



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

June 22, 2004

7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Educational Presentations**
 - Cathy Brod: Harper Heritage Society
- V. Student Trustee Report**
- VI. President's Report**
- VII. Consent Agenda*** (Roll Call Vote)
 - A. For Approval**
 - 1. Minutes - May 25, 2004 Regular Board Meeting Exhibit VII-A.1
 - 2. Bills Payable, Payroll for May 14, 2004 and May 28, 2004 Exhibit VII-A.2
and Estimated payrolls for June, 2004 through June 24, 2004
 - 3. Bid Awards Exhibit VII-A.3
 - 4. Purchase Orders Exhibit VII-A.4
 - 5. Personnel Action Sheets Exhibit VII-A.5
 - 6. Student Service Awards - 2004 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

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|--------------------|--|----------------|
| A. RECOMMENDATION: | Authorization to Pursue Offering Selected Baccalaureate Degrees | Exhibit VIII-A |
| B. RECOMMENDATION: | Property and Liability Insurance Renewal | Exhibit VIII-B |
| C. RECOMMENDATION: | Prevailing Wage | Exhibit VIII-C |
| D. RECOMMENDATION: | Preliminary Budget Fiscal Year 2004-2005 | Exhibit VIII-D |
| E. RECOMMENDATION: | Resolution to Establish 2004-2005 Budget Hearing Date | Exhibit VIII-E |
| F. RECOMMENDATION: | Resource Allocation and Management Plan for Community Colleges (RAMP) Document | Exhibit VIII-F |
| G. RECOMMENDATION: | Strategic Long-Range Plan - 2004-2007 | Exhibit VIII-G |
| H. RECOMMENDATION: | Award of Desktop and Laptop Computers, Laser Printers and Peripheral Equipment | Exhibit VIII-H |
| I. RECOMMENDATION: | Variable Tuition - Career Foundations | Exhibit VIII-I |
| J. RECOMMENDATION: | Variable Tuition - Paramedic Program | Exhibit VIII-J |
| K. RECOMMENDATION: | Administrative Employment Contracts | Exhibit VIII-K |
| L. RECOMMENDATION: | Increase in Salaries and Fringe Benefit Expenses for the Classified/Food Service and Supervisory/Confidential Employees for 2004/2005 | Exhibit VIII-L |
| M. RECOMMENDATION: | Educational Service Providers | Exhibit VIII-M |
| N. RECOMMENDATION: | Affiliation Agreement Between Harper College and:
- Children's Memorial Hospital
- Advocate Christ Medical Center | Exhibit VIII-N |
| O. RECOMMENDATION: | List of Affiliating Clinical Agencies | Exhibit VIII-O |
| P. RECOMMENDATION: | Approval of Letter of Agreement Between Chicago Special Events Management and Harper College to Coordinate Opening of Science, Emerging Technology and Health Careers Center | Exhibit VIII-P |

Q. RECOMMENDATION: Agreement with Creative Artists Agency for the Band, "Jars of Clay," to Perform at the Opening of the Science, Emerging Technology and Health Careers Center Exhibit VIII-Q

IX. Harper Employee Comments (to follow President's Report)

X. Citizen Comments (to follow Harper Employee Comments)

XI. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

On-Campus Events

*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

*October 26 7:00 p.m. - Regular Board Meeting - Room W214-215

Off-Campus Events

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

XIII. Adjournment

Minutes of the Regular Board Meeting of Thursday, May 25, 2004

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

Minutes of the Regular Board Meeting of Tuesday, May 25, 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, May 25, 2004 at 7:02 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

Michael Harkins led the Pledge of Allegiance.

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

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; Catherine Brod, Assistant V.P. for Development; Joe Accardi; Michael Barzacchini; Larry Bielawa; Carol Blotteaux; Phil Burdick; Ned Coonen; Daniel Corr; Laura Crane; Rob Dix; Terry Engle; Denise Evans; Terrence Felton; Peter Gart; Sally Griffith; Vickie Gukenberger; Michael Harkins; Mike Held; Pat Jen; Thea Keshavarzi; Jim Ma; Craig Marscin; Russ Mills; Sheryl Otto; Jeanne Pankanin; Michele Robinson; Steve Schwertfeger; Diana Sharp; Jane Swider and Deanna White. Student: Christopher Entwhistle.

Guests: Tim Kane, Chicago Tribune; Mike Puente, Daily Herald; Mike Nugent, Nugent Consulting; William Huley, Northwest Tax Watch; Gary Clair, George Flaherty, Sue Keener, citizens.

APPROVAL OF AGENDA Member Kelley moved, Member Gillette seconded, approval of the Agenda as modified.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

PRESENTATIONS

There were no educational presentations.

STUDENT TRUSTEE REPORT

Student Member Plazak distributed a written report to Board members. He highlighted several past and upcoming events on campus. Summer activities include drive-in movies, stargazing in the observatory and a Chicago Cubs game in Milwaukee. Mr. Plazak noted that students have wanted ID cards for a very long time, and they are thrilled to see it happening.

Member Howard noted that installing ID cards and equipment is complicated, and it is costing some money; however, the Board has listened to the students. Board members are also pleased to see it on the Agenda.

Chair Stone noted that several Board members attended the Student Activity Banquet. It was extremely gratifying to see the number of students involved in activities. It reminded all of them why they are involved as Trustees. Board members thanked the committees who planned the Academic Convocation and Commencement.

