



Harper College  
1200 West Algonquin Road  
Palatine, Illinois

## Regular Board Meeting Agenda

May 25, 2004

7:00 p.m.

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda**
- IV. **Educational Presentations**
  - None
- V. **Student Trustee Report**
- VI. **President's Report**
- VII. **Consent Agenda\*** (Roll Call Vote)
  - A. For Approval**
    - 1. Minutes - April 27, 2004 Regular Board Meeting Exhibit VII-A.1
    - 2. Bills Payable, Payroll for April 16, 2004 and April 30, 2004 and Estimated payrolls for May 1, 2004 through May 28, 2004 Exhibit VII-A.2
    - 3. Bid Awards Exhibit VII-A.3
    - 4. Purchase Orders Exhibit VII-A.4
    - 5. Personnel Action Sheets Exhibit VII-A.5
    - 6. President's Employment Contract Exhibit VII-A.6
  - B. For Information**
    - 1. Financial Statements Exhibit VII-B.1
    - 2. Committee and Liaison Reports Exhibit VII-B.2
    - 3. Grants and Gifts Status Report Exhibit VII-B.3

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

**VIII. New Business**

- A. INFORMATION: Authorization to Pursue Offering Selected Baccalaureate Degrees Exhibit VIII-A
- B. RECOMMENDATION: Printing and Copying Agreement with Xerox Company Exhibit VIII-B
- C. RECOMMENDATION: Affiliation Agreements and Business Associate Addendum Exhibit VIII-C

**IX. Harper Employee Comments**

**X. Citizen Comments**

**XI. Announcements by the Chair**

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

**On-Campus Events**

- \*June 22 7:00 p.m. - Regular Board Meeting - Room W214-215
- \*July 27 7:00 p.m. - Regular Board Meeting - Room W214-215
- \*August 24 7:00 p.m. - Regular Board Meeting - Room W214-215
- \*September 28 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

**XII. Other Business** (including closed session, if necessary)

**XIII. Adjournment**

**Minutes of the Regular Board Meeting of Thursday, April 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

**Revised** Minutes of the Regular Board Meeting of Tuesday, April 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, April 27, 2004 at 7:00 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

Student Member Sheppard and Student Senate President Ronnie Kroell led the Pledge of Allegiance.

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

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the President; David McShane, V.P. Information Technology; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Cheryl Kisunzu, Assistant V.P. Diversity/Organizational Development; Linda Kolbusz, Associate V.P. Development, Governmental Relations; Sheila Quirk, Associate V.P. for Strategic Planning and Alliances; Larry Bielawa; Carol Blotteaux; Phil Burdick; Ned Coonen; Daniel Corr; Laura Crane; Dave Dluger; Terry Engle; Denise Evans; Susan Farmer; Terrence Felton; Sally Griffith; Vickie Gukenberger; Michael Harkins; Mike Held; Julie Hennig; Thea Keshavarzi; Jim Ma; Russ Mills; Michael Nejman; Jeanne Pankanin; Robert Paul; Janie Petersen; Rich Seiler; Diana Sharp; Jane Swider; Susan Teplinsky; Dennis Weeks and Deanna White. Students: Deborah Abbott; Tim Brand; Ted Hahn; Ronald Kroell; Joe Plazak.

Guests: Tim Kane, Chicago Tribune; Joseph Ryan, Daily Herald; Michael Lundeen, Legat Architects; Andrew Mellman, Scientific Verdicts; William Huley, George Flaherty, Northwest Tax Watch; Eric and Denise Truppa, citizens; Philip Spiewak, citizen.

ELECTION OF  
2004-05 OFFICERS:

Chair Stone asked for nominations for Board Chair. Member Kelley moved, Member Barton seconded, that Laurie Stone be elected to serve as Chair for a one-year term. There were no other nominations.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Chair Stone thanked Board members for their vote of confidence. She asked for nominations for Vice Chair of the Board.

Member Barton moved, Member Gillette seconded, that Bill Kelley be elected to serve as Vice Chair for a one-year term. There were no other nominations.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Chair Stone congratulated Member Kelley. She asked for nominations for Secretary of the Board.

Member Murphy moved, Member Kelley seconded, that Richard Gillette be elected to serve as Secretary of the Board for a one-year term. There were no other nominations.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Chair Stone congratulated Member Gillette. She asked that Members Kelley and Gillette switch places at the table.

Chair Stone thanked Member Barton for serving as Vice Chair and Member Kelley for serving as Secretary last term.

Chair Stone announced that there would be an executive session following the regular Board meeting, to discuss a personnel matter.

APPROVAL OF AGENDA Member Howard moved, Member Barton seconded, approval of the Agenda as modified.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

### PRESENTATIONS

Sabbatical Reviews:  
Improving Learning  
Strategies of Our  
Students

Daniel Corr, Dean of Academic Enrichment and Language Studies Division, introduced two talented faculty members who would be giving brief overviews of their sabbatical projects: Professor Susan Farmer and Associate Professor Robert Paul.

Ms. Farmer expressed appreciation to the Harper College Board of Trustees for granting her this sabbatical opportunity. She worked diligently to get good research, and she represented Harper well.

Professor Farmer traveled approximately 10,000 miles last semester, visited seven campuses, talked to another seven campuses and read over 30 books. She focused on Psych 106 - College Learning Strategies and, more specifically, on teaching motivation and procrastination to students.

She came across applications that had not been used in the classroom before--attribution theory and self-efficacy. She explained that students can find a way to learn, and they learn to cope, in spite of many circumstances. They learn what changes and corrections to make to their learning behaviors in order to be more successful. Professor Farmer also explained internal vs. external sense of cause with regard to academic success and failure.

Through her studies, she found Myron Dembose's Motivational Strategies, which incorporates Application Theory and Self-Efficacy. They have decided to swap out

the whole Psych curriculum. They had been using the same text (updating editions) for 25 years, How to Study in College.

Professor Farmer feels that the results of her sabbatical will be very helpful to students, by benefiting their academic success now and later. She also feels it will increase their attendance, their GPA and their retention at Harper. Handouts were distributed.

#### Deaf History in Chicago

Robert Paul, Associate Professor in American Sign Language Studies, gave a brief presentation via a sign language interpreter. Mr. Paul took his sabbatical in spring 2003. He explained that he grew up in Chicago within a deaf family. The deaf elders have so many stories and experiences to share, he decided to gather them, along with local history, and relate that to curriculum for American Sign Language Studies at Harper College. Nothing like that has existed. He interviewed many elders and plans to document it on a DVD. He wants people to understand deaf culture. He left a demo tape for the Board to view at another time.

Mr. Paul noted that he was chosen as a fellow, and he is currently working with DoIT to develop the DVD, which will be completed in May. He plans to advertise locally, statewide and nationwide. He begins presentations in May at the statewide conferences. Mr. Paul thanked the College for supporting him.

#### BA/Residence Facilities

Dr. Breuder introduced Dr. Andrew Mellman, Scientific Verdicts, to give an overview of his findings.

Dr. Mellman explained that Harper College wanted to investigate and determine, through using an independent research supplier, community interest in, and support for, the offering of selected baccalaureate complete degree programs and the offering of on-campus or near-campus housing.

Scientific Verdicts was chosen after an open, competitive RFP. Dr. Mellman stated he has no affiliation with Harper College; he is based in Louisville, KY. His job is to conduct research results, totally independent of any preconceptions or any client influence. He would simply present the data.

The study was done in two-phases. The first phase consisted of four 90-minute focus groups, the purpose of which was to gather background information. For example,

they discovered the majority of people did not understand the word "baccalaureate" when asked about baccalaureate degree programs. Therefore, when it came time for the quantitative phase, they knew they would have to call it "bachelor's degrees" or "four-year degrees" for the community to understand.

They did a stratified random sampling of 1,200 in the community: 200 Harper-district high school students; 200 parents of Harper-district high school students; 200 current Harper students (half less than 25 years old, and half 25 years old or greater); 200 Harper College alumni; 400 Harper-district taxpayers. He noted that over half of the non-high school aged respondents additionally were taxpayers (parents of Harper-district high school students and alumni are also homeowners and taxpayers in this district). There were a total of 734 taxpayers; however, he will be referring to the 400 recruited taxpayers.

Dr. Mellman explained that when the Gallop poll does national sampling, their standard sample is 384 people, and they use this to predict presidential races and other information. Statistics were run on a 95 percent confidence limit. All questions were asked on a seven point scale. For example, "Describe your interest in Harper College offering a bachelor's degree program." The respondent could choose 1 (not interested); 7 (extremely interested), or any number in between. They know from experience, that a 6 or a 7 mean someone is extremely interested. They are indicating their desire and intention to "buy." Similarly, people who scored as a 1 or 2 are not interested. The 3, 4 and 5's in general do not have strong feelings about the topic in question.

The charts he shared are those who rate each question as a 6 or a 7. He also indicated the 1's and 2's.

#### Results of Findings - Baccalaureate Degrees

- *What is important in terms of college selection? (before Harper College was identified)*
  - Bachelor's degree available - 83.5 percent
  - Available housing - 38.5 percent
  
- *Is there a community need for Harper offering selected bachelor's degree programs? (after Harper College was identified)*
  - Two-thirds said there was a very strong need (6 or 7).

- 5.3 percent felt there was no need (1 or 2).
- 20 percent were non-committal (middle score).
- No significant differences between groups.
  
- *What is your interest in Harper offering selected bachelor's degrees?*
  - Over half of the people stated there was a high level of interest in Harper offering selected degree programs (6 or 7).
  - Alumni (67%) and Current Students (58%) were significantly higher than other groups. Those that have the most intimate knowledge and familiarity with Harper appear to be the most excited about Harper offering complete degrees.
  - 18 percent had a negative interest (1 or 2).
  - For taxpayers, 45 percent said there is a very strong interest, and only 26 percent said there is not an interest.
  - 2000 census data indicates that 40 percent of our district adults already have a BA or above.
  
- *What do you know about Harper or what is Harper known for?*
  - 80% of the people were able to give an answer.
  - Of those who answered, one-quarter of them said "academic reputation."
  - "Academic reputation" scored higher than "location," "affordability," and "cost value," and higher than all three put together.
  
- *Why did you have the interest that you mentioned?*
  - Negative responses included: I already have a degree; I'm not interested in going back; I am done with school.
  - Positive responses included: affordable; finish where I started.
  - No one mentioned that BA's were not in a community college mission.
  
- *What bachelor's programs should be introduced, if they were to be introduced?*
  - Only one in five respondents could not think of an area in which Harper should implement a bachelor's program or stated that none should be offered.
  - 80 percent came up with at least one bachelor's program that should be implemented now.

With regard to costing questions, people were given the three costing alternatives mentioned above - increased tuition for the final two years; a change in the State reimbursement formulas, to be closer than the reimbursement levels currently experienced by four-year schools; an increase in property taxes. Increased tuition and a change in the State reimbursement formula produced similar results; however, increased property taxes caused the very interested (6 or 7) to drop by 50 percent. With property taxes, 50 percent of all respondents scored in the middle, with no strong opinions. With increased tuition the final two years, only 10 percent of the people are strongly negative.

Dr. Mellman noted that approximately half of the respondents were asked about bachelor's programs, followed by residential facilities; the other half of the respondents were asked about residential facilities followed by bachelor's programs, to be sure there was no position bias. Additionally, when they asked about the different funding options, they were randomly rotated, so there were no position biases.

#### Results of Findings - Residential Facilities

- Just under 1/4 of the sample indicated a strong need for Harper College to offer on or near-campus housing.
- Current Harper students under 25 years and high school students were significantly more interested than the other groups.
- In each of the other groups, more people saw no need than saw a positive need.
- Approximately half of the people expressed no clear opinion.
- The majority of negative responses indicated that a community college does not need housing.

With regard to who would provide the residential facilities, the general feeling appeared to be that Harper should provide the housing; however, if a private person did, it would not be objectionable.

With regard to funding the housing, more people were interested if Harper would provide residence facilities that would be self-supporting or if private industry would provide residence housing that would be self-supporting. For the idea of a property tax increase to fund housing, there was

disinterest at the same level among each group; there were no differences by group.

When asked which option should Harper introduce - bachelor degree programs or housing? Both and neither were not options. 75% chose bachelor's degree. The alumni were more likely to want selective bachelor programs at 87 percent. Current students were slightly more likely to want both programs to be implemented.

Board Members were encouraged to ask questions.

In response to Member Murphy, Dr. Mellman explained that the 53.3 percent on Page 11 reflects 53.3 percent of the 1,200 people gave a 6 or a 7 ranking. Each group is identified, and percentages can be broken down. It demonstrates that there really are not significant differences between the groups. Member Murphy stated that current students make up a minute percentage of the Harper population; and therefore, the percentage is not statistically supportable.

In response to Member Murphy's questions on pages 15 and 16, Dr. Mellman explained that the high school students they spoke with did not understand the various funding options and had some difficulties with that. He does not know if the high school numbers are completely valid. He did include them, because they were asked.

In response to Member Gillette, Dr. Mellman explained that the focus groups were utilized to get the verbiage down. When people were asked the specific question, it read, "How would you rate your interest in Harper offering selective bachelor degree programs if the final two years were to carry a higher price tag, still below what state universities might charge." They were given a range between what was charged today and what state universities charge. Only 10 percent objected to that.

In response to Member Kelley's questions regarding Pages 15 and 16, Dr. Mellman explained that they originally asked people for their interest (53% gave it a positive interest and 18% gave it a negative degree of interest.) Further into the questionnaire, all respondents were asked a rotating series of questions, such as the one mentioned above, and "How would you rate your interest in Harper offering selected bachelor's degree programs if this meant an increase in property taxes?" The third question asked was, "As you may

know the State reimburses community colleges at a lower rate than four-year schools. How would you rate your interest in Harper offering selected bachelor's degree programs if the state reimbursed Harper at the same rate as the four-year schools for the final two years of a bachelor's degree program?" Their interest was received in a seven-point scale from "very" to "not" for each of the three questions. Increased property tax was the only funding option that really caused a significant major change. People did not appear to want a property tax increase.

In response to Member Stone, Dr. Mellman explained that they asked the question, "If Harper were to implement selected bachelor's degree programs, in which major should they offer degrees?" It was open-ended; therefore, they received a list of programs including business, nursing, computer science, liberal arts, teaching degrees, etc.

In response to Student Member Sheppard, Dr. Mellman stated that he is not in a position to make a recommendation, but simply share the findings of his survey results. He can say that the community, as a whole, says "Do the bachelor's degree program before housing." And the community, as a whole, is significantly more interested in bachelor's programs than in housing.

Chair Stone noted that they have been presented with statistics in order that the Board might have information to eventually reach a decision and advise the administration how to proceed. No decision will be made this evening. Dr. Mellman's role is strictly to present the findings of his survey. She thanked Dr. Mellman for the presentation, and also Sheila Quirk and Laura Crane for all the work they have put into this.

Dr. Breuder explained that businesses today are looking for ways to generate revenue. With the circumstances at the College, they must either increase tuition or increase market share. Community colleges are looking at ways to broaden the scope, the mission, the purpose of the community college. Nothing stays static; everything changes. Community colleges are transforming themselves to meet the needs of the community.

Dr. Breuder stated that this is good research, and the Board can have confidence in it. It is not open for interpretation, but very straightforward, in terms of what the people have said in this instrument. Between now and May, he intends to

move this information out into the community, so that people understand the data. They will begin internally by communicating to appropriate groups within the institution. He will meet with the Executive Committee of the Faculty Senate, college community and a number of other groups. He has met with the editorial staff of *Pioneer Press* and *The Daily Herald*. Additionally, he will meet with *Chicago Tribune*, legislative delegation and with ICCB, ICCTA, IBHE - North Central, and he has invited community college Presidents in Cook County and collar county community colleges and university presidents to receive a briefing on the data. Interest is already there in high proportion.

At the May meeting, Dr. Breuder will bring forth a recommendation based upon what he thinks is in the best interest of this institution. The Board will then have the opportunity to consider the recommendation and take whatever action they feel is in the best interest of this institution.

Chair Stone reiterated that, even though these meetings will take place, the Board has not made a decision as to its future direction. They appreciate the fact that the meetings are for information purposes only.

Member Murphy expressed his grave concerns that the administration is out advocating this on behalf of Harper College and in the name of Harper College, when Harper College has not said it is a direction in which it wants to go. Chair Stone noted that they have asked the administration not to do anything but give information to the public. She suggested that Board members take the month and really study the results, so they can have further discussion at the next meeting.

In response to Member Murphy, Member Barton noted that there is a great interest by many people on looking into this as a possibility because of its success in other states. It is a wave of the future, and Harper College has the reputation of always being out in the front.

In response to Member Kolze, Dr. Breuder stated that Dr. Mellman attended the briefings today with the editorial boards of the two newspapers, and he will be there tomorrow with the *Chicago Tribune*. Member Kolze stated it would be a good idea for Dr. Mellman to be present at the briefings, to eliminate some of the fears. He does not see

any reason to delay talking to the public, as long as it is done in a factual way.

Member Howard noted that their Board meetings are open Board meetings. This is a public presentation, and it is already going to be in the Press and out in the public. She sees nothing wrong with sharing the data with other interested groups in the community, so that they can look at the data and draw their own conclusions.

Member Gillette stated he believes Dr. Breuder is putting a spin on this. He does not feel Dr. Breuder can say that this is being done to "raise revenue," because there is no way they can do this without it costing more than the students will pay.

Student Member Sheppard stated that the community college system has had to keep changing to satisfy the needs of the times. He recommends moving forward to explore the idea of offering four-year degrees.

Member Kelley suggested that Board members be informed of the upcoming meetings with the ICCB, ICCTA, etc., so that one or more are able to attend and hear the questions being raised. Member Howard stated that if a Board member could not attend the meetings, perhaps there could be a summary of the key questions asked.

Chair Stone stated that since recommendations will be coming to the Board, they will have ample opportunity to debate each part of that recommendation. She asked if Board members could see the recommendations earlier than the time they normally receive the Board packet, in case they have questions that Dr. Breuder could answer.

In response to Member Kelley, Dr. Breuder stated that Board members have Dr. Mellman's phone number, and they are able to contact him.

In response to Member Murphy, Chair Stone stated that they will make sure to proceed in an orderly fashion. She has asked Dr. Breuder to get the information to the Board in a timely fashion. They will devote much of the Board meeting next month to this discussion. She suggested they not schedule an educational presentation next month so that they can spend a good portion of time on this subject. Any Trustee who needs more information, please contact Dr. Breuder, Chair Stone or Dr. Mellman.

STUDENT TRUSTEE  
REPORT

Student Member Sheppard distributed a written report to Board members. He highlighted several upcoming events on campus. He encouraged all Board members to attend Graduation on May 21.

Mr. Sheppard noted that this year's Student Trustee election had a better voter turnout than last year (122 people voted this year; 27 people voted last year). He announced that the new Student Trustee is Joe Plazak.

Chair Stone read a Resolution regarding William Sheppard's year of service as Student Trustee. She listed his many areas of involvement including: member of Student Senate, President of Astronomy Club, Honors Society member, WHCM Public Relations Director and DJ. She added that Mr. Sheppard has represented Harper and served in Springfield for Illinois Community College Board Student Advisory Committee and Finance Advisory Committee and represented Harper students in the Illinois Community College Trustees Association meetings in 2003-04, and in February 2004 was a participant in the Association of Community College Trustees Conference and ICCTA Legislative Summit in Washington, DC. He received an ICCB SAC Outstanding Leader Award in 2003-2004, Student Activities Leadership Award for Spring 2003 and Student Service Awards for Fall 2003 and Spring 2004. On behalf of the Board, the College and the citizens of District 512, she thanked him for his loyalty, dedication and service. Chair Stone presented him with a framed copy of the Resolution. The Board wished him well.

