorney was consulted. The recommendation in the September 2000 Board Exhibit did not clearly state that renewal would be an administrative action; therefore, the attorney recommended ratification by the entire board. He also recommended that in the future language of the recommendation clearly spell out the administrative role in the renewal. Future board exhibits will incorporate this recommendation. The contract with Ikon also states that during the renewal term the college has a cancellation option within 60-day notice, therefore although we are requesting renewals for FY 04 and FY 05, we could also exercise the 60-day cancellation notice at any time.

IV. RECOMMENDATION

It is the recommendation of the administration to ratify the renewal of the contract to Ikon Office Solutions for year four, October 1, 2003 through September 30, 2004, and year five, October 1, 2004 through September 30, 2005 by administrative action, if needed, in the amount of \$90,185.84 plus a 10% contingency for increased usage of \$9,018 for a total of \$99,203.84 per year. These renewals contain a 60-day cancellation clause.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00335 for audio visual equipment for the Science, Emerging Technology, and Health Careers Center as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$1,957,098 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.10-9310.

III. INFORMATION

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

Video Images, LLC	\$1,422,006
Interstate Electronics Co.	1,483,229
Pentegra Systems LLC	1,636,870
SPL Integrated Solutions	1,644,269
Ford Audio Video Systems, Inc.	1,685,644

The teaching spaces in the Science, Emerging Technology and Health Careers Center include technologies that will support instructional delivery utilizing digital media, Internet resources, and audio/video in a manner that is intuitive and easy to use.

The College worked with both Legat Architects and an audio-visual consultant, Shen Milson & Wilke, Inc., to determine which product mix will best meet the needs of the College and stay within the budget allocation.

All vendors had to be prequalified with Shen Milson & Wilke, Inc. to certify that they were able to meet the requirements to design, acquire technology, and install audio visual equipment and the related management system for the teaching spaces.

This request is for the base bid of \$1,422,006, and alternates two, three, four, five (with reduced quantities), six, and eight. The cost of alternates two, three, four, five and six is \$450,092. These alternates add enhancements to the equipment specified in the base bid. Alternate eight is to allow a project contingency of \$50,000 for use by the College throughout the project. Also included is an allowance of \$35,000 for the Diagnostic Imaging space build-out. In order to complete further negotiations with the contractor, the work for the base bid items will be completed first. The administration will then re-evaluate the alternates for funding and need before authorizing any further work.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00335 for audio visual equipment for the Science, Emerging Technology, and Health Careers Center to Video Images, LLC, the low bidder, for the base bid amount of \$1,422,006; and approve authorization for the award of alternates two, three, four, five, and six in the amount of \$450,092 to be completed if determined necessary by the administration; plus an allowance of \$35,000 for the build-out of the Diagnostic Imaging Lab; and a project contingency of not to exceed \$50,000 for a total award of not to exceed \$1,957,098.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00338 for 18 complete dental chairs with appropriate accessory and central consoles, mannequin mounts, and x-ray viewers, four curing lights, 15 lead aprons, two scalers, nine nitrous oxide flow meters, a manifold system, nine dental simulation mannequin systems, 10 intra-oral x-ray systems, four teaching mannequins, a panoramic digital imaging system, a large magna clave sterilizer, a small steam autoclave, a compact sterilizer, two large ultrasonic cleaning systems, a dry heat sterilizer, two compact ultrasonic cleaning systems, an x-ray film duplicator, three air polishing prophylaxis systems, a film processing system, four bench vibrators, three model trimmers, two desiccant dryers, a dental vacuum system, and the moving of some existing equipment for the Science, Emerging Technology, and Health Careers Center as requested by the Life Science and Human Services Division for the Dental Hygiene department.

II. BUDGET STATUS

Funds in the amount of \$518,932.52 are provided in the 2003/04 Operations and Maintenance Fund Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

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

Sullivan Schein Dental	\$174,491.10	No Bid 17 items
A-dec, Inc.	393,375.99	No Bid 30 items
Patterson Dental Supply, Inc.	518,983.00	No Bid 4 items

This request is for the majority of the equipment needed to equip the new Dental Hygiene Lab in the Science, Emerging Technologies, and Health Careers Center. The 18 dental chairs and accessories will replace current equipment. Six of the existing chairs will be moved and used in other teaching spaces. The remainder of the chairs will be disposed of per Board Policy. The remainder of the equipment is new and will augment existing equipment that will be moved.

In order to get the lowest cost for the College the bid will be split per line item to the lowest responsible bidder. The 18 mannequin mounts will be awarded to A-dec, Inc., the low bidder, in the amount of \$6,840; four curing lights, 15 lead aprons, nine nitrous oxide flow meters, the manifold system, ten inter-oral x-ray systems, the compact sterilizer, two large ultrasonic cleaning systems, the dry heat sterilizer, the x-ray film duplicator, three air polishing prophylaxis systems, four small bench vibrators, three model trimmers, two desiccant dryers, and the dental vacuum system will be awarded to Sullivan Schein Dental, the low bidder, in the amount of \$106,894.52; and 18 complete dental chairs with appropriate accessory and central consoles, two scalers, four teaching mannequins, the panoramic digital imaging system, the large magna clave sterilizer, the steam autoclave, two compact ultrasonic cleaning systems, the film processing system, and the moving of existing equipment will be awarded to Patterson Dental Supply, Inc., the low bidder, in the amount of \$405,198; for a total award of \$518,932.52.

IV. RECOMMENDATION

The administration recommends that the Board award Bid Request Q00338 for 18 mannequin mounts to A-dec, Inc., the low bidder, in the amount of \$6,840; four curing lights, 15 lead aprons, nine nitrous oxide flow meters, the manifold system, ten inter-oral x-ray systems, the compact sterilizer, two large ultrasonic cleaning systems, the dry heat sterilizer, the x-ray film duplicator, three air polishing prophylaxis systems, four small bench vibrators, three model trimmers, two desiccant dryers, and the dental vacuum system to Sullivan Schein Dental, the low bidder, in the amount of \$106,894.52; and 18 complete dental chairs with appropriate accessory and central consoles, two scalers, four teaching mannequins, the panoramic digital imaging system, the large

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magna clave sterilizer, the steam autoclave, two compact ultrasonic cleaning systems, the film processing system, and the moving of existing equipment to Patterson Dental Supply, Inc., the low bidder, in the amount of \$405,198; for a total award of \$518,932.52.