PRESIDENT'S REPORT

Dr. Breuder announced that the marketing program at Harper College is featured in the lead article in the National Newspaper of Admissions Marketing, *Admissions*.

Board members received the Draft copy of the College's Strategic Long-Range Plan (SLRP) for the three-year window 2004-2007. It is the first of several documents (Annual Plan, Fact Book, Outcomes document) that the Board will receive relative to strategic long-range planning. He asked the Board to review it throughout the month, and submit comments or questions to Dr. Breuder. The SLRP will be brought back to the Board for approval at the June Board meeting. The Budget document, which will be received shortly, is driven by the SLRP.

Insurance Renewal Update

Dr. Breuder noted that Vice President Judy Thorson and Mike Nugent, Nugent Consulting, would be giving a presentation regarding Harper's annual insurance renewal. He explained that there would be no action taken this

evening, but there would be a recommendation at the June Board meeting.

Vice President Thorson explained the rate increases from 2003/04 to 2004/05 as follows: \$80,000 increase for new building; \$65,000 to cover past undervalues and \$30,000 for general increases.

Steps to Reduce the Increases

- The broker (not the consultant, Mike Nugent) contacts major competitors for renewal rates. They have received the first wave of the prices, but they are unnegotiated.
- They are evaluating whether the College should switch from a blanket policy for the worth of all of the buildings to a per occurrence loss limit. For example, if the whole campus was \$350,000,000, they might say that it is unlikely that all of the buildings and all of the property here are going to be destroyed in any one event. They may want a per occurrence loss limit of \$200,000,000, so they would be insuring for any one loss at \$200,000,000 and would not insure the whole campus at the \$350,000,000 limit.
- They are exploring the Illinois Community College Consortium.

The current building value is \$217 million; old value is \$154 million. The new building will add approximately \$80 million. There is no value of contents yet. The total of \$297million will go up to approximately \$350 million.

Illinois Community College Risk Management Consortium (ICCRMC)

Mr. Nugent explained that this is an insurance pool in Illinois for nine Illinois community colleges. It gives its members the opportunity to self-insure the property, liability, auto, medical malpractice and school board legal insurance coverages, in addition to workers compensation. The pool is governed by a Board of Directors that is made up the Chief Financial Officer (CFO) of each member college.

The Benefits of Pooling (vs. going it alone)

- It should provide lower cost over long term. By pooling with nine other community colleges, they would have a bigger impact on the marketplace on the lines of insurance. They should be able to achieve lower rates.
- It should reduce severity of market swings. There should be some protection to the College from the markets they

have seen in the last couple of years. However, it would not be complete insulation.

- There should be an opportunity to provide a focused loss control plan. Historically, the Colleges had to depend on loss control services from an insurer that is primarily in the business of insuring manufacturing accounts, and does not necessarily understand the College business. It is assumed that the loss control services associated with the pool will be more focused on College exposures and should help to reduce the losses.
- They would expect better claims management services due to the expertise of the staff of those handling the claims.
- It gives an opportunity to its members to self-insure a portion of the risk, which they probably could not do on their own.

The nine current members of the consortium include: College of DuPage, Lincoln Land Community College, Moraine Valley Community College, Morton Community College, Oakton Community College, Prairie State Community College, South Suburban College, Triton College and Sauk Valley. Proposals are being given to several other colleges for the July renewal period. The nine members include 58,000 students; total contributions of \$3.5 million; and total property values of just over \$1 billion.

The Illinois Consortium Purpose

- To provide members with long-term stability in managing risk to property loss, liability claims, and workers' compensation.
- To provide coverage and high quality service in a cost-effective way.
- To maintain financial strength to ensure stability and capacity to take risks over the long term.

Goals

- Provide coverages tailored to meet members' needs.
- Provide cost stability.
- Educate members in risk management techniques to prevent and reduce losses.
- Maintain a financially strong and stable pool.
- Handle claims fairly and expeditiously.

Unique Coverages

- \$350 million property limit. Mr. Nugent noted that Harper alone has \$350 million in exposures, so that is something they will have to work through at proposal time.
- Includes Tuition Interruption coverage, which is additional coverage not in the current plan. They have tried to get that in the past during the RFP process, without success. It will be a benefit to the College.
- They have a \$15 million umbrella limit; however, Harper currently carries \$20 million. This is something they will have to work through in the proposal process.
- Crime limit includes an endorsement and benefit called "Faithful Performance," which is also something they have tried to get in the past, without success.
- \$2 million/\$4 million student medical malpractice coverage - Harper carries \$5 million of medical malpractice coverage currently.
- \$17 million in school Board legal liability limit.

One of the benefits is that they are tough with non-meritorious claims. When the College gets into the pool, they will have a lot more say in how claims are handled. They would have input on the claims they think should be settled and paid; and they would contest claims they think are not legitimate and should not be paid. Mr. Nugent listed the service providers and noted that those may change, considering the pool's July 1 renewal date.

How the Consortium Works

They collect an estimated premium from each member to cover all of their costs including losses. Like most pools, in order to be successful long-term, they must collect more in order for a bad day or a bad year. As losses work through and years close out, they have been able to return money back in the form of a dividend. He called attention to the dividend history. There is a fair amount of money going into the pool and coming back to members.