Mr. Sheppard thanked each Board member specifically. He added that he appreciated the Student Trustee opportunity and learned a great deal. He introduced new Student Trustee Joe Plazak. The Board welcomed Mr. Plazak.

Student Member Plazak thanked William Sheppard for giving him a tour and introducing him to everyone. He is very proud to attend Harper College, and feels it is an honor to represent the student body on the Board. He noted that, as a music student, he is constantly composing and performing, and he would have to leave the meeting early this evening to perform.

On behalf of the Board, Chair Stone thanked Ronnie Kroell for all his outstanding work this year as Student Senate President. Mr. Kroell stated that he enjoyed working with

William this year. He had an amazing experience with the very diverse Senate group. They overcame many difficult times and accomplished a great deal. Mr. Kroell added that he is confident that Joe will do a great job as Student Trustee.

## PRESIDENT'S REPORT

Dr. Breuder asked Terence Felton to give a brief update on the ERP system.

### ERP System Update

Mr. Felton noted that they put out an RFP on the Blackboard System on February 27 to the four vendors that they are looking at. On March 26, they received four qualified bids from those vendors. All of the proposal information is with Harper's consultant, GFOA, who is doing the analysis on it. On April 19, they began vendor demos. Last week, SCT was in; this week is PeopleSoft; next week is Oracle, and the following week is Datatel. The vendors are going through a vendor script to make sure they hit all of the points, all of the requirements in which the College is interested. It makes it uniform and fair, and it enables the College to better evaluate each one of the vendors.

Between now and the next Board meeting, they will continue the vendor demos. At the end of the demos, GFOA will do some facilitation sessions with the folks who are evaluating. They will then develop their official evaluation of those vendors. The planning group will also evaluate the proposal summary documents and the requirement summary documents. GFOA will take all the proposal information and all the vendor information and summarize it into documents for the planning group to review.

The following items are helping Harper to conduct this procurement in a fair, balanced and objective way:

1. They are using GFOA.
2. All vendor communications are going through Mr. Felton as the Project Manager. They are not trying to market to any other Harper group.
3. They are logging and capturing all of the information as it is going back and forth. Any communication that is being done with those vendors is being captured and stored.
4. They are going through a common process with all the vendors. Any time they talk to one vendor and get an answer to a question, they give that question and answer to the other vendors.

Board members thanked Mr. Felton.

Student Member Plazak left the meeting at 8:40 p.m.

## SWAP Option

Dr. Breuder explained that, after the presentation at the April Board meeting regarding the SWAP option, the Board took action to have them move forward with investigating the viability of that financing technique. When the March meeting was over, Dr. Breuder left with a sense of confusion, because of the complexity of the transaction. He asked the key players to come in and meet with him for further clarification. He shared this with the Chair, who indicated that she would like to be there, as well. He also ran into Member Kolze one day and asked if he would mind sitting in on the meeting. When that meeting was over, both Chair Stone and Member Kolze had some reservations about the Swaption. He asked them to share their feelings with the rest of the Board.

Chair Stone explained that they met with representatives of Kane, McKenna; Chapman and Cutler; and BancOne for three hours. At the conclusion of the meeting, both Dick Kolze and she felt there was more risk than they were comfortable in assuming. The transaction itself is very complex, and it seemed that it was geared toward organizations whose financial standing was not as secure as Harper's (Moody's Aaa bond rating). One thing that made them uncomfortable was that it seemed all three presenters did not have a common understanding of what they were presenting. It confirmed the complexity of the situation.

They felt that other local entities who have considered this approach, generally seemed to mitigate the downside risk by receiving less money upfront. In the final analysis, to get to the level of risk that both Member Kolze and she seemed to be willing to entertain, it would have meant that the \$1M would have been significantly reduced. They left the meeting with the feeling that this might be something Harper would be best setting aside for the time being.

Member Kolze reiterated that it was an uncomfortable feeling hearing three people disagree with the factual material they were presenting. One would correct the other as questions were being asked. He added that he has a conservative approach when it comes to handling taxpayers' money, and, as a result, he feels they should not move forward.

Chair Stone stated that her intention tonight was to have an opportunity to discuss this and bring recent events to some closure. The motion that was passed last month was simply

to investigate the opportunity further. She asked if another Trustee would like to make a motion one way or another.

Member Murphy suggested they send this out for an RFP, and perhaps have someone else come in and explain it with sufficient clarity.

Member Murphy moved, Member Gillette seconded, that they send it back out for an RFP.

Members Howard and Kelley felt that it was not worth exploring any further. There would be additional costs, time and effort involved in putting together an RFP, and this, most likely, would not minimize the risk.

Member Gillette stated he is in favor of investigating the SWAP option further. The only risk he could find was whether Harper could sell variable rate finance bonds at 70 percent or less of the lower rate.

There was discussion regarding termination fees, and whether or not they should be included.

Member Barton called the question.

Upon roll call, the vote was as follows:

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

Motion did not carry.

## CONSENT AGENDA

Member Howard moved, Member Gillette seconded, approval of the minutes for the March 23, 2004 regular Board meeting; bills payable; payrolls for March 19, 2004 and April 2, 2004; estimated payrolls for April 3, 2004 through April 30, 2004; bid awards; purchase orders; personnel action sheets; review of executive session minutes; Resolution to approve Board meeting dates; 2006-2007 academic calendar; and for information: financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits VII-A.1 through VII-B.3, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

|                 |                |
|-----------------|----------------|
| Operating Fund  | \$4,555,121.55 |
| Tuition Refunds | 199,371.75     |

The payrolls of March 19, 2004 in the amount of \$2,076,372.52; April 2, 2004 in the amount of \$2,080,881.77; and estimated payroll of April 3, 2004 through April 30, 2004 in the amount of \$4,128,012.15.

## Bid Awards

- Ex. VII-A.3.a Award bid Q00362 for 2 child size cribs and mattresses, 4 Nurse Mate Storage Cabinets, 1 continuous passive motion machine, 1 training stair, 2 isolation carts, 2 cardiac chairs, 6 mannequins, 2 gooseneck exam lights and 1 centrifuge to Cardinal Health, the low bidder, in the amount of \$38,434.07; 1 skeleton and 1 spirometry system to Johnson Scientific, Inc., the low bidder, in the amount of \$1,464.00; 25 bedside cabinets, 25 over bed tables, 22 cubicle curtains, 19 wall mounted exam lights, 13 stainless steel carts, 22 medical consoles, 1 bladder scanner, 1 mobile shower chair, 1 bucks traction unit, 1 sequential compression device, 3 physician scales, 3 spine boards, 4 mobile storage cabinets, 2 exam tables, 2 treatment cabinets and 1 instrument sterilizer to Howard Medical Co., the low bidder, in the amount of \$139,503.43; 4 charting racks, 4 nebulizers, 5 folding walkers, 1 crash cart, 1 shower chair, 1 wheelchair scale, 4 gurneys, 6 linen hampers and 3 step stools to McKesson Medical/Surgical, the low bidder, in the amount of \$17,831.56; 15 IV poles, 4 ECG/arrhythmia stimulators, 4 interactive defib trainers, 4 pulse oximeters, 2 dopplers, 1 clean linen cart, 7 sphygmomanometers, 1 human body flip chart and stand, and 6 stethoscopes to Armstrong Medical Industries, Inc., the low bidder, in the amount of \$17,948.25 and 7 adult wheelchairs and 24 bedpans to Medline Industries, the low bidder, in the amount of \$1,287.80 for a total award of \$216,469.11.
- Ex. VII-A.3.b Award bid Q00351 for 1 chiller tube cleaner and 2 heavy duty electric powered pressure washers to Goodway Technologies Corporation, in the

amount of \$5,475.00; 8 commercial vacuums, 15 professional vacuums, 3 wide area vacuums, 3 carpet extractors, 3 wet dry vacuums, 2 rotary floor machines plus tanks, 12 high volume dryer/air movers, 1 battery burnisher, 3 mobile workbenches and 1 security cabinet to Ramrod Distributors, Inc., in the amount of \$27,058.69; 3 window cleaning kits, 2 buckets and 1 refrigerant recovery system to Ker Supply Company, Inc., in the amount of \$4,856.79; 6 hip vacuums with attachments and 6 storage cabinets to Chemcraft Industries, in the amount of \$5,424.00; 7 mechanics ladders, 14 step ladders, 6 adjustable ladders, 1 drain cleaner, 2 drain cleaner cable carriers, 12 drain cleaner cables and 3 bench vises to March Industries, Inc., in the amount of \$10,460.61; 8 janitors carts, 8 Brute containers with caddy bags and dollies, and 15 buckets with side press wringers to Kraft Paper Sales Company, Inc., in the amount of \$1,750.62; and 2 vertical lifts, 1 straddle extension kit, 1 hand pallet truck, 1 two-wheel hand truck, 1 platform truck, 3 salt spreaders and 3 workbenches with risers to Grainger Industrial Supply, in the amount of \$19,098.14, for a total award of \$74,123.85.

- Ex. VII-A.3.c Award bid Q00367 for the purchase and installation of a bin rack system and four wire shelving systems for Dental Hygiene and for the installation of shelving purchased for the Chemistry department in the Science, Emerging Technology and Health Careers Center to Warehouse Equipment Inc., the low bidder, in the amount of \$10,295.
- Ex. VII-A.3.d Award bid Q00359 for Trash Removal Service for the main campus during fiscal year 2004/05 to Onyx Waste Service, Inc., the low bidder, in the amount of \$36,718 plus a 10 percent

- contingency of \$3,672 for additional pickups as needed, for a total award not to exceed \$40,390, and approve the option, subject to the discretion of the administration, to renew the agreement at the same or lower cost for up to an additional two years.
- Ex. VII-A.3.e Award bid Q00366 for SICO Mobile Folding Stages with skirts, guardrails and chair stops to SICO America Inc., the low bidder, in the amount of \$26,824.30.
- Ex. VII-A.3.f Award bid Q00361 for carpet and ceramic tile for the Bookstore to Libertyville Tile & Carpet, Ltd., the low bidder, in the amount of \$33,450.
- Ex. VII-A.3.g Award bid Q00360 for purchase and installation of Display Fixtures for the Bookstore to Showbest Fixture Corporation, the low bidder, in the amount of \$65,081.
- Ex. VII-A.3.h Award bid Q00357 for two Noninvasive Cardiac Diagnostic Stress Test Systems with treadmills to GE Marquette Medical, the low bidder, in the amount of \$32,030.08, and for one Holter Monitoring System with two recorders to Delmar Reynolds, the low bidder, in the amount of \$9,300 for use in the Science, Emerging Technology and Health Careers Center by the Cardiac Technology Program for a total award of \$41,330.08.
- Ex. VII-A.3.i Award bid Q00364 to Warner Offset, Inc., the low bidder for printing of the Fall 2004 and Spring and Summer 2005 Credit Course Schedules, which are major publications promoting enrollment, in the amount of \$87,824.
- Ex. VII-A.3.j Award bid Q00365 to College Class Schedule Specialists, the low bidder for printing of the Fall 2004 and Spring

2005 Continuing Education Course Schedules, which are major publications promoting enrollment, in the amount of \$60,666.10.

## Purchase Orders

Ex. VII-A.4.a

Approve issuance of a purchase order to Krueger International, Inc. for the purchase and installation of Classroom Furniture for the Certified Nursing Assistant (CAN) classroom in the Science, Emerging Technology and Health Careers Center in the amount of \$16,387.52.

Ex. VII-A.4.b

Approve issuance of a purchase order to Boise Cascade Office Products for Office Supplies in the amount of \$190,000 per year for fiscal years 2004/05, 2005/06 and 2006/07, and approve the option, subject to the discretion of the administration, to renew the agreement at the same or lower cost for up to an additional two years.

Ex. VII-A.4.c

Approve issuance of a purchase order to Bed Techs, Inc. for 26 reconditioned hospital beds at \$1,575 each and 2 reconditioned critical care beds at \$3,000 each, for use in the Science, Emerging Technology and Health Careers Center, for a total of \$46,950.

Ex. VII-A.4.d

Approve issuance of a purchase order to Steris Amsco Sterilizer for use by the Biology department in the Science, Emerging Technology and Health Careers Center, in the amount of \$44,321.73.

## Personnel Actions

Classified Staff Appointments

Katherine Paez, Office Assistant I, p/t, OSFA, 03/29/04,  
\$14,157/year

Darrell Riley, Lead Cook, FD SER, 03/22/04, \$27,300/year

Harper #512 IEA-NEA Appointments

James Archibald, Weekend Custodian, p/t, PHY PLT,  
04/03/04, \$4,700/year

David Lauerman, Warehouse/Driver, PHY PLT/SHP/REC,  
04/19/04, \$35,464/year  
Christopher Prebe, HVAC Mechanic Operator, PHY PLT,  
04/12/04, \$44,928/year

Review of Executive  
Session Minutes

In reviewing the Minutes, it was determined that there were no executive sessions during the period of October 2003 through March 2004.

Board Meeting Dates

Adopt the Resolution establishing the dates, times and place of the regular meetings.

2006-2007 Academic  
Calendar

Adopt the 2006-2007 Academic Calendar.

In response to Member Kolze, Dr. Breuder stated that "administration" in Exhibit VII-A.3.d ultimately referred to him. The administration would bring the recommendation to Dr. Breuder, and he will give a "green light" if it is the same price or lower.

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

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

Motion carried.

Member Howard noted that the Educational Foundation Gala, held last Saturday evening, was an outstanding, spectacular affair. The news release reported \$70,000 was raised for the Educational Foundation; however, it may not be pure profit, because of expenses. She was pleased with their idea to hold the Gala in the Harper College Performing Arts Center. She thanked the Committee and the Foundation for continuing to support Harper College. Dr. Breuder noted that he sent out appropriate letters to the Capital Development Board regarding the roof leak.

NEW BUSINESS:

Second Reading of  
Addition to Board  
Policy Manual: Ethics  
Policy

Member Barton moved, Member Kelley seconded, to approve the change to Policy 13.05.00 to the Board of Trustees Policy Manual which repeals the Gift Ban Policy and replaces it with the Model Ethics/Gift Ban Ordinance, as outlined in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Stone explained that legal counsel recommends that the Board approve the ordinance that has been recommended by the Attorney General's Office. The College should be in sync with that policy.

Member Gillette reiterated his suggestion from the March Board meeting that the preamble include the fact that the Trustees of Harper College were in favor of ethics prior to this, rather than stating it is a requirement.

Member Howard supported Member Gillette's statement. She suggested the preamble state that there had been an ethics policy prior to this, and that this is a restatement based on current recommendation. Members Barton and Kelley stated they would accept that as an amendment to their motion and second.

There was discussion whether a Student Trustee would be prohibited from using the campus copiers and posting their literature on the campus bulletin boards, etc. Member Gillette felt that the policy should state potential Student Trustees are exempt from the policy. Dr. Breuder noted that a student running for office may not fall under the purview of the law, given the definition of "candidate" found on Page 2. They will need to get clarification.

Dr. Breuder stated that, after multiple conversations with counsel, they made it abundantly clear they would not recommend any changes or modifications to this policy. It should be approved as presented, because it reflects the language crafted by the Attorney General and passed into law. It was noted that many, including the ICCTA, have misgivings regarding the policy.

Chair Stone explained that it became very apparent there is a move afoot to amend the ordinance, to encourage the Attorney General to do some very careful consideration of amending. She recommended that the Board comply with the deadline and approve the policy as submitted. She encouraged Board members to submit their list of concerns and/or suggestions to Dr. Breuder, who would then forward them to the Attorney General's Office, to the ICCTA and to the legislators.

Upon roll call, the vote was as follows:

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

Motion carried.

Second Reading of  
Addition to Board  
Policy Manual: Health  
Insurance Portability  
And Accountability Act  
(HIPAA) and Privacy  
Rule

Member Howard moved, Member Kelley seconded, to  
approve the Health Insurance Portability and Accountability  
Act (HIPAA) and Privacy Rule policy, as outlined in Revised  
Exhibit VIII-B (attached to the minutes in the Board of  
Trustees' Official Book of Minutes).

Member Gillette stated that HIPAA also requires that any  
transmission of health information over data networks must  
be encrypted starting the first of next year.

Upon roll call, the vote was as follows:

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

Motion carried.

Faculty Promotions,  
2004-2005 Academic  
Year

Member Kolze moved, Member Howard seconded,  
approval of the following promotions for the 2004-2005  
academic year, as outlined in Exhibit VIII-C (attached to the  
minutes in the Board of Trustees' Official Book of Minutes).

To Assistant Professor

Diana Cincinello – AE/LS  
Geoffrey Durian – TM/PS  
William Hengtgen – STU/AFF  
Kris Piepenburg – LIB/ARTS  
Maria Coons – BUS/SS  
Joan Fiske – AE/LS  
Nancy Rice – TM/PS  
David Richmond – BUS/SS  
Karen Duellman – TM/PS  
Kathy Hanahan – STU/AFF  
Seema Kurup – LIB/ARTS  
Patricia Widder – TM/PS

To Associate Professor

Carole Bomba – LS/HS  
James Edstrom – RFL  
Valerie Harley – RFL  
Amy Dixon-Kolar – AE/LS  
Jeff Przybylo – LIB/ARTS

Joanne Rothblum – LS/HS  
 Bonnie Chisholm – LS/HS  
 Mary Gawienowski – AE/LS  
 Jason James – TM/PS  
 Sandy Kreiling – LS/HS  
 Patricia Ramsey – AE/LS  
 Daniel Stanford – TM/PS  
 Thomas Dowd -- TM/PS  
 Deepa Godambe -- TM/PS  
 Charles Johnston -- BUS/SS  
 Elizabeth Minicz -- AE/LS  
 Catherine Restovich – LIB/ARTS

To Professor

Karen Froelich – TM/PS  
 Minhua Liu – TM/PS  
 Kathi Holper – AE/LS  
 Karen Lustig – LS/HS  
 M. Sunil Koswatta – TM/PS  
 Helmut Publ – BUS/SS

Upon roll call, the vote was as follows:

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

Motion carried.

Chair Stone congratulated the very deserving faculty members.

Awarding Faculty  
 Emeritus Recognition

Member Howard moved, Member Barton seconded, to grant Professor Emeritus recognition to the following Harper College tenured faculty retirees, as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Employee Retirement Date (Years of Svc.)

AE/LS

|                       |                     |
|-----------------------|---------------------|
| Dr. Patricia Mulcrone | August 1, 2001 (23) |
| Janice Phillips       | July 31, 2003 (14)  |
| Jean Chapman          | July 31, 1999 (22)  |

BUS/SS

|                |                      |
|----------------|----------------------|
| Thomas Johnson | July 29, 2004 (28.5) |
|----------------|----------------------|

LIB/ARTS

Dr. J. Harley Chapman June 30, 2002 (31)

STU/AFF

Steven Catlin March 31, 2003 (30+)

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Affiliation Agreement  
Between Harper College  
and Alexian Brothers  
Hospital Network

Member Barton moved, Member Murphy seconded, approval of the Affiliation Agreement between Harper College and Alexian Brothers Hospital Network, as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Addendum to  
Educational Service  
Providers and Rental  
Facilities

Member Kolze moved, Member Kelley seconded, approval the following new Educational Service Provider: Harper TECH "eConsulting-Group, Inc." - Mike Marco ("eConsulting-Group, Inc." of Chicago) will teach project management principles including Microsoft Project Server, as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

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

Member Howard moved, Member Gillette seconded, adoption of the Resolution for approval of the projects to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Community College Act. Additionally, approval of the employment of Legat Architects to provide the architectural services specified for the 2004 Life Safety

repair and renovation project, as outlined in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder noted that there will be more dollars coming forward, as they have to replace others and increase their capacity. In the end, they expect to spend approximately \$3.5M. Some of the projects have to get done by the heating season.