Issues/Concerns

- The consortium was fairly adamant that the Workers Compensation coverage needs to be included in any proposal given to Harper College. Mr. Nugent reminded everyone that Harper College decided to self-insure its Workers Compensation coverage effective January 1 this year through January 1, 2005. They will try to work toward getting Harper all the coverages except workers compensation. They will compare it to the current program.

- Because the consortium's program does not renew until July 1, they will not have numbers on the table to Harper until sometime after June 4.
- The College will continue to place coverage through its current agent, Galla, for other lines of coverage that are not contemplated in the pool.
- The College requires a three-year minimum commitment. In order to receive a dividend, they will have to stay in for five years. The recommendation to the Board will be to stay in the program for at least five years in order to make sure that they meet the minimum commitment, but also to take advantage of Harper's excellent loss history and get those dividends back on the moneys paid into the pool.

Mr. Nugent asked for questions and comments from the Board.

In response to Member Kelley, Mr. Nugent noted that the dividend paid in 2004 is for FY 1999. The numbers do not mean that in 2004 they had a good year. He added that when the proposal is given out, he will look at what they are asking Harper to contribute, in terms of the loss fund, and what Harper's loss history has been on those lines of coverage. They will then project what the dividend might be for Harper based on that loss activity.

In response to Member Kelley's question regarding not being able to get quotes, Mr. Nugent explained that the insurance industry is trying to hold everything close to their vest as long as they can. It has been a struggle for all of his clients for the last two years. They anticipate receiving the numbers by the beginning of next week.

Vice President Thorson explained that dividends are five years in arrears. They are paid out through 2004, but they are closing out 1999. It takes five years of being in the pool to actually receive dividends.

In response to Member Kelley, Mr. Nugent stated he liked the concept of pooling. It is generally for smaller members, to give them the opportunity to self-insure. Harper will be one of the largest members of the pool, and that is an issue they will have to consider. They had looked at the consortium in the past, and at the time, the consortium coverages did not match up with the coverages Harper had. They have negotiated better terms and conditions over the past few years.

Vice President Thorson stated that there were many benefits to being in a pool at her former school in Michigan. Having more say in settling claims was very valuable.

In response to Member Murphy, Mr. Nugent noted that the College needs medical malpractice insurance through the nursing program. The current general liability policy specifically excludes any professional claims coming out of the nursing program. Self-insuring is something they do want to look at, taking on some more of the risk.

Member Howard asked if Harper would be a real asset to the consortium, given the size and the very good history in claims, and if that would strengthen their negotiating ability. Mr. Nugent responded affirmatively.

Vice President Thorson explained that, as soon as they have numbers and a recommendation, they will write it up and present it to Dr. Breuder so that he can send it to the Board immediately. They would like to give Board members enough time to review it before taking action at the June Board meeting. Chair Stone thanked Vice President Thorson for anticipating their desire to see the numbers as soon as possible.

CONSENT AGENDA

Member Howard moved, Member Murphy seconded, approval of the revised minutes for the April 27, 2004 regular Board meeting; bills payable; payrolls for April 16, 2004 and April 30, 2004; estimated payrolls for May 1, 2004 through May 28, 2004; bid awards; purchase orders; personnel action sheets; President's employment contract; and for information: financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits VII-A.1 through VII-B.3, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$2,554,709.73
Tuition Refunds	30,446.48

The payrolls of April 16, 2004 in the amount of \$2,047,130.38; April 30, 2004 in the amount of \$2,076,729.86; and estimated payroll of May 1, 2004 through May 28, 2004 in the amount of \$3,676,082.85.

Bid Awards

Ex. VII-A.3.a	Award bid Q00347 for card productions hardware (cameras, printers, etc.) software and miscellaneous start up costs (i.e. card stock, printer ribbons)
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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.

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

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

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

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

Purchase Orders

Ex. VII-A.4.a Approve 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, in the amount of \$39,725.30.

- Ex. VII-A.4.b 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.
- Ex. VII-A.4.c 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.
- Ex. VII-A.4.d 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.
- Ex. VII-A.4.e 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.
- Ex. VII-A.4.f 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.
- Ex. VII-A.4.g 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.

- Ex. VII-A.4.h 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.
- Ex. VII-A.4.i 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.
- Ex. VII-A.4.j 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.
- Ex. VII-A.4.k 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.
- Ex. VII-A.4.l 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.
- Ex. VII-A.4.m Approve issuance of a purchase order to Cognos Corporation, for renewal of a software licensing and maintenance agreement, in the amount of \$28,292.
- Ex. VII-A.4.n 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.

Personnel Actions

Harper #512 IEA-NEA Appointment
Robert Cross, Custodian/Groundskeeper, PHY PLT,
05/03/04, \$20,842/year

Professional/Technical Reclassifications

Kimberly Bruton, Admissions Outreach Associate FTIC,
ADM OUT, 07/01/04, \$37,304/year

Lois Lundquist, ESL Registration and Laboratory Assistant,
AE/LS-ESL, 07/01/04, \$40,386/year

Igor Manoylenko, Information Retrieval Analyst 4.3, IT/AS,
07/01/04, \$50,929/year

Linda Mueller, IT Systems Administrator Specialist 4.3,
IT/AS, 07/01/04, \$54,500/year

Ron Serio, Admissions Outreach Associate TECH, ADM
OUT, 07/01/04, \$42,048/year

Supervisory/Confidential Reclassifications

Ed Bockman, Manager, Client Resources Media/Lab
Support, IT/CS, 07/01/04, \$80,626/year

Matthew McLaughlin, Manager, Admissions, REG OFF,
07/01/04, \$52,772/year

Deanna Remes-White, Public Relations Manager, MKT
SER, 07/01/04, \$49,331/year

Classified Staff Reclassifications

Carol Bjorklund, Computer Testing Specialist,
ASSESS/TEST, 07/01/04, \$36,625/year

Betty Cords, Secretary, LS/HS, 07/01/04, \$29,699/year

Melanie Frieburg, ESL Associate, AE/LS-ESL, 07/01/04,
\$35,577/year

Lorena Killebrew, Financial Aid Operations Assistant, OSFA,
07/01/04, \$36,323/year

Terry Langkan, Testing Associate, ASSESS/TEST, 07/01/04,
\$38,557/year

Catheline Lomatch, Library Assistant II-Acquisitions, LIB
SER, 07/01/04, \$35,708/year

Faculty Retirements

John Eliasik, Professor-Physical Education, W/HP, 07/31/06,
34 years

Susan Farmer, Professor-Reading/Learning Strategies,
AE/LS, 07/31/06, 19 years

William Jedlicka, Professor-Business Administration,
BUS/SS, 07/31/06, 31 years

Lawrence Knight, Associate Professor - Geology, TM/PS,
07/31/06, 35 years

Paul Sipiera, Professor - Planetary Sciences, TM/PS,
07/31/06, 30 years

Janet Friend-Westney, Professor-Student Development-
MCL, STU DEV, 07/31/06, 31 years

Professional/Technical Resignations

Peggy Weaver, SLIP Laboratory Supervisor/Materials Specialist, AE/LS-SGN, 05/10/04, 4 years 1 month
Carol Yanik, Retention Specialist, p/t, ADS, 05/13/04, 5 years

Supervisory/Confidential Resignation

Christine Goble, Admissions Outreach Operations Manager, ADM OUT, 05/10/04, 1 month

Classified Staff Resignations

Jennifer Beers, Admissions Outreach-Information Desk, p/t, ADM OUT, 04/16/04, 6 months
Julie Chavez, Bilingual Assistant, ADS, 05/14/04, 3 years 7 months
Dianne Decker, Child Care Assistant, p/t, BUS/SS, 05/21/04, 12 years 9 months
Linda Keclik, Child Learning Center Assistant/NEC, p/t, BUS/SS, 05/21/04, 11 months

Member Howard thanked Thea Keshavarzi, the purchasing department and the department heads for the amount of detail they have given for each one of the bids and purchase orders. In years past, the Board received minimal information.

Member Howard noted that six faculty are taking early retirement in 2006, and most of them have been at Harper for 30 years or more. These are the people who have set the academic standards for Harper so high. It is important that they, as a Board, in approving these plans for early retirement also express great appreciation to those six faculty members. Also, she suggested that Board members work with the faculty and administration to see that the College is hiring equally qualified people.

Member Howard called attention to the liaison report for the Harper College Educational Foundation. As a volunteer Board, they are giving hours of time. The staff is outstanding. The Board needs to share their appreciation for the significant dollars being brought in, particularly in these very tight times. Chair Stone encouraged the Board to attend the annual meeting of the Foundation.

Member Kolze noted that the list of retiring faculty seems to be the Hall of Fame of Harper. They are outstanding people, and it will be a big loss.

President's Employment Contract Approval of the changes identified in the Eleventh Addendum to the President's Employment Contract and authorization for the Board Chair and Secretary to execute the Eleventh Addendum to the President's Employment Contract on behalf of the Board of Trustees.

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

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

Motion carried. Student Member Plazak voted aye, but abstained from approval of the meeting minutes.

NEW BUSINESS:

Baccalaureate Degrees

The Board received information regarding the pursuit of 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, as outlined in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- 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.

Chair Stone explained that she requested the administration to include this exhibit as an information piece, rather than requesting the Board's immediate action. It is a very complex endeavor, and it has the potential to become groundbreaking for the State of Illinois. Whenever a Board embarks on an action that has potential to impact the entire State, it behooves that Board to act judiciously and to make sure they have ample time to consider the issue. It is very easy in considering issues of this type to either prematurely dismiss such a proposal or prematurely embrace such a proposal before all the facts are in, and before they understand exactly what their actions would mean.

There are those who believe any eventual approval of the action steps would mean that, within a week or a month or six months, selected baccalaureate degree offerings will come to Harper. That is incorrect. This is a long process and one that needs to consider community colleges throughout the State of Illinois. In order for selected baccalaureate degrees to come to Harper College, there needs to be a legislative change. That has been communicated in the materials distributed to the Board.

In order to achieve a legislative change, there are many steps that need to be taken. Among those steps are forming coalitions, developing friendships throughout the State so that Harper College, if they take this step, does not stand alone. The legislature would need to know that their actions would not only affect, but would benefit community colleges throughout the State of Illinois. As stewards of an educational institution, it is not only our responsibility to look at trends and potential ground-breaking actions, but it is something that we owe to the constituents and to the students who come here to learn. The Board must make sure that every opportunity is afforded to the students, so that they can attain whatever educational status they wish to achieve.

If the Board decides to "green light" the next steps, they must understand that there will be many failsafe points along the way. They must form the coalitions, convince legislature that this is a correct action, and very thoroughly assess the needs in the community - over and above what has already been done in terms of finding out if there was an interest in the community. They must look at areas where there is the potential for employment.