Upon roll call, the vote was as follows:

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

Motion carried.

#### HARPER EMPLOYEE COMMENTS

There were no employee comments.

#### CITIZEN COMMENTS

On behalf of the parents of preschoolers enrolled in the Harper College Northeast Center (NEC) Preschool, Ms. Denise Truppa addressed the Board. She stated that parents were just told this morning that the preschool would be closing at the end of the semester. She and other parents feel the program is superior, and one of which Harper College should be extremely proud.

She voiced the following concerns and frustrations of the parents:

- Parents had no forewarning; there is now not enough time for them to find a sufficient replacement for pre-school in the fall. Most preschools close in May.
- They feel that, either marketing was not done to help increase enrollment, or Harper targeted the wrong market.
- There was no request for parents to help; many would have been willing to organize fundraisers or help with marketing efforts.
- There was no phone number displayed or listed to get information about the preschool.

Dr. Breuder explained that school districts and colleges and universities are all being challenged today to find a way to balance budgets moving forward. The Board knows the challenges Harper is facing in order to be able to produce a balanced budget, which is especially difficult this year. He is sure that those who made the recommendation to close the

school did not take the recommendation lightly. They toiled with it, because the childcare program at the NEC has not performed well, in terms of numbers of students or financially, for quite some time. The Board knows that, under Dr. Breuder's administration, they have looked at everything they do to find ways to make ends meet and to make sure that areas cover their costs. When an area cannot cover its costs, they are forced to make a decision to either restructure or remove a program.

Several months back, the Vice President for Academic Affairs brought the numbers in, and recommended that they continue to keep the childcare on the main campus alive, which again will show a negative number. On the other hand, people felt they could not breathe enough life into the one at the NEC, nor could they charge enough to keep it up to a break-even basis. Dr. Breuder read a list of ways they marketed the NEC childcare center, listing publications, dates and methods.

Vice President Margaret Skold noted that they did increase the number of class offerings at the NEC, in hopes that it would draw more preschool enrollment.

Chair Stone stated that the Board appreciated Ms. Truppa bringing this to their attention. She suggested that Ms. Truppa and other parents contact Vice President Skold. Chair Stone stated that the Board would appreciate having more information as to the manner in which the parents were notified, and what process was used. Member Howard suggested that the Board receive more information when programs are going to be closed. Sometimes the Board is being surprised by it.

#### ANNOUNCEMENTS BY CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the Agenda for Board information.

Chair Stone asked Board members to let her know if Friday, June 25 would be a good date for the Board retreat; if not, she asked Board members to provide alternative dates. She will get back to them with more information.

She noted that the Convocation and Graduation will be held on May 21. June 7 is the Harper College Educational Foundation Golf Outing at Boulder Ridge Country Club.

OTHER BUSINESS

Member Gillette suggested the Board approve Robert's Rules of Order, Newly Revised, **1990** Edition, published in Glenview. Chair Stone noted that this will be an action item at the May Board meeting.

CLOSED SESSION

Member Howard moved, Member Barton seconded, that the meeting adjourn into closed session for the purpose of discussing personnel issues.

Upon roll call, the vote was as follows:

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

Motion carried.

The motion carried at 9:24 p.m.

Chair Stone noted that there would be a brief recess prior to closed session.

Following closed session, the Board reconvened the Regular meeting at 10:45 p.m.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 10:46 p.m.

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Chair

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Secretary

## BOARD REQUESTS

### APRIL 27, 2004 REGULAR BOARD MEETING

1. With regard to the Scientific Verdicts results, Member Kolze suggested that Dr. Mellman be present at the various briefings, to eliminate some of the fears.
2. Member Kelley suggested that Board members be informed of the upcoming meetings with the ICCB, ICCTA, etc., so that one or more are able to attend and hear the questions being raised. Member Howard stated that if a Board member could not attend the meetings, perhaps there could be a summary of the key questions asked.
3. Chair Stone asked if Board members could see the recommendations earlier than the time they normally receive the Board packet, in case they have questions that Dr. Breuder could answer.
4. With regard to the Ethics Policy, Chair Stone recommended that the Board comply with the deadline and approve the policy as submitted. She encouraged Board members to submit their list of concerns and/or suggestions to Dr. Breuder, who would then forward them to the Attorney General's Office, to the ICCTA, and to the legislators.
5. With regard to the closing of the NEC preschool, Chair Stone suggested that Ms. Truppa and other parents contact Vice President Skold. Chair Stone stated that the Board would appreciate having more information as to the manner in which the parents were notified, and what process was used. Member Howard suggested that the Board receive more information when programs are going to be closed.

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

|      |                     |                 |
|------|---------------------|-----------------|
| I.   | BILLS PAYABLE       |                 |
|      | Operating Fund      | \$ 2,554,709.73 |
|      | Tuition Refunds     | \$ 30,446.48    |
| II.  | PAYROLL             |                 |
|      | 4/16/2004           | \$2,047,130.38  |
|      | 4/30/2004           | \$2,076,729.86  |
| III. | ESTIMATED PAYROLL   |                 |
|      | 5/01/04 – 5/28/2004 | \$3,676,082.85  |

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

May 25, 2004

SUMMARY OF BIDS

- Exhibit VII – A.3.a The administration recommends that the Board award request for proposal Q00347 for card productions hardware (camera's, printers, etc.) software and miscellaneous start up costs (i.e. card stock, printer ribbons and laminate) for a Universal Identification (ID) Cards System for students and staff to CardSmart Systems, Inc. the low respondent in the amount of \$85,612, plus a contingency of \$8,560 for a total award not to exceed \$94,172.
- Exhibit VII – A.3.b The administration recommends that the Board award bid request Q00371 for roadway repairs on the south side of the campus and pavement rehabilitation of parking lots 1, 2, 4, 5, 6 and 7 to Professional Maintenance, Inc., the low bidder, in the amount of \$132,460.74, plus an architectural fee in the amount of \$17,756, reimbursables in the amount of \$500, and an allowance of \$104,283.26 for a total award of \$255,000.
- Exhibit VII – A.3.c The administration recommends that the Board award bid request Q00369 for a KaVo Dental Simulation Unit plus (DSEplus) for the Science, Emerging Technology and Health Careers Center to Sullivan Schein Dental, the low bidder, in the amount of \$16,631.
- Exhibit VII – A.3.d The administration recommends that the Board award request for proposal Q00372 for a community needs assessment to determine community educational needs to The Greystone Group, Inc., the low respondent, in the amount of \$33,500 with a 10 percent contingency of \$3,350 for a total of not to exceed \$36,850.

Exhibit VII – A.3.e The administration recommends that the Board award bid request Q00332 for an agreement to run from July 1, 2004 through June 30, 2007 for the lease and purchase of uniforms for associates in the Custodial, Utilities, Maintenance and Roads & Grounds departments, to Breens Uniform Rental, the low bidder, in the amount of not to exceed \$15,000 per year for fiscal years 2004/05, 2005/06 and 2006/07.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of request for proposal Q00347 for card productions hardware (camera's, printers, etc.) software and miscellaneous start up costs (i.e. card stock, printer ribbons and laminate) for a Universal Identification (ID) Card System for students and staff as requested by Student Affairs and Information Technology.

II. BUDGET STATUS

Funds in the amount of \$94,172 are provided in the 2003/04 and will be provided in the 2004/05 Restricted Fund budget (Tech Plan projects 365 & 1875) under account number 0695-245-585.10.

III. INFORMATION

A legal request for proposal notice was published and 15 proposals solicited. Four responses were received. The following is a recap of the proposal tab sheet:

|                            |              |
|----------------------------|--------------|
| CardSmart Systems, Inc.    | \$ 85,612.00 |
| Diebold, Inc.              | 115,342.75   |
| General Meters Corporation | 120,372.00   |
| Midco Inc.                 | 123,510.00   |

Technology Plan Project 365 established the institutional objective of implementing a Universal ID Card system. A Universal ID Card Task Force consisting of Student Affairs, Information Technology and Public Safety personnel began meeting in September 2003. The Task Force collected information from other community colleges, visited other community colleges and gathered

requirements for a Universal ID Card from various Harper College departments.

The benefits of using a Universal ID Card include:

- Give students a visible means of identification within the College;
- Give students a photo ID that can be used at various offsite intern locations such as clinics and hospitals;
- Enable students to qualify for various student discounts both on and off campus;
- Give students easier access to student services;
- Use for the new printer/copier solution by providing a magnetic stripe interface to the system;
- Clear identification of Harper College staff in a uniform manner; and
- Use as swipe cards to enable staff access to secure areas.

The initial implementation of the Universal ID Card System will enhance the Harper College image among the student body and community and allow easy visual identification of students and staff. Additional functionality is able to correspond with applications underway and proposed such as the new ERP System, Campus Security, Copying/Printing and Student Services/Activities Tracking. Implementing the Universal ID Card System will serve as a catalyst to the institution-wide effort to discontinue the use of the social security number as the primary identifier.

#### IV. RECOMMENDATION

The administration recommends that the Board award request for proposal Q00347 for card productions hardware (camera's, printers, etc.) software and miscellaneous start up costs (i.e. card stock, printer ribbons and laminate) for a Universal Identification (ID) Cards System for students and staff to CardSmart Systems, Inc. the low respondent in the amount of \$85,612, plus a contingency of \$8,560 for a total award not to exceed \$94,172.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00371 for roadway repairs on the south side of the campus and pavement rehabilitation of parking lots 1, 2, 4, 5, 6 and 7 as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$255,000 will be provided in the 2004/05 Operations and Maintenance Fund budget, under account numbers 0292-039-533.00-9056 and 0292-039-582.00-9056.

III. INFORMATION

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

|                                 |              |
|---------------------------------|--------------|
| Professional Maintenance, Inc.  | \$132,460.74 |
| American Asphalt Co., Inc.      | 133,952.50   |
| J. C. Blacktop Co., Inc.        | 145,528.50   |
| R. M. Paving, Ltd.              | 156,960.05   |
| Stripe-A-Lot of Illinois, Inc.  | 164,247.90   |
| Behm Pavement Maintenance, Inc. | 191,524.00   |

In order to preserve the quality of the campus parking and roadway surfaces, it is necessary that the College reseals and patches them every two years. This summer the focus will be on the south roadways and parking lots.

In addition to the work determined as absolutely necessary at the time the drawings and specifications were issued for bid, a

complete listing of unit prices for repairs was included in the bid to allow for additional repairs determined necessary during the course of the work. Thus, an allowance has been included to allow for such repairs as well as for landscape repair as necessary.

In addition to the base bid, the recommendation includes an architectural fee of \$17,756, reimbursables of \$500 and an allowance of \$104,283.26 for a total of \$255,000.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00371 for roadway repairs on the south side of the campus and pavement rehabilitation of parking lots 1, 2, 4, 5, 6 and 7 to Professional Maintenance, Inc., the low bidder, in the amount of \$132,460.74, plus an architectural fee in the amount of \$17,756, reimbursables in the amount of \$500, and an allowance of \$104,283.26 for a total award of \$255,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00369 for a KaVo Dental Simulation Unit plus (DSEplus) 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 \$16,631 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 three bids solicited. Three responses were received: The following is a recap of the bid tab sheet:

|                               |           |
|-------------------------------|-----------|
| Sullivan Schein Dental        | \$ 16,631 |
| Patterson Dental Supply, Inc. | 17,040    |
| A-dec, Inc.                   | 17,321    |

This request is for a KaVo Dental Simulation Unit plus (DSEplus) with light. The DSEplus simulates a patient and is a dental treatment unit as well. The unit makes it possible to practice virtually all conservative and prosthetic work under realistic conditions. Students will become accustomed to the medical and dental environment early by experiencing clinical conditions at the pre-clinical stage.

The DSEplus provides button operated positioning of the patient for all treatment positions, button operated mobility through a pneumatic chassis, and positioning for both left-handed and right-handed people. It is equipped with a fully integrated wet extraction system and water supply, a foot control, tooth model, face mask and a cranium with jaws.

This unit is needed to equip the new Dental Hygiene Lab in the Science, Emerging Technologies and Health Careers Center.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00369 for a KaVo Dental Simulation Unit plus (DSEplus) for the Science, Emerging Technology and Health Careers Center to Sullivan Schein Dental, the low bidder, in the amount of \$16,631.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of request for proposal Q00372 for a community needs assessment to determine community educational needs as requested by Strategic Planning and Alliances.

II. BUDGET STATUS

Funds in the amount of \$36,850 are provided in the 2003/04 Education Fund budget, under account number 0192-039-532.

III. INFORMATION

A legal request for proposal notice was published and 18 proposals solicited. Seven proposals were received. The following is a recap of the proposal tab sheet:

|                             |          |
|-----------------------------|----------|
| The Melior Group            | \$28,750 |
| Rabin Research Co.          | 29,500   |
| Synovate Research           | 29,500   |
| Scientific Verdicts         | 29,650   |
| A. C. Nielsen               | 29,900   |
| The Greystone Group, Inc.   | 29,952   |
| Loran Marketing Group, Inc. | 32,500   |

As part of the on-going strategic planning efforts of the College, a systematic process for assessing internal and external educational/service needs has been established. Community, student and employee needs will each be assessed on a three-year rotating cycle. The community needs assessment is scheduled for this year. The systematic cycle for assessing needs will be maintained regardless of any special need assessments conducted within the three-year cycle.

The request for proposal detailed the research objectives of establishing the district's educational needs as well as scheduling and delivery method preferences for degree, non-degree, vocational and workforce education. Once the proposals were reviewed it was determined that additional questions needed to be added to the survey, regarding complete programs to be offered online. The three most qualified vendors, which were The Greystone Group, Inc., Scientific Verdicts and Loran Marketing Group, Inc., were asked to provide pricing for the additional component.

The final proposals were:

|                             |           |
|-----------------------------|-----------|
| The Greystone Group, Inc.   | \$ 33,500 |
| Scientific Verdicts         | 34,650    |
| Loran Marketing Group, Inc. | 36,300    |

The three proposals were then reviewed for completeness and the ability to meet the study objectives. The proposal from the Loran Marketing Group, Inc. did not meet the desired specifications as it recommended using only 350 random telephone surveys. Both of the two remaining vendors submitted highly qualified proposals. Each proposal recommended:

- 500 random telephone survey completers; and
- A minimum of 40 business contacts through structured interviews/focus groups.

The two most qualified proposals were next evaluated based on cost. The Greystone Group was the low respondent at \$33,500.

This request complies with State Statute and Board Policy.

#### IV. RECOMMENDATION

The administration recommends that the Board award request for proposal Q00372 for a community needs assessment to determine community educational needs to The Greystone Group, Inc., the low respondent, in the amount of \$33,500 with a 10 percent contingency of \$3,350 for a total of not to exceed \$36,850.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00332 for an agreement to run from July 1, 2004 through June 30, 2007 for the lease and purchase of uniforms for associates in the Custodial, Utilities, Maintenance and Roads & Grounds departments as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$15,000 each will be provided in the 2004/05, 2005/06 and 2006/07 Operations and Maintenance Fund budgets, under account numbers 0271-050-549, 0271-064-549, 0271-065-549 and 0271-068-549.

III. INFORMATION

A legal bid notice was published and 15 bids solicited. Three responses were received. The following is a recap of the bid tab sheet:

|                          |             |
|--------------------------|-------------|
| Breen's Uniform Rental   | \$19,356.02 |
| Aramark Uniform Services | 23,876.86   |
| Arrow Uniform            | 33,371.85   |

The agreement is to run from July 1, 2004 through June 30, 2007 for the lease and purchase of uniforms for associates in the Custodial, Utilities, Maintenance and Roads & Grounds departments.

Most of the garments are to be leased, however a few items such as t-shirts are not available for lease and will be purchased. The

agreement also allows associates to purchase additional standard Harper College uniform garments on their own if they so choose.

The bid request provided estimated quantities of garments required. The amount of the award reflects a more accurate count of uniforms to be used, as well as an allowance for garments for new hires and for the replacement of damaged items.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00332 for an agreement to run from July 1, 2004 through June 30, 2007 for the lease and purchase of uniforms for associates in the Custodial, Utilities, Maintenance and Roads & Grounds departments, to Breens Uniform Rental, the low bidder, in the amount of not to exceed \$15,000 per year for fiscal years 2004/05, 2005/06 and 2006/07.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

May 25, 2004

SUMMARY OF PURCHASE ORDERS

- Exhibit VII – A.4.a The administration recommends that the Board approve the issuance a purchase order to Thermo Electron Scientific Instruments Corporation for two Nicolet Avatar 370 DTGS Infrared Spectrophotometers for the Science, Emerging Technology and Health Careers Center, in the amount of \$39,725.30.
- Exhibit VII – A.4.b The administration recommends that the Board approve issuance of a purchase order to Computing Options Company, for renewal of a standard licensing and maintenance agreement covering Regent Integrated Application System software, in the amount of \$123,075.
- Exhibit VII – A.4.c The administration recommends that the Board approve issuance of a purchase order to Cisco Systems, Inc. for renewal of a maintenance agreement for hardware and software, and remote technical support for routing equipment, in the amount of \$43,430.
- Exhibit VII – A.4.d The administration recommends that the Board approve issuance of a purchase order to Oracle Corporation for renewal of the technical support agreement for the Oracle Software Suite, in the amount of \$29,799.45.
- Exhibit VII – A.4.e The administration recommends that the Board approve issuance of a change order to purchase order number 021970A issued to Smith Janitorial & Maintenance for contractual employees to augment Harper College Maintenance, Custodial and Roads and Grounds crews, in the amount of \$23,000 for a new total of \$139,000, and approve renewal of the agreement for fiscal year 2004/05 in the amount of \$302,000.

- Exhibit VII – A.4.f The administration recommends that the Board approve issuance of a purchase order to EADS Telecom, for renewal of a maintenance agreement covering the digital phone switch system hardware and software, in the amount of \$90,991.
- Exhibit VII – A.4.g The administration recommends that the Board approve issuance of a purchase order to EMC Corporation for renewal of a maintenance agreement covering hardware for data storage devices, in the amount of \$35,376.
- Exhibit VII – A.4.h The administration recommends that the Board approve issuance of a purchase order to Autodesk, Inc. for renewal of an ACES 6.0 Edition – Campus Pack License and maintenance agreement for AutoCAD software, in the amount of \$17,250.
- Exhibit VII – A.4.i The administration recommends that the Board approve issuance of a purchase order to Blackboard, Inc. for renewal of a course management software site license, and support, hosting and consulting services, in the amount of \$39,500.
- Exhibit VII – A.4.j The administration recommends that the Board approve issuance of a purchase order to IKON Office Solutions, for renewal of a maintenance and support agreement for the OCE high-speed printer, in the amount of \$33,888.
- Exhibit VII – A.4.k The administration recommends that the Board approve issuance of a purchase order to Peregrine Systems, Inc., for renewal of a maintenance agreement for software and related licenses for the Peregrine application system, in the amount of \$62,445.
- Exhibit VII – A.4.l The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard Corporation for renewal of a maintenance agreement for UNIX hardware and operating system software, in the amount of \$151,444.42.

Exhibit VII – A.4.m The administration recommends that the Board approve issuance of a purchase order to Cognos Corporation, for renewal of a software licensing and maintenance agreement, in the amount of \$28,292.