This is not an action that is undertaken lightly or quickly. She has encouraged the Board and the administration to act in a very thoughtful manner. There will be many opportunities to review the process.

If the Board decides that it wishes to move forward, in order for them to be taken seriously around the State, and in order for other groups or associations to begin to consider whether or not they wish to align with Harper, this Board will have to, at some point, make a clear statement of its intentions. If legislation occurs that would give Harper College or any other community college in the State the ability to offer these selected baccalaureate degrees, it does not mean that

Harper College will automatically do so. There are still failsafe points along the way.

Chair Stone noted that questions coming from Trustees, from the community and from others will be posted on the website so that everyone can access the website and stay current with this issue.

Chair Stone congratulated her fellow Trustees for having the passion, both pro and con, to put themselves into the situation, to agree to study it, to learn and to come to a conclusion that will benefit the students at Harper. She added that she had the honor and privilege last Friday night to distribute degrees and certificates to the graduates of Harper College. She had the opportunity to look in the students' faces, look into their eyes, say their names and grasp their hands. She saw hope and trust in their eyes, and she knew, once again, why she and the others are Trustees. They are here to provide opportunity and support for the people who come to Harper to learn, and they are also here to provide support for the people who provide the learning.

Member Kelley commended Dr. Breuder and the administration for compiling a very thoughtful and cogent presentation for the four-year baccalaureate degree program. He will continue to study the document and the survey, and he will seek comments from the community and from the people in higher education over the next month. He appreciates the direction of the Chair to allow the Board a month to deliberate this and get the feedback from the community.

Member Kelley added that he saw the outstanding presentation that Dr. Breuder and Sheila Quirk made to the Foundation a few weeks ago. It was very objective, and it stated the facts. They reminded the Foundation that the Board had not authorized the direction one way or the other. As an educational institution, part of their mission is being responsive to community needs. The survey has demonstrated a need that people feel is not being met for four-year degrees. He, personally, has not yet come to the conclusion as to whether it should be accomplished or whether it could be accomplished cost-effectively. He does feel there is a strong interest in the community; and therefore, it is imperative for the Board to approach this with an open mind and to investigate it further.

Member Kelley would like to see the following information provided to the Board:

- Cost projections of what it would take over the next six months or 12 months to further pursue this (including outside fees, consulting fees).
- Clearly defined steps of the process.

Chair Stone stated that all Board members agree that the steps going forward need to be outlined. Dr. Breuder will be happy to provide that.

Member Murphy stated that he applauds Chair Stone's leadership in requesting more time to consider this idea. Although he does not share the same assessment of the survey as Member Kelley, he thinks it is important at this point to look forward. He feels it should be Harper's number one priority to try to fill existing needs through partnerships with four-year universities. Therefore, Member Murphy requested that the Board be given a report regarding the efforts that have been made by the College to explore partnerships with existing four-year universities, whether it is in nursing, dental hygiene, applied technology, etc. If a need is established, he feels that they should start meeting this need sooner rather than later and at less risk to the College. Member Murphy agreed with Member Kelley that the Board should also be given cost information and a clear, concise roadmap of the steps involved.

Member Gillette stated that he is not against four-year degrees at Harper College. He is concerned about the College neglecting its prime mission and worried about increasing the cost and reducing the availability of the two-year community college. He read the following prepared statement:

"Harper provides a quality two-year college program for about a 40 percent lower price than Illinois State universities. Any survey on four-year degrees at Harper can be biased by the low price of Harper's two-year programs. This was pointed out well before the survey. The survey verified that it had bias error as it listed 'affordability' as a reason given by those with the desire for four years at Harper. The survey avoided price vs. demand data that would remove the bias. Therefore, it only verified that a large percentage of respondents would like a lower priced degree, a given before the survey. To label a universal desire for lower price as 'need' is spin. The survey did not verify a 'very strong need' - it only documented a universal desire for lower priced

higher education. The survey correctly identified respondents as having four-year degree desires across a large number of subjects. The survey presents over half of the respondents as at the 'buying level' for unidentified 'select' bachelor's degrees. The survey also listed 'obtain the degree I want' among the reasons for a positive interest in four years at Harper. Logic indicates that a low percentage of any group is at the 'buying level' for a degree in a subject they do not want, one that will require two years of their time. The survey is statistically accurate, hence many of the respondents had to assume/hope, that the undefined 'select' degrees would be in a subject they or theirs were interested in or misunderstood what a 'select' degree was. The 'select' bachelor's degrees that are envisioned will be limited to those not being offered by, or available from, local state universities, for example: dental hygiene. The survey accurately shows a high demand for low priced four-year bachelor's degrees in subjects that will not be available at Harper. This result, while very accurate, does not lead to the conclusion that the public is demanding four-year programs at Harper.

"Based on other recent referenda and polls, one can assume around 50 percent of Harper's taxpayers are against any tax increase. Hence, about half of any group surveyed would want tuition, not taxes, to cover all costs associated with years 3 and 4 at Harper. This distorts the survey percentage of possible attendees that will accept tuition as a way of funding. The amount of tuition increase students would accept for year 3 and 4 was not surveyed. The survey indicated more than half wanted the state to fund any costs of a four-year program. The State has no funds without a tax increase or reductions somewhere else. This conclusion is also questionable - if a tax increase is required to serve this small group interested in select degrees, the survey conclusion is not even logical.