Exhibit VII – A.4.n The administration recommends that the Board approve issuance of a purchase order to Buck Brothers, Inc. for a John Deere 1600T turbo wide-area mower for use by the Roads and Grounds department, in the amount of \$32,141.34.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Thermo Electron Scientific Instruments Corporation for two Nicolet Avatar 370 DTGS Infrared Spectrophotometers for the Science, Emerging Technology and Health Careers Center as requested by the Technology, Mathematics and Physical Science Division for the Chemistry department.

II. BUDGET STATUS

Funds in the amount of \$39,725.30 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

This request is for two Nicolet Avatar Infrared Spectrophotometers for use in the Science, Emerging Technology and Health Careers Center by the Chemistry department. The infrared spectrophotometer is an instrument used to identify compounds by excitation of bond vibrations. The requested instruments will be used extensively in CHM 201, 204, 205 and independent research. The instruments will also be used in CHM 100, 110 and 122. The Nicolet spectrophotometer was chosen by faculty as the preferred instrument because of its high level of reliability and higher precision when compared to similar machines of other manufacturers. In addition to its more accurate method of frequency measurement, the Nicolet machine comes with a software library of compounds not provided with similar machines. Faculty has found the Nicolet machine to be more versatile and to have a wider array of accessories available. The wider array of accessories makes it more adaptable to unforeseen future applications.

Thermo Electron Scientific Instruments Corporation is the sole manufacturer and domestic distributor of the Nicolet Avatar 370 DTGS Spectrophotometer. A letter from Thermo Electron stating this is on file in the Purchasing department.

This purchase complies with State Statute and Board Policy.

IV.

RECOMMENDATION

The administration recommends that the Board approve the issuance a purchase order to Thermo Electron Scientific Instruments Corporation for two Nicolet Avatar 370 DTGS Infrared Spectrophotometers for the Science, Emerging Technology and Health Careers Center, in the amount of \$39,725.30.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Computing Options Company for renewal of a standard licensing and maintenance agreement covering Regent Integrated Application System software, as requested by Information Technology for Applications Systems.

II. BUDGET STATUS

Funds in the amount of \$123,075 will be provided in the 2004/05 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

The standard licensing and maintenance agreement entitles the College to receive regular software releases, as well as modifications for Regent Integrated Application System software to assure conformity with Federal and State regulations. It also entitles the College to unlimited telephone consultation regarding product capabilities and use. The renewal period is from July 1, 2004 through June 30, 2005.

Computing Options is the sole provider for standard licensing and maintenance for Regent Integrated Application System software. There is an increase of \$8,075, or 7.02 percent, over the current year's amount of \$115,000.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Computing Options Company, for renewal of a standard licensing and maintenance agreement covering Regent Integrated Application System software, in the amount of \$123,075.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Cisco Systems, Inc. for renewal of a maintenance agreement for hardware and software, and remote technical support for routing equipment, as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$43,430 will be provided in the 2004/05 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

The Cisco routing equipment consists of key primary network components that support the Harper College Communication Network (HCCN) connectivity for desktops, the local area network (LAN) application, Web servers and Internet access at the Northeast Center (NEC), the Harper Professional Center (HPC) and the main campus. The renewal period is August 1, 2004 through July 31, 2005.

Cisco switches and routers are the backbone of the Harper College computer network. While basic support is available from third parties, it is not comparable to the support received directly from Cisco. There are two primary reasons for obtaining support services directly through Cisco. First, Cisco provides immediate access to its secondary and tertiary engineering support for issue escalation whereas third party support vendors would act as intermediaries if their support organizations could not resolve an issue. Second, the Sales Representative and his Sales Engineer are available and have been used to escalate support issues within

Cisco on behalf of the College; they would not be able to help the College in this way if a third party provided support.

The \$43,430 cost is \$6,964.20, or 19.1 percent, more than last year's amount of \$36,465.80. The increase is due to significant expansion of the core switching systems to accommodate network growth for the new Science, Emerging Technology and Health Careers Center.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Cisco Systems, Inc. for renewal of a maintenance agreement for hardware and software, and remote technical support for routing equipment, in the amount of \$43,430.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Oracle Corporation for renewal of the technical support agreement for the Oracle Software Suite, as requested by Information Technology for Application Systems.

II. BUDGET STATUS

Funds in the amount of \$29,799.45 will be provided in the 2004/05 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

The technical support agreement for the Oracle Software Suite entitles the College to receive software upgrades as well as technical support. The renewal period is from May 28, 2004 through June 30, 2005.

Oracle Corporation makes database and application software which is currently used for the FAMIS system for the Physical Plant, and for the Portal project which is in development. Oracle is the only vendor that provides technical support for this software. A letter verifying this is on file in the Purchasing department.

The cost for the 13-month renewal is \$29,799.45. The daily amount for renewal is the same as for the current 12-month agreement, which cost a total of \$27,192.00.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Oracle Corporation for renewal of the technical support agreement for the Oracle Software Suite, in the amount of \$29,799.45.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a change order to purchase order number 021970A issued to Smith Janitorial & Maintenance and for renewal of the agreement for fiscal year 2004/05, for contractual employees to augment Harper College Maintenance, Custodial and Roads and Grounds crews as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$23,000 are provided in the 2003/04, and funds in the amount of \$302,000 will be provided in the 2004/05 Operations and Maintenance Fund budget, under account numbers 0273-065-534 and 0273-064-534.

III. INFORMATION

The award of Bid Request Q00241 for contract custodial services at \$9.35 per hour, plus an option to renew for fiscal years 2003/04 and 2004/05 at the same rate, was approved by Board action July 23, 2002.

In July 2002, a legal bid notice was published and nine responses were received out of eleven bids solicited. The bid award was based on a per hour rate for contract employees. The bids ranged from \$9.35 per hour to \$13.95 per hour. Smith Janitorial was the lowest bidder, at the rate of \$9.35 per hour.

IV. BACKGROUND

In 1999, the Board of Trustees hired KPMG to develop a costing model for operations of the physical plant and then project it forward to include new facilities, if the referendum were to pass.

Details were published in the FY 2001 College Plan and Budget and have been included in every budget since FY 2001. The plan called for hiring an additional 36 people by the time all facilities were complete, to supplement the Physical Plant staff and maintain current standards. In FY 2003, three positions were authorized as the Conference Center and Performing Arts Center were brought on line. In FY 2004, two positions were authorized to be added in May 2004 to begin to take over the Science, Health Careers and Emerging Technology building. The remaining 31 positions were to be authorized in FY 2005 as the new facilities are brought on line. The original plan anticipated the increased costs for operations for the new facilities, but did not anticipate the large decreases in revenue over a three-year period (a \$2.9 million drop in state aid and a \$4.8 million drop in property taxes related to PTAB). In the budgeting process this year, these realities were faced and instead of requesting 32 people, only 15 fulltime staff will be requested. In order to maintain the standards for the physical plant these 15 people will need to be supplemented by contracted employees at a significant savings.

This request is for the approval of an additional \$23,000 for labor to support the Roads and Grounds department for the months of April, May and June for a new total of \$139,000 for fiscal year 2003/04. This request is also for approval to renew the contract for fiscal year 2004/05 in the amount of \$302,000 for the support of the Science, Emerging Technology and Health Careers Center, for temporary assignments for vacations and for the Roads and Grounds department.

V. RECOMMENDATION

The administration recommends that the Board approve issuance of a change order to purchase order number 021970A issued to Smith Janitorial & Maintenance for contractual employees to augment Harper College Maintenance, Custodial and Roads and Grounds crews, in the amount of \$23,000 for a new total of \$139,000, and approve renewal of the agreement for fiscal year 2004/05 in the amount of \$302,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to EADS Telecom (formerly Intecom, Inc.), for renewal of a maintenance agreement covering the digital phone switch system hardware and software, as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$90,991 will be provided in the 2004/2005 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

EADS Telecom provides regular service and maintenance for the digital phone switch system's hardware and software, assuring uninterrupted voice communication for the College. All system components are covered under the maintenance agreement, including all system common control equipment and system peripheral equipment such as printers, terminals and station devices. The renewal period is July 1, 2004 through June 30, 2005.

EADS Telecom is the only vendor that provides hardware and software maintenance for this digital phone switch system. A letter verifying this is on file in the Purchasing department. The \$90,991 cost is \$3,706, or 4.25 percent, more than the current year's amount of \$87,285. The increase is due to rising costs of labor and software support experienced by the manufacturer.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to EADS Telecom, for renewal of a maintenance agreement covering the digital phone switch system hardware and software, in the amount of \$90,991.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to EMC Corporation for renewal of a maintenance agreement covering hardware for data storage devices, as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$35,376 will be provided in the 2004/2005 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

This maintenance agreement covers EMC mass data storage devices. The storage devices house the administrative data used by the production Hewlett-Packard computing systems. EMC, the manufacturer, is the only company that is authorized to provide maintenance for this equipment. A letter verifying this is on file in the Purchasing department. The renewal period is from July 1, 2004 through June 30, 2005.

There is an increase of \$4,444, or 14.6 percent, over the current fiscal year's amount of \$30,932. The increase is because of upgrades to the system.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to EMC Corporation for renewal of a maintenance agreement covering hardware for data storage devices, in the amount of \$35,376.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Autodesk, Inc. for renewal of an ACES 6.0 Edition – Campus Pack License and maintenance agreement for AutoCAD software for use by Academic Divisions and Administrative areas as requested by Information Technology for Client Services.

II. BUDGET STATUS

Funds in the amount of \$17,250 will be provided in the 2004/05 Education Fund budget, under account number 0195-245-534.01.

III. INFORMATION

The ACES 6.0 Edition – Campus Pack License for AutoCAD entitles the College to 75 licenses of each software title included in the package. Maintenance provides upgrades and tech support. The renewal period is from July 1, 2004 through June 30, 2005.

The license and maintenance fee is same the amount as it had been for 2003/04.

Autodesk is the only vendor that provides licensing and maintenance for its ACES Campus Pack for AutoCAD software, as confirmed on the Autodesk Renewal Order Form.

This purchase complies with Board Policy and State Statute.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Autodesk, Inc. for renewal of an ACES 6.0 Edition – Campus Pack License and maintenance agreement for AutoCAD software, in the amount of \$17,250.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Blackboard, Inc. for renewal of a course management software site license, and support, hosting and consulting services as requested by Information Technology for the Department of Instructional Technology.

II. BUDGET STATUS

Funds in the amount of \$39,500 will be provided in the 2004/05 Education Fund budget, under account number 0195-245-539.

III. INFORMATION

The College has standardized on Blackboard's course management system for online course development and delivery. Blackboard, Inc. is the sole provider for licensing and support for this system. A letter verifying this is on file in the Purchasing department. The annual license renewal is for the period of July 1, 2004 through June 30, 2005.

The hosting service included in this recommendation ensures that all courses are easily accessible from any location for students and faculty with an Internet connection. Blackboard maintains a fully dedicated server for Harper College with redundant connectivity, comprehensive backup, RAID fault protection and four levels of power backup at a secured location with restricted access.

Blackboard services are secure while allowing Harper College faculty to maintain complete control over their own course Web sites and content.

The \$39,500 cost is \$2,000, or 5.3 percent, more than the current fiscal year's amount of \$37,500. This is the first price increase in three years. The increase is tied to Blackboard's overall plan of remaining competitive and continuing to offer quality products that remain innovative.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Blackboard, Inc. for renewal of a course management software site license, and support, hosting and consulting services, in the amount of \$39,500.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to IKON Office Solutions, for renewal of a maintenance and support agreement for the OCE high-speed printer as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$33,888 will be provided in the 2004/05 Education Fund budget, under account 0195-256-534.

III. INFORMATION

The OCE printer is the primary operations printer that is used to produce all reports for business functions and student information. The annual maintenance support agreement includes supplies and maintenance for this printing system. The renewal period is from July 1, 2004 through June 30, 2005.

IKON, has been maintaining the printer since it was purchased in 1999 and is the preferred vendor for this maintenance.

The cost of \$33,888 is \$1,614, or five percent, more than last year's amount of \$32,274. The increase is due to the rise in costs of parts and travel.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to IKON Office Solutions, for renewal of a maintenance and support agreement for the OCE high-speed printer, in the amount of \$33,888.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Peregrine Systems, Inc. for renewal of a maintenance agreement for software and related licenses for the Peregrine application system, as requested by Information Technology for Application Systems.

II. BUDGET STATUS

Funds in the amount of \$62,445 will be provided in the 2004/05 Education Fund budget, under account number 0195-245-534.01.

III. INFORMATION

This Peregrine application system is divided into two parts: Peregrine AssetCenter and Peregrine ServiceCenter.

1. Peregrine AssetCenter (herein referred to as "AssetCenter") software and related licenses are being utilized to support and maintain IT related hardware and software assets, thereby reducing the total cost of ownership and return on investment for the institution.
2. Peregrine ServiceCenter (herein referred to as "ServiceCenter") software and related licenses are being utilized by the Service Desk and IT support staff to facilitate the services they provide to the institution. Additionally, Get-Answers and Get-Services are web-based components of ServiceCenter.

Peregrine is the sole provider of this licensing and maintenance. A letter verifying this is on file in the Purchasing department.

The ServiceCenter, AssetCenter, Get-Answers and Get-Services standard license and maintenance agreement entitles the College to receive upgraded software and continued support. The renewal period is from July 1, 2004 through June 30, 2005.

The \$62,445 cost is \$2,397, or 3.99 percent, more than the current fiscal year's amount of \$60,048. An increase of no more than five percent per year is permitted per the terms and conditions of Schedule A of the Peregrine Software License Agreement.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Peregrine Systems, Inc., for renewal of a maintenance agreement for software and related licenses for the Peregrine application system, in the amount of \$62,445.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Hewlett-Packard Corporation for renewal of a maintenance agreement for UNIX hardware and operating system software, as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$151,444.42 will be provided in the 2004/05 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

Hewlett Packard provides maintenance for the HP UNIX computing hardware hosts and operating system software, which support Instructional and Administrative systems. The renewal period is August 1, 2004 through July 31, 2005.

The College has chosen HP to provide hardware and software support for the UNIX server platform for several reasons:

1. HP is the only source for software maintenance as the HP/UX operating system is proprietary.
2. The College requires four hour response time on critical "down in production" hardware support issues. This requirement has been tested with HP to good result. The advent of Web Registration means around the clock operation, so quality and timeliness of service is critical.
3. HP maintains a Chicago repair parts depot that stocks spares for older servers. This is critical for the aging Regent production server platform.

The total cost, \$151,444.42, is for annual maintenance in the amount of \$52,104.27 for the new portal system acquired per Board action in June 2003 and for the base hosting system in the amount of \$99,339.93 which is an increase of \$17,495.93, or 21.4 percent, over the current year's amount of \$81,884. The increase is due to the coverage of memory and processors added to the base system, and the resulting additional software technical assistance and software updates.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard Corporation for renewal of a maintenance agreement for UNIX hardware and operating system software, in the amount of \$151,444.42.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Cognos Corporation for renewal of a software licensing and maintenance agreement, as requested by Information Technology for Application Systems.

II. BUDGET STATUS

Funds in the amount of \$28,292 will be provided in the 2004/05 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

The Regent Integrated Application System software, which was purchased from Computing Options Company, requires the use of Cognos software tools and fourth generation languages. This agreement entitles the College to receive new releases of software, software enhancements and technical support, all of which ensure that the software is up to date and consistent with technological advances and industry standards. The renewal period is from July 1, 2004 through June 30, 2005.

Cognos is the only vendor that provides licensing and maintenance for this software. A letter verifying this is on file in the Purchasing department. The \$28,292 cost is \$7,026, or 33 percent, more than last year's amount of \$21,266. The cost increased because licensing for an additional 50 Impromptu users is included in the renewal.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Cognos Corporation, for renewal of a software licensing and maintenance agreement, in the amount of \$28,292.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Buck Brothers, Inc. for a John Deere 1600T turbo wide-area mower as requested by Physical Plant for the Roads and Grounds department.

II. BUDGET STATUS

Funds in the amount of \$32,141.34 are provided in the 2003/04 Operations and Maintenance Fund budget, under account number 0292-039-587.

III. INFORMATION

This John Deere 1600T turbo wide-area mower will be added to the Roads and Grounds fleet. The purchase of the wide area mower, which provides almost 11 feet of cutting path, will bring the Roads and Grounds fleet back to its authorized strength.

The current model, a 1986 John Deere of the same variety, has caught fire on three occasions. The Roads mechanic has spent many hours to keep this piece of equipment functioning. The current model has no trade in value after 18 years and will be disposed of according to Board Policy.

This purchase is from the State of Illinois Joint Purchasing Agreement Contract number 4011769.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Buck Brothers, Inc. for a John Deere 1600T turbo wide-area mower for use by the Roads and Grounds department, in the amount of \$32,141.34.

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 Harper #512 IEA-NEA Appointment.
- B. Ratification of Professional/Technical Reclassifications.
- C. Ratification of Supervisory/Confidential Reclassifications.
- D. Ratification of Classified Staff Reclassifications.
- E. Ratification of Faculty Retirements.
- F. Ratification of Professional/Technical Resignations.
- G. Ratification of Supervisory/Confidential Resignation.
- H. Ratification of Classified Staff Resignations.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

President's Employment Contract

II. REASON FOR CONSIDERATION

Approval by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute changes to the President's Employment Contract.

III. BACKGROUND INFORMATION

The Board and the President entered into an Employment Contract on February 16, 1998, and that Contract has been amended ten times during the time of the Contract.

The Board and the President are desirous of modifying the terms of the current Contract that expires on June 30, 2006.

IV. RECOMMENDATION

The Chair of the Board of Trustees recommends approval of the changes identified in the Eleventh Addendum to the President's Employment Contract and recommends that the Board Chairman and Secretary be authorized to execute the Eleventh Addendum to the President's Employment Contract on behalf of the Board of Trustees.

WILLIAM RAINEY HARPER COLLEGE  
Preliminary Schedule of Investments  
As of April 30, 2004

Exhibit VII-B.1  
May 25, 2004

|  | <u>Outstanding<br/>Investments</u> | <u>Earned<br/>To Date</u> |
|--|------------------------------------|---------------------------|
| EDUCATION FUND                         | \$ 25,736,024                      | 277,907                   |
| OPERATIONS, & MAINT. FUND              | 11,078,156                         | 121,611                   |
| OPERATIONS, & MAINT. FUND (Restricted) | 3,484,196                          | 39,473                    |
| BOND & INTEREST                        | 5,835,989                          | 51,722                    |
| AUXILIARY ENTERPRISES                  | 2,489,567                          | 23,684                    |
| RESTRICTED FUNDS                       | 6,646,328                          | 88,949                    |
| WORKING CASH FUND                      | 12,709,411                         | 158,990                   |
| AUDIT FUND                             | 24,817                             | 2,144                     |
| LIABILITY, PROTECTION & SETTLEMENT     | <u>573,445</u>                     | <u>5,762</u>              |
| Total                                  | <u>\$ 68,577,933</u>               | <u>770,242</u>            |

WILLIAM RAINEY HARPER COLLEGE  
Schedule of Investments  
As of April 30, 2004

Exhibit VII-B.1  
May 25, 2004

| Depository or<br>Instrument        | Date<br>Purchased      | Date of<br>Maturity | Term<br>(Days) | Rate<br>(%) | Earnings<br>to<br>Maturity | Principal<br>Invested @<br>4/30/2004 | Market<br>Value      |                 |
|------------------------------------|------------------------|---------------------|----------------|-------------|----------------------------|--------------------------------------|----------------------|-----------------|
| <b>Certificates of Deposits</b>    |                        |                     |                |             |                            |                                      |                      |                 |
| PMA/Discover Bank                  | 9/12/2003              | 5/13/2004           | 244            | 1.15        | 11,556.75                  | 1,500,000.00                         |                      |                 |
| PMA/Associated Bank                | 9/12/2003              | 5/27/2004           | 258            | 1.21        | 12,852.59                  | 1,500,000.00                         |                      |                 |
| LaSalle Bank                       | 10/21/2003             | 5/28/2004           | 220            | 1.15        | 15,461.11                  | 2,200,000.00                         |                      |                 |
| PMA/Associated Bank                | 9/19/2003              | 6/10/2004           | 265            | 1.21        | 13,200.78                  | 1,500,000.00                         |                      |                 |
| Harris Bank                        | 9/19/2003              | 6/24/2004           | 279            | 1.24        | 14,141.34                  | 1,500,000.00                         |                      |                 |
| PMA/American Business Bank         | 6/30/2003              | 6/29/2004           | 365            | 1.22        | 21,983.71                  | 1,800,000.00                         |                      |                 |
| PMA/JPMorgan Chase Bank            | 3/19/2004              | 7/7/2004            | 110            | 1.16        | 14,008.34                  | 4,000,000.00                         |                      |                 |
| PMA/Associated Bank                | 9/26/2003              | 7/7/2004            | 285            | 1.25        | 19,546.80                  | 2,000,000.00                         |                      |                 |
| Harris Bank                        | 3/23/2004              | 7/21/2004           | 120            | 1.19        | 15,653.31                  | 4,000,000.00                         |                      |                 |
| PMA/Associated Bank                | 9/26/2003              | 7/21/2004           | 299            | 1.25        | 20,509.64                  | 2,000,000.00                         |                      |                 |
| PMA/Farmers & Merchants State Bank | 3/3/2004               | 8/4/2004            | 154            | 1.11        | 7,037.32                   | 1,500,000.00                         |                      |                 |
| PMA/Town North Bank                | 3/3/2004               | 8/11/2004           | 161            | 1.21        | 16,039.18                  | 3,000,000.00                         |                      |                 |
| Harris Bank                        | 8/22/2003              | 8/19/2004           | 363            | 1.29        | 19,322.27                  | 1,500,000.00                         |                      |                 |
| Harris Bank                        | 10/1/2003              | 9/2/2004            | 337            | 1.29        | 17,930.07                  | 1,500,000.00                         |                      |                 |
| Harris Bank                        | 10/1/2003              | 9/16/2004           | 351            | 1.29        | 18,679.56                  | 1,500,000.00                         |                      |                 |
| PMA/Associated Bank Illinois       | 10/1/2003              | 9/30/2004           | 365            | 1.30        | 19,541.31                  | 1,500,000.00                         |                      |                 |
| PMA/Associated Bank Illinois       | 10/1/2003              | 10/14/2004          | 379            | 1.30        | 20,293.94                  | 1,500,000.00                         |                      |                 |
| PMA/International Bank             | 10/1/2003              | 10/28/2004          | 393            | 1.30        | 28,667.64                  | 2,000,000.00                         |                      |                 |
| PMA/Farmers Mercantile Bank        | 1/27/2004              | 11/12/2004          | 290            | 1.40        | 16,750.49                  | 1,500,000.00                         |                      |                 |
| PMA/Farmers Mercantile Bank        | 1/27/2004              | 11/24/2004          | 301            | 1.45        | 18,002.08                  | 1,500,000.00                         |                      |                 |
| PMA/Bank of Waukegan               | 1/27/2004              | 11/30/2004          | 308            | 1.60        | 27,137.64                  | 2,000,000.00                         |                      |                 |
| PMA/East Dubuque Bank              | 1/27/2004              | 11/30/2004          | 308            | 1.60        | 40,706.46                  | 3,000,000.00                         |                      |                 |
| PMA/Associated Bank Illinois       | 10/2/2003              | 11/30/2004          | 425            | 1.35        | 63,053.37                  | 4,000,000.00                         |                      |                 |
| PMA/West Pointe Bank               | 10/2/2003              | 11/30/2004          | 425            | 1.35        | 31,618.56                  | 2,000,000.00                         |                      |                 |
| PMA/Arkansas Valley State Bank     | 3/1/2004               | 12/9/2004           | 283            | 1.30        | 15,188.81                  | 1,500,000.00                         |                      |                 |
| PMA/Arkansas Valley State Bank     | 3/1/2004               | 12/23/2004          | 297            | 1.30        | 15,943.79                  | 1,500,000.00                         |                      |                 |
| PMA/International Bank of Chicago  | 3/1/2004               | 3/3/2005            | 367            | 1.50        | 22,757.75                  | 1,500,000.00                         |                      |                 |
| PMA/State Financial Bank           | 3/17/2004              | 3/17/2005           | 381            | 1.50        | 23,631.13                  | 1,500,000.00                         |                      |                 |
| PMA/Independence Bank              | 3/1/2004               | 3/31/2005           | 395            | 1.50        | 24,466.01                  | 1,500,000.00                         |                      |                 |
| PMA/First International Bank       | 3/1/2004               | 4/14/2005           | 409            | 1.50        | 16,919.36                  | 1,000,000.00                         |                      |                 |
| PMA/West Pointe Bank               | 3/1/2004               | 4/14/2005           | 409            | 1.50        | 8,450.42                   | 500,000.00                           |                      |                 |
| PMA/Texas Bank                     | 3/1/2004               | 9/1/2005            | 549            | 2.05        | 46,662.11                  | 1,500,000.00                         |                      |                 |
| PMA/Texas Bank                     | 3/1/2004               | 9/15/2005           | 563            | 2.05        | 47,863.61                  | 1,500,000.00                         |                      |                 |
|                                    | Weighted Average: 1.34 |                     |                |             |                            |                                      | <b>62,000,000.00</b> | 62,000,000.00 * |
| <b>Illinois Funds</b>              |                        | Monthly Average     |                | 0.96        |                            | <b>6,577,932.68</b>                  | 6,577,932.68         |                 |
| <b>TOTALS AS OF:</b>               | 4/30/2004              |                     |                |             | \$                         | <b>68,577,932.68</b>                 | <b>68,577,932.68</b> |                 |

\*Market value not available

\*\* Current market value shows gains or losses depending on the current interest rates and the rates when the securities were purchased. The gains or losses can only occur if the securities are sold before their maturity dates.

**WILLIAM RAINEY HARPER COLLEGE**  
**FY2003/2004 BUDGET AND EXPENDITURES**  
**April 30, 2004**

May 25, 2004  
 Exhibit VII-B.1

**EDUCATION FUND**

| DIVISION                   | BUDGET                 | BUDGET YTD          | EXPENDITURES<br>YEAR TO DATE | FUTURE<br>COMMITMENTS | % PAID OR<br>COMMITTED | UNCOMMITTED<br>BALANCE |
|----------------------------|------------------------|---------------------|------------------------------|-----------------------|------------------------|------------------------|
| <b>Institutional</b>       |                        |                     |                              |                       |                        |                        |
| Admin Services             | 10,803,198.00          | 7,676,752.50        | 5,742,857.56                 | 183,896.26            | 54.86%                 | 4,876,444.18           |
| <b>Sub-Total</b>           | <b>\$10,803,198.00</b> | <b>7,676,752.50</b> | <b>\$5,742,857.56</b>        | <b>\$183,896.26</b>   | <b>54.86%</b>          | <b>\$4,876,444.18</b>  |
| <b>President</b>           |                        |                     |                              |                       |                        |                        |
| Development Office         | 390,634.00             | 277,584.52          | 327,880.72                   | 52,720.52             | 97.43%                 | 10,032.76              |
| Pres/Brd of Trustees       | 332,975.00             | 236,612.04          | 282,579.63                   | 42,629.24             | 97.67%                 | 7,766.13               |
| Strategic Alliance         | 171,493.00             | 121,862.93          | 133,360.66                   | 17,081.32             | 87.72%                 | 21,051.02              |
| Assoc VP Development       | 177,528.00             | 126,151.40          | 145,605.61                   | 25,193.68             | 96.21%                 | 6,728.71               |
| <b>Sub-Total</b>           | <b>\$1,072,630.00</b>  | <b>762,210.88</b>   | <b>\$889,426.62</b>          | <b>\$137,624.76</b>   | <b>95.75%</b>          | <b>\$45,578.62</b>     |
| <b>Student Affairs</b>     |                        |                     |                              |                       |                        |                        |
| Student Activities         | 335,902.00             | 238,691.96          | 251,936.86                   | 53,443.04             | 90.91%                 | 30,522.10              |
| Student Development        | 3,461,146.00           | 2,459,490.35        | 2,640,313.41                 | 373,039.52            | 87.06%                 | 447,793.07             |
| Wellns/Human Perform       | 1,626,219.00           | 1,155,591.22        | 1,246,569.92                 | 173,026.01            | 87.29%                 | 206,623.07             |
| <b>Sub-Total</b>           | <b>\$5,423,267.00</b>  | <b>3,853,773.53</b> | <b>\$4,138,820.19</b>        | <b>\$599,508.57</b>   | <b>87.37%</b>          | <b>\$684,938.24</b>    |
| <b>VP Academic Affairs</b> |                        |                     |                              |                       |                        |                        |

|                       |              |              |              |            |        |            |
|-----------------------|--------------|--------------|--------------|------------|--------|------------|
| Acad Enrich/Lang Std  | 4,016,306.00 | 2,853,987.04 | 3,199,247.79 | 434,054.14 | 90.46% | 383,004.07 |
| Academic Affairs      | 725,877.00   | 515,808.20   | 219,971.98   | 27,181.18  | 34.05% | 478,723.84 |
| Assoc VP Aca Affairs  | 309,316.00   | 219,799.95   | 241,158.59   | 37,070.64  | 89.95% | 31,086.77  |
| Bus/Social Sciences   | 5,349,265.00 | 3,801,187.71 | 4,199,330.46 | 520,940.02 | 88.24% | 628,994.52 |
| Dean of Cont Educ     | 471,878.00   | 335,316.51   | 362,773.58   | 52,852.04  | 88.08% | 56,252.38  |
| Liberal Arts          | 5,377,343.00 | 3,821,139.94 | 4,519,650.26 | 524,990.25 | 93.81% | 332,702.49 |
| Life Sci/Hum Services | 4,389,735.00 | 3,119,345.69 | 3,334,282.07 | 481,560.01 | 86.93% | 573,892.92 |
| Resource for Learning | 2,040,811.00 | 1,450,200.30 | 1,677,568.67 | 206,538.47 | 92.32% | 156,703.86 |
| Tech/Math & Phy Sci   | 4,337,882.00 | 3,082,498.95 | 3,689,540.33 | 434,729.12 | 95.08% | 213,612.55 |

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**EDUCATION FUND**

| <b>DIVISION</b> | <b>BUDGET</b> | <b>BUDGET YTD</b> | <b>EXPENDITURES<br/>YEAR TO DATE</b> | <b>FUTURE<br/>COMMITMENTS</b> | <b>% PAID OR<br/>COMMITTED</b> | <b>UNCOMMITTED<br/>BALANCE</b> |
|-----------------|---------------|-------------------|--------------------------------------|-------------------------------|--------------------------------|--------------------------------|
|-----------------|---------------|-------------------|--------------------------------------|-------------------------------|--------------------------------|--------------------------------|

|                |            |            |            |           |        |           |
|----------------|------------|------------|------------|-----------|--------|-----------|
| VP Aca Affairs | 264,351.00 | 187,847.82 | 180,507.86 | 32,037.28 | 80.40% | 51,805.86 |
|----------------|------------|------------|------------|-----------|--------|-----------|

|                  |                        |                      |                        |                       |               |                       |
|------------------|------------------------|----------------------|------------------------|-----------------------|---------------|-----------------------|
| <b>Sub-Total</b> | <b>\$27,282,764.00</b> | <b>19,387,132.10</b> | <b>\$21,624,031.59</b> | <b>\$2,751,953.15</b> | <b>89.35%</b> | <b>\$2,906,779.26</b> |
|------------------|------------------------|----------------------|------------------------|-----------------------|---------------|-----------------------|

**VP Admin Services**

|                |              |              |              |            |        |            |
|----------------|--------------|--------------|--------------|------------|--------|------------|
| Admin Services | 1,598,000.00 | 1,135,538.80 | 1,220,266.84 | 219,867.38 | 90.12% | 157,865.78 |
|----------------|--------------|--------------|--------------|------------|--------|------------|

|                  |                       |                     |                       |                     |               |                     |
|------------------|-----------------------|---------------------|-----------------------|---------------------|---------------|---------------------|
| <b>Sub-Total</b> | <b>\$1,598,000.00</b> | <b>1,135,538.80</b> | <b>\$1,220,266.84</b> | <b>\$219,867.38</b> | <b>90.12%</b> | <b>\$157,865.78</b> |
|------------------|-----------------------|---------------------|-----------------------|---------------------|---------------|---------------------|

**VP Diversity/Org Dev**

|                                  |                        |                      |                        |                       |               |                       |
|----------------------------------|------------------------|----------------------|------------------------|-----------------------|---------------|-----------------------|
| Human Res/Int. Affairs           | 495,016.00             | 351,758.37           | 242,016.65             | 0.00                  | 48.89%        | 252,999.35            |
| Asst VP Diversity/Org            | 542,534.00             | 385,524.66           | 426,573.02             | 55,685.23             | 88.89%        | 60,275.75             |
| <b>Sub-Total</b>                 | <b>\$1,037,550.00</b>  | <b>737,283.03</b>    | <b>\$668,589.67</b>    | <b>\$55,685.23</b>    | <b>69.81%</b> | <b>\$313,275.10</b>   |
| <b>VP Info Technology</b>        |                        |                      |                        |                       |               |                       |
| Info Technology                  | 5,326,331.00           | 3,784,890.81         | 4,239,014.53           | 627,585.63            | 91.37%        | 459,730.84            |
| <b>Sub-Total</b>                 | <b>\$5,326,331.00</b>  | <b>3,784,890.81</b>  | <b>\$4,239,014.53</b>  | <b>\$627,585.63</b>   | <b>91.37%</b> | <b>\$459,730.84</b>   |
| <b>VP Mktg &amp; Advancement</b> |                        |                      |                        |                       |               |                       |
| VP Enroll/Marketing              | 1,903,319.00           | 1,352,498.48         | 1,389,160.84           | 413,495.87            | 94.71%        | 100,662.29            |
| Enrollment Svcs                  | 1,438,734.00           | 1,022,364.38         | 1,089,776.71           | 167,989.36            | 87.42%        | 180,967.93            |
| Pub/Comm Services                | 1,427,410.00           | 1,014,317.55         | 1,008,333.00           | 246,602.72            | 87.92%        | 172,474.28            |
| <b>Sub-Total</b>                 | <b>\$4,769,463.00</b>  | <b>3,389,180.41</b>  | <b>\$3,487,270.55</b>  | <b>\$828,087.95</b>   | <b>90.48%</b> | <b>\$454,104.50</b>   |
| <b><u>Grand Total:</u></b>       | <b>\$57,313,203.00</b> | <b>40,726,762.05</b> | <b>\$42,010,277.55</b> | <b>\$5,404,208.93</b> | <b>82.73%</b> | <b>\$9,898,716.52</b> |

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

Kris Howard: Foundation Report

May 25, 2004

It has been a busy spring for the Foundation. Listed below are some of the activities and accomplishments.

Five new board members have been recruited: Patrick Botterman, Jeffery Bowden, Shirley Gross-Moore, Roland Marquis and Jessica Poe. Their bios are attached.

Five projects have been funded by the Resource for Excellence Grant Program. They include: Lifelong Learning Institute, Connections: Peer Mentors, Harper Video for Community Presentations, Police Bicycle Unit and Excel Leadership Series.

The Foundation Scholarship Committee has chosen two Motorola Award for Excellence recipients. They are Emily Jones of Barrington, and Laura (Laurie) Boncimino of Buffalo Grove.

The Gala on April 24 was one of the best ever, held in a spectacular setting on stage at the Performing Arts Center.

The Golf Open is scheduled for June 7 at Boulder Ridge. Currently, 80 golfers are registered to play golf and the net income to date is \$58,000.

As of May 17, the Resource for Excellence Employee Campaign has raised \$30,000 and 40% of faculty and staff has made donations to the Campaign. The Campaign will continue until May 21.

The Foundation Board of Directors is drafting its first full Policy Manual and rewriting the Foundation Bylaws in accordance with new best practices coming from CASE (Council for the Advancement and Support of Education) and AGB (Association of Governing Boards).

In order to further strengthen the Foundation Board, a new Committee on Directors is reviewing the process for board recruitment. They intend to develop and manage a list of 50 prospective board members whom they will engage in Harper activities and cultivate over time. Recruitment will be based on identified needs for specific talents, representation and contacts on the Foundation Board.

The Arts Committee is sprucing up the sculpture on campus. They are restoring, repairing and re-siting pieces that have been temporarily stored for construction. There will also be two new additions to Harper's sculpture collection. The Omron Foundation has provided a grant to commission a glass art sculpture for the interior of the new XYZ (Science, Health Services and Emerging Technology) building and a local gallery has donated a sculpture entitled "Chicago Structure," created by renowned artist Robert Stackhouse. This piece will be sited over the summer on the north side of the campus near the pond.

The Director's Circle and Arts Committee co-hosted an art reception in conjunction with the Small Works art exhibit held on April 20. Over 100 guests (students, alumni and community art enthusiasts) viewed the show and became more familiar with Harper's incredible art collection.

The Harper Heritage Society hosted a seminar on March 24, which focused on the concepts of advanced directives and ethical wills. It was open to the community and 30 people attended.

The Foundation's annual meeting will be held at 7:30 a.m. on June 15 in the boardroom. New officers will be elected to serve beginning July 1, the start of FY05. The slate of officers includes:

|                  |                             |
|------------------|-----------------------------|
| Sam Oliver       | President                   |
| Jeff Butterfield | Vice President, Membership  |
| Carol Pankros    | Vice President, Development |
| Tom Trunda       | Vice President, Programs    |
| Steve Topolski   | Treasurer                   |
| Bill Graft       | Secretary                   |
| Martha Bell      | Member at Large             |

Other officers who will continue with the executive committee by virtue of their position include:

|                |                       |
|----------------|-----------------------|
| Robert Breuder | Senior Vice President |
| Kris Howard    | Trustee Liaison       |
| Catherine Brod | Executive Director    |

I would encourage all Harper trustees to attend the annual meeting. This is an opportunity to meet the Foundation Board members and demonstrate your appreciation for their hard work and increasingly excellent results.

Kris Howard  
Harper College Trustee  
Liaison to the Educational Foundation

## **Patrick S. Botterman**

Patrick Botterman is a public relations consultant who resides in Arlington Heights.

He was elected to the Harper College Board of Trustees for a six-year term in November 1997 and served as Board Vice Chair from November 2002 through November 2003. He has served as Chief Deputy Clerk of the Circuit Court and was a member of the Arlington Heights Senior Citizens Commission. He is a past member of the Illinois State Crime Commission.

Patrick has a B.A. degree from Western Illinois University.

## **Jeffery J. Bowden**

Jeffery Bowden is Senior Vice President and Regional Manager Financial Institutions for LaSalle Bank N.A. in Chicago. He has been with LaSalle Bank since 1985.

Before joining LaSalle Bank, he was Director, Treasurer and Chief Financial Officer for Northern Illinois Bancorp, Inc., in Joliet from 1974 to 1985.

Jeff received a BA from DePauw University, a Masters of Art, Business Administration from Governors State University. He attended the Conference of State Bank Supervisors, School for Senior Examiners at the University of Oklahoma and has a Graduate Degree of Banking from Stonier School of Banking at Rutgers University.