"The survey can provide real information; an accurate survey can also be framed to push an agenda. In my analysis, this survey as presented is trying to form public opinion rather than provide real information.

"The specific proposals in the Board book underestimate the real cost of year 3 and 4 programs. The estimate is only 85 percent of Harper's audited FY 02 semester hour cost. No overhead or facility charges are included; no allocation for accreditation is included. It assumes full classes for programs that State universities see little demand, for

programs geared toward older part-time students. It also assumes a demand for a yet to be accredited degree priced at 95 percent of existing degrees that have a known track record, and it assumes that that demand will continue. It will require our two-year students, our prime mission, to pay more to subsidize the four-year programs.

"Any argument supporting the benefits of allowing community colleges to give four-year degrees must be made to State Boards that represent all of Illinois citizens. The proposal seems to assume that the State will treat Harper separately from its 47 other community colleges. Harper district residents have way better access to baccalaureate degrees than many of the rural community colleges; hence, accessibility applies to others before it applies to Harper. Most other Illinois community colleges have lower operating costs; hence, affordability applies to them before it applies to Harper. As I see it, any decision on Illinois community colleges being allowed to award four-year degrees will apply to all community colleges. It will also have to consider its effect on State universities. When evaluated, Harper's proposed financial request will be multiplied by 48 to include all Illinois community colleges. To paraphrase Everett Dirksen, 'a million here, a million there, pretty soon we are talking real money.'

"Illinois has real financial problems, if they allocate any funds for community college four-year programs, it will never be at a rate higher than their average for state universities. Most likely, it will be from the community college pot; Harper's and other two-year students will have to pay more.

"The Board has not been given a cost estimate to lobby the proposal. If we start the proposed political process, state universities and others will put our data through critical evaluation. If one uses our average audited cost and a realistic state allocation for four-year programs, others will also conclude that this proposal is in direct opposition to our prime mission of being an affordable community college."

Member Kolze stated that the report given was excellent, and it does a good job of laying out the whole plan. In response to Member Kolze's question regarding legislation, Dr. Breuder stated that he saw the legislation in Florida, and he showed Member Kolze roughly the length of the document.

Member Kolze suggested the Board approach the following steps of the process through policy. For example, the Board would direct through the policy that their first attempt would be to work through four-year colleges, etc. He feels it is very important that the legislative action does not spell it out completely, but that it leaves the Board with control and direction and limitations.

Member Howard agreed that the Board must know the costs and be provided with additional information. She added that tradition should be honored, but it should not become a straightjacket. The core purpose of community colleges continues to change in a dynamic community. Over the past ten years, they have added the electronic technician program that was designed for Motorola and the systems engineering program that was designed for 3Com. They added online education and other innovations that all met defined community needs. Member Howard added that it is their role to meet the higher educational needs of the people in the community. In order to do that, they need not be afraid to be experimental or visionary. They certainly must be careful not to take away from the course or the funding from those who are here for transfer or for two-year certificate degrees. That needs to be protected, so they must think out of the box. Member Howard stated that she is open and feels they should continue to explore the idea.

Student Member Plazak noted that it is obvious the students will be in support of anything that will give them more options at Harper College. The proposal is a very good thing for the students, if costs are not increased, etc. It worries him that maybe the market is really shrinking, if no other four-year universities are interested in offering such a program.

Student Member Plazak added that he has not yet come across a student who thinks this is a bad idea or one that should not be pursued.

In response to Student Member Plazak, Chair Stone suggested that, as he hears questions from the students or as questions occur to him, he should feel free to call any of his colleagues on the Board or talk to the administration.

Member Howard suggested that the Board see a presentation on how Harper College works with four-year institutions. Chair Stone asked Dr. Breuder if he could organize a presentation of that nature. Dr. Breuder said he would.

Chair Stone noted that she would be contacting Board members during the month to ask what other questions each one has. When it does come to a vote, she would like, as Chair, to make sure that everybody is ready to take that vote. She thanked each Board member for being part of the process.

Dr. Breuder thanked the Board for taking the time to discuss this and begin the process of deliberation on an issue of great consequence to Harper College, as well as to the State of Illinois. He will be introducing this topic in a more formal way at the June Board meeting. At that time, he will give additional background information.

He commented on several observations from Board members. Dr. Breuder noted that at times, the Board has expressed a little frustration that they did not have financial information. As he has explained before, there was no reason to go out and do a lot of constructing of financial documents until such time as they would find out the disposition of the community. If the community was not inclined to support the concept, or felt that it was not important to them, then to go through the whole exercise of developing financial statements did not seem like a prudent use of time and resources.

Dr. Breuder called attention to the document in front of Board members, specifically the charts on pages 10, 11, 12 and 13. He encouraged Board members to spend some time looking at the numbers, analyzing them, and then e-mailing any questions or observations to him.

When he hears that Board members are concerned about four-year taking away the focus of two-year, from a financial point of view, it conflicts with the data on page 11. If properly implemented, selected baccalaureate degrees will generate revenue for Harper College to the benefit of two-year programs. He would never propose anything that would abort the basic fundamental building blocks of the comprehensive community college. He would argue that it is sensible for them to transform it, let it grow, let it mature and let it materialize into something else or add to it.

With regard to the financial condition in the State of Illinois, Dr. Breuder noted that the kind of dollars needed for a pilot basis will not bring the State to its knees or in any way put

the university community at risk, from a financial point of view.