Jeff is actively involved in several organizations. He is a member of the Bankers Club of Chicago and the Illinois Bankers Association and he is President of the Shires of Inverness Condominium and Townhouse Association.

He has served as Consul to the American Institute of Banking, Executive Director of the Boy Scouts of America in 1985, President of the Joliet Breakfast Lions Club in 1975, Director of the Joliet Region Chamber of Commerce and Industry from 1982 to 1985, and as President of United Way of Will County from 1983 to 1984.

Jeffery has one adult child and lives in Inverness with his wife Marcia.

## **Shirley Gross-Moore**

Shirley Gross-Moore is the former owner/principal of Barrington Dodge in Barrington. She sold the business in March 2003 and it is now known as Champion Dodge.

Shirley is a native of Detroit, Michigan where she grew up in Oak Park, a small northern suburb of Detroit. Shirley attended public schools in Oak Park and Detroit and received a Bachelor's degree from Wayne State University, majoring in accounting while working full-time for the United States Government. She later received a Master's degree from Central Michigan University, in Pleasant, Michigan.

She has worked as an Auditor, Personnel Specialist, Special Agent-Intelligence, Public Affairs Director and she has also had a brief career stint in television.

Shirley was a Harper College Foundation board member from 1995 to 1998. She was a member of the Barrington Chamber of Commerce from 1992 to 1997 and served as president in 1997. She is also a former member of the Women's Leadership Conference.

Shirley lives in downtown Chicago and enjoys reading, walking and travel.

## Roland P. Marquis

Roland Marquis is the Director of the US Air Force Quick Reaction Capability (QRC) Center in Rolling Meadows, Illinois. The QRC Center is part of the Electronic Warfare Group in the Defense Systems Division of Northrop Grumman's Electronic Systems Sector.

Roland has been with the Northrop Grumman Rolling Meadows operation since 1987 and has served in a variety of engineering and management assignments, on highly classified programs. Prior to coming to Northrop Grumman, he was employed by Sanders Associates in Nashua, New Hampshire (now part of BAE Systems) for twenty-five years.

Roland has a Bachelor's Degree in Electrical Engineering from Northeastern University in Boston and has undertaken graduate studies in Engineering and Business Management at Northeastern University, MIT, and UCLA. In addition, he is a graduate of the Defense Systems Management College, Executive Course and is a Registered Professional Engineer (New Hampshire).

He is an active member of the following organizations: United Way of Northwest Suburban Chicago (Board Member), The Bridge Youth and Family Services Organization, the Chicago Area Chapter of the Alzheimer's Association, the Chicago Architectural Foundation, L'Alliance Francaise de Chicago and Holy Name Cathedral Parish. He is also a full and active member of the US Naval Academy and Northeastern University Alumni Associations.

In 2003, the Association of Illinois Township Committees on Youth recognized Roland with its Volunteer of the Year Award. Also in 2003, the AOC honored him with a Lifetime Achievement Award.

Roland currently resides in Mundelein with his wife of forty-one years, Florence Marie (Houde). The Marquis' have raised four sons; two engineers, an attorney and a Naval Aviator. They have ten grandchildren.

## **Dr. Jessica Poe**

Jessica Poe has been a Family Dentist in Arlington Heights for 22 years. She grew up in Mount Prospect having attended and graduated from Euclid Grammar School, River Trails Junior High and Hersey High School. She also attended Harper College her senior year in high school.

She entered the University of Illinois at Chicago as a chemistry major, was accepted early to University of Illinois Dental School and graduated in 1982. After graduation she was invited to teach as an Associate Professor for the Department of Anatomy for two years.

As a member of the Chicago Dental Society she served on the Children's Dental Health Committee. She is a member of the Arlington Heights Chamber of Commerce and a past member of the Palatine Business and Professional Women.

Jessica enjoys gardening and lives in Palatine with her daughter Alisha. Mom is very proud that Alisha will be attending the University of Miami in Ohio this fall.

Besides hoping to be a participating Foundation board member, Jessica will be volunteering for the Northwest Community Mobil Dental Clinic.

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: May 25, 2004

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

| <b>GRANT NAME<br/>DIVISION/DEPARTMENT<br/>MANAGER</b>   | <b>BRIEF DESCRIPTION</b>  | <b>FUNDING SOURCE<br/>AWARD AMOUNT</b> | <b>DATES<br/>Starts - Ends</b> |
|---|---|--|--------------------------------|
| <u>CARRYOVER</u>  |   |  |                                |
| ACHA Building<br>Healthy Campus<br>Community Project<br>Health & Wellness<br>D. Yurik                         | Cultural competency<br>demonstration site   | ACHA/CDC<br>\$12,200                   | 09/01/01<br>04/30/04           |
| <u>NEW</u>  |   |  |                                |
| Scholar-in-Residence<br>International Studies<br>J. Westney   | Fulbright scholar from<br>Costa Rica<br><br>Matching funds required**   | CIES<br>\$15,560*                      | 08/01/03<br>12/31/03           |
| <u>CARRYOVER</u>  |   |  |                                |
| Energy & Recycling<br>Used Tire Recovery<br>Program<br>Wellness & Human<br>Performance<br>J. Pankanin         | Provide Harper with an<br>innovative football field<br>that will exhibit improved<br>durability of the turf, while<br>improving footing and<br>safety for athletes. | DCCA<br>\$15,000                       | 07/01/02<br>04/03/04           |
| <u>NEW</u>  |   |  |                                |
| Northern Illinois<br>Regional Consortium<br>ETIP GRANT<br>Corporate Services<br>C. McClement                  | Awarded through Employer<br>Training Investment Program<br>(ETIP) Small/Mid-sized Company<br>component, grant is to be used<br>to upgrade skills of workers.        | DCEO<br>\$49,280                       | 07/01/03<br>06/30/04           |
| <u>CARRYOVER</u>  |   |  |                                |
| Tire Crumb Rubber<br>Contribution<br>Agreement<br>Wellness & Human<br>Performance<br>J. Pankanin              | Contribution to help<br>offset cost of the crumb<br>rubber used in Harper's<br>athletic field.  | FORD MOTOR CO.<br>\$15,000             | 07/01/02<br>04/03/04           |
| <u>RENEWAL</u>  |   |  |                                |
| Minority Student<br>Transfer Center<br>Center for Cultural<br>Multicultural Learning<br>L. LaBauve-Maher      | To improve the successful IBHE<br>transfer rate of underrepre-<br>sented minority students from<br>Harper to baccalaureate<br>institutions.                         | HECA<br>\$45,500                       | 08/20/03<br>08/31/04           |
| <u>NEW</u>  |   |  |                                |
| CHOICES<br>(IL Cooperative Work<br>Study Program)<br>Academic Affairs &<br>Education to Careers<br>L. Kolbusz | Creating hiring opportunities<br>through instruction and<br>career education support.   | IBHE<br>\$12,100                       | 04/01/03<br>06/30/04           |
| <u>RENEWAL</u>  |   |  |                                |
| Illinois Century Network<br>Regional Technology<br>Center Program<br>D. McShane                               | Technical Service and<br>Support for Region II  | IBHE<br>\$46,089                       | 07/01/03<br>06/30/04           |

| <b>GRANT NAME<br/>DIVISION/DEPARTMENT<br/>MANAGER</b>  | <b>BRIEF DESCRIPTION</b>   | <b>FUNDING SOURCE<br/>AWARD AMOUNT</b> | <b>DATES<br/>STARTS - ENDS</b> |
|--|--|--|--------------------------------|
| <u>CARRYOVER</u><br>Illinois Century Network<br>"Bricks and Clicks"<br>DoIT & TMPS<br>S. Griffith/S.Stark                    | To support the development of<br>online architecture studies.  | IBHE<br>\$15,832                       | 04/02/02<br>06/30/04           |
| <u>NEW</u><br>Career & Technical<br>Education<br>(Tech Prep Support)<br>Academic Affairs<br>Julie Hennig                     | Assist community colleges in<br>their efforts to provide<br>innovative activities designed<br>to improve and enhance local<br>Tech Prep consortium ventures. | ICCB<br>\$40,994                       | 06/01/03<br>05/31/04           |
| <u>RENEWAL</u><br>Business/Industry<br>Workforce Preparation<br>Corporate Services<br>L. Danaher                             | State Allocation Grant<br>To provide local economic<br>development in workforce training   | ICCB<br>\$91,456                       | 07/01/03<br>06/30/04           |
| <u>RENEWAL</u><br>Education to Careers<br>Workforce Preparation<br>J. Hennig   | State Allocation Grant<br>To promote career development<br>and work based training   | ICCB<br>\$65,555                       | 07/01/03<br>06/30/04           |
| <u>RENEWAL</u><br>Welfare to Work<br>Workforce Preparation<br>J. Hennig  | State Allocation Grant<br>Workforce Preparation  | ICCB<br>\$37,313                       | 07/01/03<br>06/30/04           |
| <u>RENEWAL</u><br>P-16 Initiative<br><br>J. Hennig   | State Allocation Grant<br>To pay for tuition for H.S.<br>students taking college credit  | ICCB<br>\$75,123                       | 07/01/03<br>06/30/04           |
| <u>RENEWAL</u><br>Perkins III<br>J. Hennig   | Career and<br>Technical Education<br><br>(Additional funds in the amount<br>of \$9,503 received April 2004)  | ICCB<br>\$302,290                      | 07/01/03<br>06/30/04           |
| <u>RENEWAL</u><br>Program Improvement<br>Grant<br>J. Hennig  | Supports improvement<br>in career and technical<br>educational programs.   | ICCB<br>\$30,649                       | 07/01/03<br>06/30/04           |
| <u>CARRYOVER</u><br>Perkins Postsecondary<br>Performance Enhance-<br>ment Grant<br>Advanced Implemen-<br>tation<br>J. Hennig | To develop and implement<br>computerized automated<br>degree & certificate audit<br>systems to recognize and<br>promote student success.                     | ICCB<br>\$15,000                       | 02/15/03<br>08/30/03           |
| <u>RENEWAL</u><br>Federal Tech Prep<br>Grant<br>S. Simmons   | Comprehensive Career<br>Development at<br>secondary and post-<br>secondary level   | ICCB<br>\$132,663                      | 07/01/03<br>06/01/04           |

| <b>GRANT NAME<br/>DIVISION/DEPARTMENT<br/>MANAGER</b>                    | <b>BRIEF DESCRIPTION</b>  | <b>FUNDING SOURCE<br/>AWARD AMOUNT</b> | <b>DATES<br/>STARTS - ENDS</b> |
|--|---|--|--------------------------------|
| <u>CONTINUATION</u>  |   |  |                                |
| FY04 Adult Education<br>And Family Literacy<br>Grant<br>AE/LS<br>D. Corr | Supports Adult Education<br>Development Programs<br>(State Basic \$135,026<br>State Public Assistance 19,871<br>State Performance 72,427<br>Federal Basic 138,998<br>EL/Civics 38,839)  | ICCB<br>\$405,161                      | 07/01/03<br>06/30/04           |
| <u>NEW</u>   |   |  |                                |
| ICCB Adult Education<br>Leadership Grant<br>AE/LS<br>D. Corr             | Improve instruction, develop<br>effective and appropriate<br>curriculum, improve professional<br>dev., and disseminate innovative<br>practices that lead to improvement of<br>instruction in local Adult Education &<br>Family Literacy programs in Illinois. | ICCB<br>\$48,145                       | 11/01/03<br>10/31/04           |
| <u>NEW</u>   |   |  |                                |
| Continuous Quality<br>Improvement Grant<br>J.Hennig                      | Develop, enhance or implement<br>a process and/or system that<br>provides regular and systematic<br>program evaluation and improve-<br>ment related to career and<br>technical education administration,<br>programs and services.                            | ICCB<br>\$10,000                       | 01/01/04<br>06/30/04           |
| <u>RENEWAL</u>   |   |  |                                |
| Performance Enhance-<br>ment Grant<br>J. Hennig                          | Develop, implement and<br>improve computerized automated<br>degree and certificate auditing<br>systems which recognize and<br>promote student success.  | ICCB<br>\$10,000                       | 01/01/04<br>06/30/04           |
| <u>NEW</u>   |   |  |                                |
| Lighting Upgrade<br>Project<br>Physical Plant<br>J. Ma                   | Improve building energy<br>efficiency for Bldgs. A,<br>C and L and reduce the<br>operating costs for the<br>College.  | ICECF<br>\$35,539                      | 11/1/03<br>10/31/04            |
| <u>RENEWAL</u>   |   |  |                                |
| Disabled Student Project<br>Access & Disability Services<br>T. Thompson  | To provide services to<br>students with disabilities  | IDHS<br>\$134,754                      | 07/01/03<br>06/03/04           |
| <u>RENEWAL</u>   |   |  |                                |
| Displaced Homemakers<br>Women's Program<br>K. Canfield                   | Advising and Job Placement<br>for Women's Program<br>participants   | IDL<br>\$61,170                        | 07/01/03<br>06/30/04           |
| <u>RENEWAL</u>   |   |  |                                |
| Federal Tech Prep<br>J. Hennig   | Comprehensive Career<br>Development Program   | ISBE/USDE<br>\$23,483                  | 07/01/03<br>06/30/04           |
| <u>RENEWAL</u>   |   |  |                                |
| Perkins III<br>S. Simmons  | Career and Technical<br>Education Secondary Level   | ISBE<br>\$475,063                      | 07/01/03<br>06/30/04           |

| <b>GRANT NAME<br/>DIVISION/DEPARTMENT<br/>MANAGER</b>   | <b>BRIEF DESCRIPTION</b>   | <b>FUNDING SOURCE<br/>AWARD AMOUNT</b>                     | <b>DATES<br/>STARTS - ENDS</b> |
|---|--|--|--------------------------------|
| <u>RENEWAL</u><br>Career Technical and<br>Education Improvement<br>Grant<br>S. Simmons                                    | Support improvement in<br>career and technical<br>education at the secondary<br>and postsecondary level                            | ISBE<br>\$919,355  | 07/01/03<br>06/30/04           |
| <u>RENEWAL</u><br>Agricultural Education<br>Incentive Grant<br>S. Simmons   | Provide incentive for<br>agricultural education<br>at the secondary level  | ISBE<br>\$ 665   | 07/01/03<br>06/30/04           |
| <u>CARRYOVER</u><br>Education to Career<br>Implementation Grant<br>S. Simmons   | Provide career awareness<br>and development for K-14   | ISBE<br>\$175,282  | 07/01/03<br>06/01/04           |
| <u>CARRYOVER</u><br>Education to Career<br>Transition Grant<br>S. Simmons   | Provide career awareness<br>and development for K-14   | ISBE<br>\$ 46,505  | 07/01/03<br>06/30/04           |
| <u>CONTINUATION</u><br>Scholarships for Success<br>TMPS/ Marketing<br>Services<br>S. Griffith/D. Loprieno                 | Scholarship Assistance to<br>support Math, Science,<br>Engineering, & Computer<br>Science students                                 | NSF<br>\$39,926  | 07/01/03<br>06/30/04           |
| <u>RENEWAL</u><br>Midwest Center of<br>Post-Secondary Outreach<br>Access & Disability<br>Services<br>T. Thompson/D. Kevin | Provides technical assistance<br>to A & D Service Programs   | USDE/<br>St. Paul Technical<br>College<br>\$15,000         | 07/01/03<br>09/30/03           |
| <u>RENEWAL</u><br>Midwest Center of<br>Post-Secondary Outreach<br>Access & Disability<br>Services<br>T. Thompson/D. Kevin | Provides technical assistance<br>to A & D Service Programs   | USDE/<br>St. Paul Technical<br>College<br>\$66,000         | 10/01/03<br>06/30/04           |
| <u>RENEWAL</u><br>Midwest Center of<br>Post-Secondary Outreach<br>Access & Disability<br>Services<br>T. Thompson/D. Kevin | Provides technical assistance<br>to A & D Service Programs   | USDE/<br>St. Paul Technical<br>\$42,000                    | 10/01/03<br>06/30/04           |
| <u>CONTINUATION</u><br>COPS<br>Public Safety<br>M. Alsup  | Universal Hiring Program<br>Hire 3 full time officers<br>(Full grant is \$225,000<br>spread over three years –<br>08/01/02-7/31/05 | USDJ<br>\$123,129 (F)<br><br>(\$42,043<br>per officer x 3) | 07/01/03<br>06/30/04           |

**Total as May 25, 2004**

**\$3,648,781**

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<br>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  
April Fundraising Report FY04**

| <b>Description</b>                    | <b>No. Gifts</b> | <b>Cash</b>        | <b>Pledges/Stocks</b> | <b>In-Kind Gifts</b> | <b>Other</b>  | <b>Total</b>       |
|---------------------------------------|------------------|--------------------|-----------------------|----------------------|---------------|--------------------|
| Arsenic and Old Lace FY04             | 1                | \$500.00           | \$0.00                | \$0.00               | \$0.00        | \$500.00           |
| Spring Gala 2004                      | 165              | \$38,990.00        | \$0.00                | \$2,390.00           | \$0.00        | \$41,380.00        |
| Golf Open 2004                        | 8                | \$19,000.00        | \$0.00                | \$100.00             | \$0.00        | \$19,100.00        |
| Major Gifts Campaign                  | 1                | \$575.00           | \$0.00                | \$0.00               | \$0.00        | \$575.00           |
| Memorial                              | 1                | \$250.00           | \$0.00                | \$0.00               | \$0.00        | \$250.00           |
| Pacesetter Campaign FY04              | 3                | \$1,450.00         | \$600.00              | \$0.00               | \$0.00        | \$2,050.00         |
| Personal Solicitation                 | 1                | \$2,000.00         | \$0.00                | \$0.00               | \$0.00        | \$2,000.00         |
| Stewardship                           | 3                | \$650.00           | \$0.00                | \$0.00               | \$0.00        | \$650.00           |
| Tradition of Excellence 2003          | 2                | \$15.00            | \$0.00                | \$0.00               | \$0.00        | \$15.00            |
| Tradition of Excellence Campaign 2002 | 2                | \$10.00            | \$0.00                | \$0.00               | \$0.00        | \$10.00            |
| Unsolicited                           | 10               | \$10.00            | \$0.00                | \$550.00             | \$0.00        | \$560.00           |
| <b>Grand Totals:</b>                  | <b>197</b>       | <b>\$63,450.00</b> | <b>\$600.00</b>       | <b>\$3,040.00</b>    | <b>\$0.00</b> | <b>\$67,090.00</b> |

**Harper College Educational Foundation**  
**Year-to-Date Fundraising Report (as of 4/30/2004)**

| <b>Description</b>                              | <b>No. Gifts</b> | <b>Cash</b>         | <b>Pledges/Stocks</b> | <b>In-Kind Gifts</b> | <b>Other</b>       | <b>Total</b>        |
|---|------------------|---------------------|-----------------------|----------------------|--------------------|---------------------|
| ADS Walk and Roll 2004                          | 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        | 8                | \$1,525.00          | \$0.00                | \$0.00               | \$0.00             | \$1,525.00          |
| Arsenic and Old Lace FY04                       | 42               | \$15,416.00         | \$1,000.00            | \$0.00               | \$0.00             | \$16,416.00         |
| Community Catalyst                              | 1                | \$1,000.00          | \$0.00                | \$0.00               | \$0.00             | \$1,000.00          |
| FY04 Calendar Year End Direct Mail              | 44               | \$6,748.00          | \$0.00                | \$0.00               | \$0.00             | \$6,748.00          |
| Spring Gala 2004                                | 196              | \$69,640.00         | \$450.00              | \$6,870.00           | \$0.00             | \$76,960.00         |
| Golf Open 2003                                  | 3                | \$2,500.00          | \$100.00              | \$0.00               | \$0.00             | \$2,600.00          |
| Golf Open 2004                                  | 19               | \$39,600.00         | \$0.00                | \$600.00             | \$0.00             | \$40,200.00         |
| Harper Symphony Orchestra                       | 1                | \$200.00            | \$0.00                | \$0.00               | \$0.00             | \$200.00            |
| Major Gifts Campaign                            | 1                | \$575.00            | \$0.00                | \$0.00               | \$0.00             | \$575.00            |
| Jim McGuire Golf Open                           | 56               | \$4,243.00          | \$0.00                | \$0.00               | \$0.00             | \$4,243.00          |
| Memorial  | 33               | \$2,675.00          | \$0.00                | \$0.00               | \$0.00             | \$2,675.00          |
| 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                             | 16               | \$985.00            | \$0.00                | \$0.00               | \$0.00             | \$985.00            |
| Pacesetter Campaign FY04                        | 28               | \$16,275.00         | \$4,912.60            | \$0.00               | \$0.00             | \$21,187.60         |
| Personal Solicitation                           | 13               | \$11,590.00         | \$139,000.00          | \$400.00             | \$10,000.00        | \$160,990.00        |
| 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         |
| Resources for Excellence Employee Campaign FY04 | 1                | \$100.00            | \$0.00                | \$0.00               | \$0.00             | \$100.00            |
| Scholarship Stewardship Reports                 | 15               | \$7,850.00          | \$0.00                | \$0.00               | \$0.00             | \$7,850.00          |
| Speech Team Fundraising                         | 7                | \$3,200.00          | \$500.00              | \$0.00               | \$0.00             | \$3,700.00          |
| Special Intiatives                              | 8                | \$2,771.22          | \$0.00                | \$0.00               | \$0.00             | \$2,771.22          |
| Stewardship                                     | 17               | \$18,760.00         | \$0.00                | \$200.00             | \$0.00             | \$18,960.00         |
| Tradition of Excellence 2003                    | 9                | \$270.00            | \$732.00              | \$0.00               | \$0.00             | \$1,002.00          |
| Tradition of Excellence Campaign 2002           | 6                | \$30.00             | \$0.00                | \$0.00               | \$0.00             | \$30.00             |
| Theatre Seat Campaign                           | 2                | \$2,300.00          | \$0.00                | \$0.00               | \$0.00             | \$2,300.00          |
| Unsolicited                                     | 51               | \$10,130.00         | \$0.00                | \$7,320.82           | \$0.00             | \$17,450.82         |
| <b>Grand Totals:</b>                            | <b>818</b>       | <b>\$252,149.22</b> | <b>\$196,844.60</b>   | <b>\$15,390.82</b>   | <b>\$75,350.00</b> | <b>\$539,734.64</b> |

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

Authorization for Harper College to collaborate with other interested parties to pursue changing Illinois law to allow the College to offer a pilot program to grant selected baccalaureate degrees in career and applied programs under the following conditions:

- A community need is identified and documented;
- Nearby public four-year universities:
  - Have no interest in offering a similar program, or
  - Cannot increase current program capacity, or
  - Current programs do not meet industry demand;
- Harper has the expertise, resources and interest to offer a quality program; and
- The program can be self-supporting through tuition and state funding. No local property tax revenue would be expected or required.

## BACKGROUND

Granting baccalaureate degrees at community colleges is a movement that's growing rapidly across the United States. Its momentum is fueled by the need to respond to recent trends impacting the needs of today's students.

Today, 10 states currently allow community colleges to offer baccalaureate degrees under certain circumstances: Florida, Utah, Nevada, Arkansas, Minnesota, Texas, New York, Pennsylvania, Vermont and Hawaii. That number is expected to grow this year with legislation pending in New Mexico, Arizona and California. Additionally, North Central Association is in the process of accrediting baccalaureate programs at community colleges in Indiana. Canada has allowed its community colleges to offer baccalaureate degrees since 1995.

The reasons that state legislatures grant community colleges the power to offer baccalaureate degrees vary. Florida lawmakers, for instance, wanted to address a severe teacher shortage and to increase the number of baccalaureate degrees in education issued in the state. In Texas, community college baccalaureate programs are driven by the specific needs of local industries. In Arizona, lawmakers want to increase workforce and economic development and offer additional educational access opportunities in rural areas.

The community college baccalaureate movement is driven by **three new trends** in higher education: a changing student profile, a changing higher education marketplace, and new demands for workforce training by employers.

### **Trend 1: A Changing Student Profile**

The number of so-called non-traditional college students has exploded over the past several decades:

- Students are older. (At Harper, the average student is 27 years old.)
- More students are attending college part-time. (63% of students at Harper are part-time students.)

Many older, part-time students work while trying to earn a degree. This trend is being driven, in part, by the increased number of single parent families and dual income households. These older students have families, jobs, mortgages and other obligations. They cannot afford the expense, time and location demands of attending a traditional four-year university.

Additionally, this group is also facing the full brunt of the economic changes that include outsourcing and the decline of manufacturing. They need to advance

their education, but they don't have the luxury of quitting their jobs to enroll in full-time programs in a traditional university setting.

### **Trend 2: A Changing Higher Education Marketplace**

Community colleges as well as traditional four-year universities are part of a new, highly competitive education marketplace. The Internet now allows colleges to offer distance learning opportunities to students anywhere in the U.S. and throughout the world.

It's not surprising that enrollment at e-colleges such as the University of Phoenix is soaring and that the stock prices of for-profit educational provider Career Education Corporation (based in Hoffman Estates) nearly tripled in 2003 (the company placed fourth on *Fortune's* list of the 100 fastest-growing companies in 2003). Other for-profit educational companies posted similar returns. From February 2003 through February 2004, ITT Educational Services gained 118%, Strayer rose 99% and Education Management climbed 79%.

The stunning growth of these companies is proof of the growing demand and unmet need for quality baccalaureate education, delivered conveniently, close to home and at a reasonable price. Today, baccalaureate education is about relevance, rigor, cost and, most importantly, **access**.

Because of their nation-wide focus, these for-profit education companies are filling the need for access in a general way. However, they do not address the unmet needs of local businesses and industry.

### **Trend 3: Changing Demands for Workforce Training**

According to the U.S. Labor Department's recently published *Occupational Education Handbook 2004-2005*, a college degree is now required for all but one of the 50 highest paid occupations. In many areas of the economy, the baccalaureate degree is replacing the associate degree as the entry-level credential for well paying jobs.

This trend is not surprising. As employers seek productivity gains to stay competitive in a global economy- i.e. doing more work with fewer employees- they need workers with technical skills and critical thinking, problem solving and communication skills which are typically gained in baccalaureate programs.

Because of these new trends, widespread **access** to baccalaureate programs is critical to the upward job mobility of local residents, the economic health and vitality of local businesses, and the overall quality of life.

The community college baccalaureate movement addresses this critical need by providing access to high quality, rigorous baccalaureate degree programs in

select areas for those who, for a variety of reasons, are unable to attend a traditional four-year university.

The issues of access, student profile trends and the changing educational marketplace were discussed extensively by the Harper College Board of Trustees at their annual retreat in the spring of 2003. At that retreat, the Board agreed that the College should investigate the community college baccalaureate movement and assess whether it could address current unmet educational needs in the Harper College district.

Following the Board's directive, the College carefully researched the community college baccalaureate movement and its implication for Harper's district. As a result of more than a year of investigation and analysis, the College recommends that the Board consider authorizing the College to pursue a change in state law that would allow Harper to start a pilot program to offer selected applied baccalaureate degrees.

The College makes this recommendation for three reasons:

- An independent survey verified a very strong positive response to this initiative by district residents;
- A community college's mission is to meet the changing educational needs of the residents it serves; and,
- Positive financial implications for the College.

### **The Independent Survey**

As part of its research into the community college baccalaureate movement, the Harper College Board of Trustees authorized the hiring of Scientific Verdicts, an independent research company to survey district residents to determine if there was support for Harper offering selected baccalaureate degrees. Scientific Verdicts of Louisville, Kentucky surveyed 1,200 district residents in March of 2004 (734 were property taxpayers). By comparison, Gallup polls sample only 384 people when they conduct their nationwide surveys.

Given the comparatively large sample size of the survey and the professional background, experience, methodology and independence of Scientific Verdicts the College administration feels the survey results accurately reflect the opinions and attitudes of residents who live in the Harper College district. The College administration concurs with the Scientific Verdicts in expressing a 95% confidence level in the survey results.

The following are highlights from the survey:

- 83% of those surveyed said the availability of a bachelor's degree was important in choosing a college.
- 66% of residents surveyed indicated a **very strong need** for Harper College to offer selected bachelor's degrees.
- **Only 5% of those surveyed indicated there was no need for Harper College to offer selected bachelor's degrees.**
- 53% of those surveyed said they **personally had a very strong interest** in Harper offering selected bachelor's degrees, meaning they would consider themselves potential students for such a program. *This result is remarkable because nearly 40% of adults in the northwest suburbs already have a baccalaureate degree, according to the 2000 U.S. Census.*
- Support for selected baccalaureate degrees was similar across all subgroups: property taxpayers, alumni, current students, parents and high school students. *Most notably, support was highest among alumni who have experienced Harper first-hand.*
- Strong personal interest in selected baccalaureate degrees remained at the same high level even if it meant paying higher tuition for the last two years (*the question being "if tuition were to carry a higher price tag, but still below what state universities might charge."*)
- Strong personal interest in selected baccalaureate degrees also remained at the same high level if the state reimbursed Harper at the same rate as four-year schools for the final two years of a bachelor's degree program.
- Personal interest in selected baccalaureate degrees at Harper declined significantly if it meant an increase in property taxes.
- When asked what Harper is best known for, the top answer by far from those responding was "academic reputation."

Interestingly, when residents were asked open-ended questions about Harper offering baccalaureate programs, **not one respondent said offering a baccalaureate was "outside the mission" of a community college.** By

contrast, “outside the mission of a community college” was given as a response by those opposed to Harper providing on-campus student housing.

### **The Community College Mission - It’s About Access**

The pursuit of selected baccalaureate degrees is first and foremost about meeting the access needs of today’s students who cannot for whatever reason, attend a traditional four-year university in a selected program area. It’s also a response to the unmet workforce needs of local businesses, and industries, and health care providers.

Selected baccalaureate degree programs at community colleges are a logical progression of what community colleges were created to do; that is, serve the changing educational needs of the community. The movement is also consistent with Harper’s core mission: open access, responsiveness to community needs, emphasis on teaching and learning and student-centeredness.

It is important to remember that since the founding of Joliet Junior College in 1901, the mission of community colleges has broadened dramatically from the initial singular focus on university transfer. Today, community colleges not only enable students to transfer to four-year universities, they also offer honors programs, basic skills training, vocational education, technical certificates, workforce education and training, continuing education, and personal development classes.

These expanded offerings have not affected the quality, focus or mission of community colleges. The opposite has occurred. They have allowed community colleges to effectively serve the varied and changing needs of local residents. The mission of community colleges has become so broad, that many have dropped the word “community” or “junior” from their name. For example, Miami-Dade Community College in Florida is now Miami Dade College; William Rainey Harper Community College is now commonly called Harper College and so on.

Community colleges fulfill their mission by constantly assessing the educational needs of the community and responding quickly to meet those changing needs.

In states that have approved selected baccalaureate degrees for community colleges there has been no diluting of existing resources. Additionally, the movement has had no effect on the market share of nearby public universities. **The community college baccalaureate movement is about access and giving those people who will likely not pursue the baccalaureate degree the opportunity to do so as well as meeting documented manpower needs of local businesses.**

In pursuing selected baccalaureate degrees the intent is not to compete with public, four-year universities. These programs would only be offered in selected areas, generally in career and applied programs, where nearby public universities cannot or will not offer similar programs.

Additionally, the College will continue to explore and expand its relationships with public and private universities through transfer agreements, 2 + 2 programs, early entry, 90/30 and other programs.

If a selected baccalaureate degree program can be created with a four-year university to serve an unmet need, the College would pursue that avenue. If an arrangement couldn't be worked out that met the access needs of potential students, only then would the College consider pursuing its own baccalaureate degree program

### **Positive Financial Implications**

In addition to offering access and responding to unmet needs of residents, offering a pilot baccalaureate program at Harper has financial benefits to the College in terms of increased full time equivalent (FTE) student tuition revenue and, possibly addressing current revenue losses from high cost programs.

Harper, like all community colleges in Illinois, is facing a severe financial crisis. The state's share of per-capita funding, which was 38% in Fiscal Year 1982 is projected to shrink to as little as 8% in Fiscal Year 2005. Property tax revenue is limited by the tax cap and reduced even further by successful property tax appeals by businesses in Cook County (PTAB.) From Fiscal Year 2003 through Fiscal Year 2005 projections, Harper College will lose nearly \$8 million dollars in funding from local and state sources.

It is generally believed that the state legislature lacks the political will to address the property tax cap and PTAB issues. It is also quite obvious that lobbying the state to pay its fair share for community colleges is unproductive given the state's enormous budget deficit.

To make up for the shortfall and pay for labor contracts and increased operating costs, the College must look for ways to increase the only revenue source under its direct control: tuition and enrollment (FTE).

In addition to providing access to students who cannot attend a traditional four-year university, the College believes offering selected baccalaureate programs will help Harper generate additional revenue through increased FTE.

Additionally, if the College chose to offer a baccalaureate degree in a high cost program area, i.e. dental hygiene, nursing, etc. the College can amortize over four years the losses it currently incurs in those programs.

Using dental hygiene as an example; currently the College loses about \$3,000 for every FTE in the program. Over two years, that's a loss of \$6,000 per FTE. The losses stem from the high costs involved in the first two years of the program: lab work, licensing requirements, program requirements by the accreditation agency, etc. However, the last two years of a baccalaureate program in dental hygiene consist mainly of classes that are not as cost intensive to the College such as general education classes, management courses, communication courses, etc.

By offering a baccalaureate completer degree in high cost program areas, the College not only increases access to students who wish to pursue a four-year degree in that area, but also reduces financial losses high cost programs incur on an annual basis.

### **The Harper College Pilot Baccalaureate Model**

Given the new trends in higher education and after careful consideration and research, Harper College recommends a pilot program to offer selected baccalaureate degrees in career and applied programs under the following conditions:

- A community need is identified and documented;
- Nearby public four-year universities:
  - Have no interest in offering a similar program, or
  - Cannot increase current program capacity, or
  - Current programs do not meet industry demand;
- Harper has the expertise, resources and interest to offer a quality program; and
- The program can be self-supporting through tuition and state funding. No local property tax revenue would be required.

Currently, Harper's dental hygiene students who graduate with an associate degree must travel to Wisconsin or southern Illinois to complete a baccalaureate degree in dental hygiene.

Under the pilot baccalaureate program, Harper would conduct a study to determine if there was a shortage of dental hygienists in the northwest suburbs and if dentists were seeking dental hygienists with skills commensurate with a baccalaureate degree.

If the study documented the unmet need and the College had the equipment, resources, facilities and faculty to offer a high quality program and **no nearby public university offered a similar program or could satisfy market demand**, Harper would seek approval to offer a pilot baccalaureate degree program in dental hygiene.

The Harper College pilot baccalaureate model is one of three models recommended by a task force formed by The Higher Learning Commission of the North Central Association of Colleges and Schools. This model allows community colleges to develop a limited number of baccalaureate programs focused primarily, but not solely, on applied fields such as health careers, applied technology and public safety.

The Harper model, however, takes that model one step further by also considering baccalaureate programs that address specific, documented shortages in the local workforce.

It is vital to understand that, under this model, **Harper would NOT become a four-year college.** Harper would remain a community college that would simply offer a select number of baccalaureate programs under the previously stated conditions.

### **Financial Analysis of Pilot Baccalaureate Model**

A financial analysis of Harper's pilot baccalaureate model demonstrates the program would impact the state "funding pool" for 4-year universities at an inconsequential rate of ½ of 1% (TABLE I). At the same time, the pilot program would create a positive funding stream of \$297,000 when compared to current associate degree funding levels (TABLE II). Additionally, three year financial projections for two sample Baccalaureate in Applied Science (BAS) degree programs demonstrate they would produce annual net revenue for the College (TABLES III and IV).

Details of the funding impacts of this proposal have been broken down into the following four tables:

- TABLE I: PILOT IMPACT: UNIVERSITY SYSTEM
- TABLE II: FUNDING COMPARISON: BACHELORS DEGREE vs. ASSOCIATE DEGREE
- TABLE III: BAS IN TECHNOLOGY MANAGEMENT: PROGRAM BUDGET ESTIMATES
- TABLE IV: BAS IN DENTAL HYGIENE: PROGRAM BUDGET ESTIMATES

**Table I, Pilot Impact: University System**, demonstrates that Harper’s pilot program would impact the state university system’s “funding pool” by ½ of 1 percent.

**TABLE I  
PILOT IMPACT: UNIVERSITY SYSTEM**

| PILOT ESTIMATES                                    | AMOUNTS*        | EXPLANATION  |
|--|-----------------|--|
| <b>Harper Pilot Bachelor’s Degree (BD) Funding</b> |                 | (2 programs)   |
| Full-time Pilot Bachelor’s Degree Students         |                 |  |
| Junior Year FTE                                    | 75              | Full time students   |
| Senior Year FTE                                    | 75              | Full time students   |
| Annual Pilot BD FTE                                | 150             | Full time students   |
| Harper Annualized Pilot BD Credit Hours            | 4,500           | 150 FTE X 30 credit hours per student                      |
| State Reimbursement Rate per Credit Hour           | \$171           | 85% of \$201 NIU’s FY02 state reimbursement**              |
| Harper Pilot Annualized BD State Funding           | \$769,500       | \$171 X 4,500 credit hours                                 |
| Pilot BD Tuition per Credit Hour                   | \$127           | 95% of \$134 NIU’s FY04*** junior/senior year tuition rate |
| Annual Pilot BD Tuition                            | \$571,500       | \$127 X 4,500 credit hours                                 |
| Total Annual Harper Pilot BD Funding               | \$1,341,000     | BD Tuition + State BD reimbursement                        |
| <b>Impact on State System (FY02)</b>               |                 |  |
| University System Credit Hours                     | 1,603,928       |  |
| Harper Annualized Pilot BD Credit Hours            | 4,500           |  |
| Harper Pilot Percentage of System Hours            | 0.3%            |  |
| University System State Funding                    | \$1,502,910,900 |  |
| Harper Pilot Annualized BD State Funding           | \$769,500       |  |
| <b>Harper Pilot Percentage of System Funding</b>   | <b>0.05%</b>    | <b>½ of 1% impact for Harper Pilot</b>                     |

Notes: \*All dollar amounts rounded to the nearest dollar  
 \*\*FY02 is the most recent appropriations data available from IBHE  
 \*\*\*FY04 published junior/senior year NIU tuition

**Table II, Funding Comparison: Bachelors Degree vs. Associate Degree,** demonstrates that Harper's Pilot Program would generate \$66 of additional revenue per bachelor's degree credit hour over the current credit hour funding level.