Dr. Breuder noted that the College, through Sheryl Otto, compiles a comprehensive listing of all the partnerships Harper has with university providers, both public and private, both in-state and out-of-state. He held up a scratch copy and noted that there are approximately 70 relationships of varying kind. Board members will receive a copy shortly.

Dr. Breuder concluded by stating that he is passionate about this topic because he feels that part of Harper's responsibility is to take care of the needs of the community. Harper cannot do and should not do everything. However, in some circumstances, what the community is asking them to look at and to consider makes eminent sense. It is his job to bring opportunity to this institution and to ensure its future. Next month, he will give the Board a very crystal clear definition of what he thinks Harper needs to do and why.

Printing and Copying Agreement with Xerox

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

Member Gillette noted that he shared his viewpoints with Board members in the questions to Dr. Breuder. When something is negotiated rather than a competitive bid, he cannot support it.

Member Kelley noted that he studied the print proposal in great detail. He was impressed with the thoroughness and thoughtfulness of the entire team, their solution, and the alternatives and proposals that were considered. The result of his study was that the proposal was "right on the money."

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

Chair Stone complimented the team. She asked Mike Barzacchini to convey that the Board commended them for the excellent job they are doing, for their research and tremendous amount of time they are putting into the project.

Affiliation Agreements
and Business Associate
Addendum

Member Gillette moved, Member Howard seconded, approval of 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.* and authorization for the Dean of Life Science and Human Services to sign all of the above, as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

HARPER EMPLOYEE
COMMENTS

There were no employee comments.

CITIZEN
COMMENTS

Mr. George Flaherty, active member of Northwest Tax Watch, addressed the Board on behalf of himself. Mr. Flaherty spoke about his generation, which lived through the

Great Depression, vs. the Baby-Boomer generation. He noted that he is very supportive of education. In his day, only five percent of the kids were able to go to college. He noted that he would be speaking at many Board meetings in the future in order to tell his story, because the five-minute time allowance was not sufficient.

ANNOUNCEMENTS BY
CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. Chair Stone noted that the Educational Foundation Golf Outing is on June 7 at Boulder Ridge.

OTHER BUSINESS

Member Gillette noted he has asked the administration to look into selling the modular buildings after the new building is open. With regard to the summer drive-in movie, Member Gillette suggested they use the FM station on campus to broadcast the sound for the movie. Everyone could listen to the movie on their car stereos, and no outside speakers would be needed.

Member Gillette noted that he is planning on attending the ICCTA convention in Springfield next month. He asked other Board members to let him know if they would like to attend. They discussed whether or not a Board member would be attending the regional meeting in Baltimore in June regarding the financial needs of community colleges. Chair Stone stated that they will make those decisions before the deadlines have passed.

Member Howard encouraged newer Board members to attend some of the valuable seminars, because they are great learning experiences. It provides an opportunity to talk to trustees from other community colleges. Harper does not send the entire Board, because they watch the budget. However, they have made it possible for some Board members to attend. Chair Stone asked Board members to let her know their interest, and they will facilitate it.

ADJOURNMENT

Member Gillette moved, Member Kolze seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 8:41 p.m.

Chair

Secretary

BOARD REQUESTS

MAY 25, 2004 REGULAR BOARD MEETING

1. Vice President Thorson explained that, as soon as they have insurance rates and a recommendation, they will write it up and present it to Dr. Breuder so that he can send it to the Board immediately. They would like to give Board members enough time to review it before taking action at the June Board meeting.
2. Member Kelley would like to see the following information provided to the Board: Cost projections of what it would take over the next six months or 12 months to further pursue this (including outside fees, consulting fees); and clearly defined steps of the process.
3. Member Murphy requested that the Board be given a report regarding the efforts that have been made by the College to explore partnerships with existing four-year universities, whether it is in nursing, dental hygiene, applied technology, etc.
4. Member Kolze suggested the Board approach the following steps of the process through policy. For example, the Board would direct through the policy that their first attempt would be to work through four-year colleges, etc.
5. Member Howard suggested that the Board see a presentation on how Harper College works with four-year institutions. Chair Stone asked Dr. Breuder if he could organize a presentation of that nature. Dr. Breuder said he would.
6. With regard to attending seminars and regional meetings, Chair Stone asked Board members to let her know their interest, and they will facilitate it.

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I.	BILLS PAYABLE	
	Operating Fund	\$ 5,499,298.95
	Tuition Refunds	\$ 31,776.03
II.	PAYROLL	
	5/14/2004	\$2,105,769.33
	5/28/2004	\$1,679,043.32
III.	ESTIMATED PAYROLL	
	6/10/04 – 6/24/2004	\$3,873,129.26

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

June 22, 2004

SUMMARY OF BIDS

- Exhibit VII – A.3.a The administration recommends that the Board award bid request Q00377 for a lighting upgrade to March Industries, Inc., the low bidder, in the amount of \$52,891.
- Exhibit VII – A.3.b The administration recommends that the Board award Q00375 for cut-size paper including bond and carbonless paper, and stationery boxes, to be used in the Print Shop and in the campus copiers, laser printers and duplicators to Unisource, the low bidder, in the amount of \$88,011.80.
- Exhibit VII – A.3.c The administration recommends that the Board award bid request Q00356 for a vascular testing system for use in the Science, Emerging Technology and Health Careers Center to Parks Medical Electronics, Inc. in the amount of \$30,307.
- Exhibit VII – A.3.d The administration recommends that the Board award Q00379 for an Avaya service and maintenance agreement for Avaya (formerly Octel) voice messaging hardware and software to Technology Solutions Group, Inc., the low bidder, in the amount of \$15,044.
- Exhibit VII – A.3.e The administration recommends that the Board award bid request Q00380 for fire alarm and sprinkler system testing and inspection to SimplexGrinnell LP, the low bidder, in the amount of \$14,200.