**TABLE II  
FUNDING COMPARISON: BACHELORS DEGREE vs. ASSOCIATE DEGREE**

| PILOT ESTIMATES  | AMOUNT*      | EXPLANATION  |
|--|--------------|--|
| <b>Example Pilot Bachelor's Degree (BD)<br/>Funding Per Credit Hour*</b> |              |  |
| State Appropriation  | \$171        | 85% of \$201 NIU's FY02 state reimbursement**  |
| Tuition  | \$127        | 95% of \$134 NIU's FY04*** junior/senior year tuition rate                                       |
| Local Taxes  | \$0          |  |
| <b>Total Per Credit Hour Funding BD Pilot</b>                            | <b>\$298</b> |  |
| <b>Current Harper Funding Model Per Credit Hour (FY02)</b>               |              |  |
| State Appropriations   | \$38         |  |
| Tuition  | \$67         |  |
| Local Taxes  | \$128        |  |
| <b>Total Per Credit Hour Funding</b>                                     | <b>\$232</b> |  |
| <b>Net BD Pilot Funding Per Credit Hour</b>                              | <b>\$66</b>  | <b>\$298 Pilot BD funding – \$232 current AA funding = an additional \$66 per BD credit hour</b> |
| Net BD Pilot Annualized Funding  | \$297,000    | \$66 net funding per credit hour X 4,500 annual credit hours                                     |

Notes: \*All dollar amounts rounded to the nearest dollar  
 \*\* FY02 is the most recent appropriations data available from IBHE  
 \*\*\* FY04 published junior/senior year NIU tuition

**Table III, BAS in Technology Management: Program Budget Estimates**, details the three-year program budget and demonstrates that program revenue is greater than program expense in all three years.

**TABLE III  
BAS IN TECHNOLOGY MANAGEMENT:  
PROGRAM BUDGET ESTIMATES**

| PROGRAM REVENUE AND EXPENSE      | YEAR 1 DOLLARS  | EXPLANATION   | YEAR 2 DOLLARS   | EXPLANATION                                     | YEAR 3 DOLLARS  | EXPLANATION                                     |
|----------------------------------|-----------------|---|------------------|---|-----------------|---|
| <b>REVENUE</b>                   | \$348,660       | 39 FTE*30 credit hours<br>*\$298 per credit hour        | \$348,660        | Assumes no increase*                            | \$348,660       | Assume no Increase*                             |
| <b>EXPENSES</b>                  |                 |   |                  |   |                 |   |
| PERSONNEL                        | \$114,000       | 2 Full-time Faculty @ \$57,000 each salary and benefits | \$122,600        | Assumes a 5.4% salary and 15 % benefit increase | \$132,200       | Assumes a 5.7% salary and 15 % benefit increase |
| OFFICE FURNITURE/COMPUTERS       | \$13,000        | \$6,500 each  | \$0              | One time expense                                | \$0             | One time expense                                |
| SOFTWARE                         | \$40,000        | Current CIS level                                       | \$41,200         | 3% increase                                     | \$42,436        | 3% increase                                     |
| SUPPLIES                         | \$13,000        | BA level supplies                                       | 13,390           | 3% increase                                     | \$13,791        | 3% increase                                     |
| LRC: ELECTRONIC DATABASES        | \$8,500         | Based on LRC estimates                                  | \$8,755          | 3% increase                                     | \$9,017         | 3% increase                                     |
| EQUIPMENT                        | \$60,000        | May not be needed based on new Megalab configuration    | \$15,000         | Upgrades and replacements                       | \$15,000        | Upgrades and replacements                       |
| CURRICULUM DEVELOPMENT           | \$20,000        | Current CIS level                                       | \$15,000         | Possible on-line conversion                     | \$15,000        | Possible on-line conversion                     |
| BA STUDENT SERVICES              | \$16,000        | Based on current costs                                  | \$16,800         | 5% increase                                     | \$17,640        | 5% increase                                     |
| MARKETING                        | \$15,000        | Based on current costs                                  | \$5,000          | On-going marketing                              | \$5,000         | On-going marketing                              |
| CONTINGENCY                      | \$30,000        |   | \$5,000          |   | \$5,000         |   |
| TOTAL EXPENSE                    | \$329,500       |   | \$242,745        |   | \$255,084       |   |
| <b>NET REVENUE OVER EXPENSES</b> | <b>\$19,160</b> |   | <b>\$105,915</b> |   | <b>\$93,576</b> |   |

NOTES: These program level estimates are based on BAS degrees currently offered by St. Petersburg College in Florida. Program level supply and demand research would need to be conducted and Harper curriculum developed before these estimates could be further refined. This model depicts the expenses in year one as if the programs were starting in the Fall of 2004.

\* Conservative approach assumes no increase in tuition or state reimbursement over the first three years. An option to raise tuition exists in year 3.

**Table IV, BAS in Dental Hygiene: Program Budget Estimates**, details the three-year program budget and demonstrates that program revenue is greater than program expense in all three years.

**TABLE IV  
BAS IN DENTAL HYGIENE:  
PROGRAM BUDGET ESTIMATES**

| <b>PROGRAM REVENUE AND EXPENSE</b> | <b>YEAR 1 DOLLARS</b> | <b>EXPLANATION</b>                                      | <b>YEAR 2 DOLLARS</b> | <b>EXPLANATION</b>                              | <b>YEAR3 DOLLARS</b> | <b>EXPLANATION</b>                              |
|------------------------------------|-----------------------|---|-----------------------|---|----------------------|---|
| REVENUE                            | \$246,744             | 36 FTE*23 credit hours *\$298 per credit hour           | \$246,744             | Assumes no increase*                            | \$246,744            | Assumes no Increase*                            |
| EXPENSE                            |                       |   |                       |   |                      |   |
| PERSONNEL                          | \$114,000             | 2 Full-time Faculty @ \$57,000 each salary and benefits | \$122,600             | Assumes a 5.4% salary and 15 % benefit increase | \$132,200            | Assumes a 5.7% salary and 15 % benefit increase |
| SOFTWARE                           | \$50,000              | \$40,000 Records Mgt. System**                          | \$10,000              | Upgrades  | \$10,300             | 3% increase                                     |
| SUPPLIES                           | \$7,500               | BA level supplies                                       | \$7,725               | 3% increase                                     | \$7,956              | 3% increase                                     |
| LRC: ELECTRONIC DATABASES          | \$13,000              | Based on LRC estimates                                  | \$13,390              | 3% increase                                     | \$13,791             | 3% increase                                     |
| EQUIPMENT                          | \$0                   | All equipment exists in current program                 | \$0                   |   | \$0                  |   |
| CURRICULUM DEVELOPMENT             | \$10,000              | BA curriculum   | \$10,000              | Possible on-line conversion                     | \$10,000             | Possible on-line conversion                     |
| BA STUDENT SERVICES                | \$15,000              | BA level services                                       | \$15,750              | 5% increase                                     | \$16,537             | 5% increase                                     |
| MARKETING                          | \$15,000              | Based on current costs                                  | \$5,000               | On-going marketing                              | \$5,000              | On-going marketing                              |
| CONTINGENCY                        | \$15,000              |   | \$5,000               |   | \$5,000              |   |
| TOTAL EXPENSE                      | \$239,500             |   | \$189,465             |   | \$200,784            |   |
| <b>NET REVENUE OVER EXPENSES</b>   | <b>\$7,244</b>        |   | <b>\$57,279</b>       |   | <b>\$45,960</b>      |   |

NOTES: These program level estimates are based on BAS degrees currently offered by St. Petersburg College in Florida. Program level supply and demand research would need to be conducted and Harper curriculum developed before these estimates could be further refined. This model depicts the expenses in year one as if the programs were starting in the Fall of 2004.

\* Conservative approach assumes no increase in tuition or state reimbursement over the first three years. An option to raise tuition exists in year 3.

\*\*Currently in requested budget for new building project.

## RECOMMENDATION

Authorization for Harper College to collaborate with other interested parties to pursue changing Illinois law to allow the College to offer a pilot program to grant selected baccalaureate degrees in career and applied programs under the following conditions:

- A community need is identified and documented;
- Nearby public four-year universities:
  - Have no interest in offering a similar program, or
  - Cannot increase current program capacity, or
  - Current programs do not meet industry demand;
- Harper has the expertise, resources and interest to offer a quality program; and
- The program can be self-supporting through tuition and state funding. No local property tax revenue would be required.

## ADDENDUM – ANSWERS TO FREQUENTLY ASKED QUESTIONS

### **Q. Won't this program compete with four-year universities for students?**

**A.** No, for three reasons:

- Harper could only offer a baccalaureate in areas where there is no interest from nearby public four-year universities in offering a similar program or current programs do not meet industry demands.
- The pilot program is geared towards non-traditional students who cannot and would not attend a four-year university because of time, family obligations or financial reasons.
- Harper's pilot baccalaureate program would be similar to baccalaureate programs at community colleges in other states because it would focus mainly on vocational and career areas. These are programs and degrees that public, four-year universities generally are not interested in offering.

### **Q. Would the pilot program take funding from four-year universities?**

**A.** Very little. Because the pilot program is so small (we estimate 150 FTE per year) the impact on the state "funding pool" would be miniscule – about \$769,000. That's about .05% (one half of one percent) of the **\$1.5 billion** state university "funding pool" in FY 02 (FY 02 is the latest data available.)

### **Q. How much would a baccalaureate program cost a Harper student?**

**A.** Tuition would be slightly below what a public, four-year university would charge.

### **Q. How long would the pilot program last?**

**A.** In other states, pilot baccalaureate programs at community colleges generally have six-year time frames.

**Q. Would this pilot program “water down” the meaning of a baccalaureate degree?**

**A.** No. Baccalaureate programs at Harper would have to follow the same accreditation requirements and guidelines that four-year universities must meet from the North Central Association. Additionally, in specialized program areas, Harper baccalaureate programs would have to meet the requirements of those specialized governing bodies. For instance, a baccalaureate degree in dental hygiene would also have to be accredited by the Commission on Dental Accreditation of the American Dental Association.

**Q. Isn't this program “mission creep” by community colleges?**

**A.** No. The mission of community colleges is to serve the changing needs of its residents. In fact, the mission of community colleges is constantly evolving, from offering only university transfer programs in 1901 to a variety of expanded offerings today that include honors programs, basic skills training, vocational education, professional and technical certificates, continuing education and workforce training. In other states, the addition of a few selected baccalaureate programs had no effect on other programs or the mission of the community college.

**Q. Would Harper become a four-year college?**

**A.** No. Harper would remain a two-year college with a few four-year degree programs.

**Q. Would Harper cover its costs on a baccalaureate program?**

**A.** Yes. Between tuition and state reimbursement, Harper would be able to cover its costs in offering selected baccalaureate programs.

**Q. Could this program work without state reimbursement?**

**A.** No. Tuition alone could not cover program costs.

**Q. Would property tax money be used to support these programs?**

**A.** No. The programs would be supported by tuition and state reimbursement only. **No property tax revenue would be used.**

**Q. Is Harper the only community college in Illinois pursuing a pilot baccalaureate degree program?**

**A.** Yes.

**Q. What does the Illinois Board of Community Colleges (ICCB) and the Illinois Board of Higher Education (IBHE) think of a pilot baccalaureate degree program?**

**A.** Currently, the chairmen of both of these boards have indicated they do not favor Harper offering selected baccalaureate degrees.

**Q. How would accreditation work?**

**A.** A selected baccalaureate program would have to be accredited by The Higher Learning Commission, which has already accredited similar programs at community colleges in other Midwestern states. The accreditation would be at the Bachelor's degree level and would not affect Harper's status as a two-year community college. Harper's baccalaureate programs would also have to meet the requirements of any specialized governing bodies, for instance, a baccalaureate degree in dental hygiene would also have to be accredited by the Commission on Dental Accreditation of the American Dental Association.

**Q. Can't you just skip this process by partnering with a four-year university?**

**A.** If a selected baccalaureate complete degree program can be created in conjunction with a four-year university, the College would pursue that avenue. If an arrangement couldn't be worked out that met the access needs of potential students, **only then** would the College consider pursuing its own baccalaureate degree program.

**Q. How would this program affect current transfer arrangements and partnerships with four-year universities?**

**A.** The pilot program would have no effect on current partnerships and transfer agreements. The College would continue to explore and expand its relationships with public and private universities in terms of transfer agreements, 2 + 2 programs, early entry, 90/30 programs, etc.

**Q. What programs would Harper explore for the pilot baccalaureate program?**

**A.** The College has made no decision on what programs to offer. However, the applied sciences are the best candidates for community college baccalaureate programs, i.e. nursing, dental hygiene, applied technology, etc. The College would have to document a need in the community; a supply of students who wanted the program, and no other nearby public university offers a similar program. The College would also have to conduct a thorough cost analysis and investigate accreditation requirements before deciding what programs to pursue.

**Q. How many programs and students would you project for the pilot program?**

**A.** Probably two or three programs enrolling about 150 full time equivalent students.

**Q. What is the time frame for a baccalaureate program at Harper if the Board approves a pilot project?**

**A.** Using the experience of other states as a guide, generally it takes two years for a bill to work its way through the legislature. Accreditation could take another 12-18 months. Then, hiring, marketing and putting all the other pieces in place could take another six months. Even if the pilot proposal cleared all the hurdles, it probably wouldn't be in place until late 2006 or early 2007.

**Q. Would the addition of selected baccalaureate programs drain resources from other areas of the College?**

A. No. A baccalaureate program would not divert resources and money from other viable programs. As a community college, our mission is to be responsive to the community. We are always evaluating our courses and programs to see if they are meeting the needs of students. That's the basis for discontinuing, modifying or expanding classes, not what's happening in other areas of the College. The College believes the pilot baccalaureate program would cover its own costs and not draw funds away from other programs.

**Q. If the College offered selected baccalaureate programs would the jobs of faculty members who don't have a terminal degree be at risk? Wouldn't accreditation agencies require faculty to have a Ph.D. to teach baccalaureate programs?**

A. No. Because most baccalaureate degree programs at community colleges involve vocational and career areas, a Ph.D. may not be a requirement for accreditation. In the cases where a terminal degree is required for accreditation, the College may already have terminal degree faculty in place or would have to hire faculty with the appropriate terminal degree.

**Q. Would students in a selected baccalaureate pilot program be eligible for financial aid?**

A. Yes. Once the program is approved, federal financial assistance would be available in the form of PELL, SEOG, FFEL loans, etc. The program would also open up further eligibility for students in the Illinois Monetary Award program.

**Q. Will a baccalaureate degree from a community college be accepted by employers?**

A. Yes. Only after studying local industry needs and determining that employer support exists, would Harper offer a program. Additionally, as with other Harper programs, local businesses would be part of a program advisory board to make sure the curriculum was rigorous, responsive and relevant to their needs.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Approval to enter into an agreement with the Xerox Company for an integrated campus solution for printing and copying technology for Phase I, the Print Shop/Copy Center and Phase II, replacement of current leased office copiers on campus with leased multifunction devices that print, copy, fax, scan and archive. This includes associated software and services.

II. REASON FOR CONSIDERATION

At its January 27, 2004 meeting, the Board of Trustees heard a presentation regarding the Campus Print/Copy Project, including an overview of the challenges with the current environment, the project analysis, vision and recommendations for improving efficiency, cost-effectiveness and quality of documentation on campus. The College administration also provided an over view of the four phases included in this project, along with a working timeline.

At its February 24, 2004 meeting, the Board approved Exhibit VIII-G directing the administration to further pursue the identification of the one best vendor solution to meet College-wide needs for campus document publishing (printing/copying).

The next stage in the strategic direction to manage overall copying and printing for the College is to enter into an agreement that will provide the College with improved productivity and increased efficiencies. The ultimate goal is to become more economically and ecologically focused by reducing waste and unnecessary printing and copying, while at the same time funding high-quality devices that print, copy, scan and archive documents (multifunction devices).

Xerox Company offers the best solution for the College in terms of total service, which includes software, hardware, multifunctionality, networking, Web submission and technical support.

The four phases of this initiative include:

- Phase I: Upgrade Print Shop/Copy Center technology, service and software.

- Phase II: Upgrade technology and service of office/convenience copiers, converting these to multifunction (print, scan, copy, archive, fax) devices.
- Phase III: Continue to develop and implement improved resource and service management for Lab and Library printing and copying.
- Phase IV: Integrate the Print Shop/Copy Center solution with the IT Operations Center.

This exhibit specifically seeks the Board's approval to proceed with Phase I and Phase II. As with this request, all future phases of this initiative will be brought before the Board for its consideration.

Phase I includes leased machines, software and training and associated print shop services that provide multiple functions via the network, including printing, copying, scanning, and archiving.

- Annual cost: \$211,118
- Total five-year cost: \$1,055,590

Phase II includes replacement of thirty four current leased campus office copiers and five additional campus multifunctional copiers for the Science, Emerging Technologies and Health Careers Centers with leased devices, software, and training that provide multiple functions via the network, including printing, copying, faxing, scanning and archiving.

- Annual cost: \$180,511
- Total five-year cost: \$902,555

Phase II also includes replacement of five leased campus copiers with leases scheduled to expire in March 2006 with leased multifunction devices, software and services.

- Annual cost: \$19,404
- Total three-year cost: \$58,212

Total annual cost of Phase I and Phase II

- 2004-2005: \$391,629
- 2005-2006: \$391,629
- 2006-2007: \$411,033
- 2007-2008: \$411,033
- 2008-2009: \$411,033
- Total cost: \$2,016,357

Costs associated with this agreement are covered in the College's current print/copy budgets. In addition, the College's 18-month investigation into print and copy technology and service options and evaluation of current practices, have led to the conclusion that additional dollars associated with

campus printing and copying will be saved or used more efficiently by applying the proposed service, process and technology.

These conclusions and budget information are detailed in the addendum.

### III. RECOMMENDATION

The administration recommends that the College enter into a five-year contractual agreement with Xerox Company to provide services for an integrated campus solution for printing and copying technology.

For this board action, this includes:

- Phase I, leased devices, software and services for the Print Shop for a period of five years, July 1, 2004 through June 30, 2009 (annual cost: \$211,118, five-year cost: \$1,055,590),
- Phase II, replacement of leased office copiers with leased multifunctional devices, services and software for a period of five years, July 1, 2004 through June 30, 2009 (annual cost: \$180,511, five-year cost: \$902,555) and
- Phase II, replacement of leased office copiers with leased multifunctional devices, services and software for a period of three years, April 1, 2006 through June 30, 2009 (annual cost \$19,404, three year cost: \$58,212)

This lease agreement and related services will be funded by a redeployment of existing College resources. The purpose of this initiative is to maximize efficiency and quality while improving service.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation agreements and business associate addendums between clinical agencies and Harper College are used for students in the Health Career Programs. The Affiliation Agreement between William Rainey Harper College and *Elmhurst Memorial Hospital, Condell Health Network, Centegra Health System, Coram Healthcare* and the Business Associate addendum with *Lexington Health Care Center of Bloomington, Inc.* are presented for Board review:

II. REASON FOR CONSIDERATION

An Affiliation Agreement is required between Harper College and affiliating agencies to provide for the clinical education of students in health career programs. In an effort to standardize and streamline the entire process related to developing affiliations with the many agencies in our service area the Harper Board approved a Master Affiliation Agreement in July 2003 to be used with all agencies. However, several affiliating agencies have initiated their own clinical affiliation agreement, *Elmhurst Memorial Hospital, Condell Health Network, Centegra Health System, and Coram Healthcare* whereby they require Board or appointed designee signature. *Lexington Health Care Center of Bloomington, Inc.* has requested Harper College sign a business associate addendum indicating compliance with the Health Insurance and Portability Act of 1996 (HIPAA).

III. BACKGROUND INFORMATION

The facilities and educational opportunities available at *Elmhurst Memorial Hospital, Condell Health Network, Centegra Health System, Coram Healthcare* and *Lexington Health Care Center of Bloomington, Inc.* are consistent with the clinical objectives of the Harper College Health Career Programs.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreements between Harper College and *Elmhurst Memorial Hospital, Condell Health Network, Centegra Health System, Coram Healthcare* and the Business Associate addendum with *Lexington Health Care Center of Bloomington, Inc.* be approved as submitted and authorize the Dean of Life Science and Human Services to sign all of the above.