- Exhibit VII – A.3.f The administration recommends that the Board award bid request Q00378 for a roadside drainage project to Cooling Landscape Contractors, the low bidder, in the amount of \$69,250.
- Exhibit VII – A.3.g The administration recommends that the Board award request for proposal Q00344 to Shaker Recruitment Advertising and Communications for recruitment advertising in the amount of \$126,020 and approve the recommendation for the recognition of Shaker as a service provider for strategic consultation regarding diversity recruitment initiatives for fiscal year 2004/05 and approve the option, subject to the discretion of the administration, to renew at the same or lower cost for fiscal years 2005/06 and 2006/07.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00377 for a lighting upgrade as requested by Administrative Services for the Physical Plant department.

II. BUDGET STATUS

Funds in the amount of \$52,891 will be provided in the 2004/05 Operations and Maintenance Fund budget, under account number 0278-071-534.

III. INFORMATION

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

March Industries, Inc.	\$52,891
All Tech Lighting, Inc.	60,274
Planned Lighting, Inc.	69,000
HNG Electric, Inc.	77,010

The Physical Plant department is the recipient of a \$35,539 Illinois Energy Community Foundation Grant. The Grant is to be used to fund a portion of much-needed lighting upgrades across the campus.

The work covered under this bid will take place on the third floor of A Building and the first and second floors of C Building. The project will include the cleaning and relamping of fluorescent and incandescent fixtures, repair and replacement of ballasts and sockets, and replacement of louvers, lenses and fixtures.

The upgrade in lighting will provide cost savings in monthly utility bills for the College as well as saving resources for the community by reducing the fuel emissions produced at electricity generation facilities.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00377 for a lighting upgrade to March Industries, Inc., the low bidder, in the amount of \$52,891.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00375 for cut-size paper including bond and carbonless paper, and stationery boxes, to be used in the Print Shop and in the campus copiers, laser printers and duplicators, as requested by Marketing and Advancement for the Print Shop.

II. BUDGET STATUS

Funds in the amount of \$88,011.80 will be provided in the 2004/05 Education Fund budget, under account number 0193-127-542.05.

III. INFORMATION

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

Unisource	\$88,811.80	
Lewis Paper Place	85,667.48	No Bid 10 Items
Boise Office Solutions	101,664.02	No Bid 3 Items

The paper is for use in the Print Shop and in the campus copiers, laser printers and duplicators. It is anticipated that this paper will fulfill approximately 70 percent of the total needs for the year.

Item #25, white cover stock, will not be awarded at this time. The total cost of that item from Unisource, the low bidder, was \$800. Without the cover stock, the total bid from Unisource is \$88,011.80.

IV. RECOMMENDATION

The administration recommends that the Board award Q00375 for cut-size paper including bond and carbonless paper, and stationery boxes, to be used in the Print Shop and in the campus copiers, laser printers and duplicators to Unisource, the low bidder, in the amount of \$88,011.80.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00356 for a vascular testing system for use in the Science, Emerging Technology and Health Careers Center as requested by the Life Science and Human Services Division for the Vascular Technology Program and the Diagnostic Medical Sonography Program.

II. BUDGET STATUS

Funds in the amount of \$30,307 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

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

Wrightwood Medical, Inc.	\$21,750
BioMedix, Inc.	27,500
Parks Medical Electronics, Inc.	30,307

The bid from Wrightwood Medical, Inc. did not meet specifications. The two remaining systems were reviewed against the bid specifications as well as background, qualification and reference checks.

Parks Medical has over 20 years in the market whereas BioMedix is a new company with only a few years in the field of vascular laboratory systems. Parks currently has systems located in the Rush Hospital System, the Advocate Hospital System and the University of Illinois Hospitals whereas BioMedix does not have any systems in the Chicagoland area.

The College was able to contact three of the references provided by BioMedix. The references, located in the states of Wisconsin, Massachusetts and Florida, are technicians in the field of vascular technology and have had experience with both the Parks and BioMedix systems. Comments regarding the BioMedix system included that it has a longer learning curve for technicians to master the knobology and procedures, it does not come with a hand held control panel, which is included in the Parks system, and it is not possible to plug in two probes at the same time because the system has only one Doppler port. One reference commented on the poor quality of the machine and that the machine has had a lot of issues causing down time in the clinic. In order to receive service on the machine they have had to make constant phone calls. Overall, they are not happy with the system. Two of the BioMedix references stated that the Parks system provides a much better comparison of waveforms because of its reliability in producing quality printouts of the signal.

The College was able to contact three of the references provided by Parks. The references are pleased with the Parks system, stating that it is user friendly, has less knobology and provides good quality in both audible and printable signals.

This recommendation is to award the bid to Parks Medical Electronics, Inc. based on meeting bid specifications and background, qualification and reference checks, and the fact that the Parks equipment will give students the ability to learn on equipment that is representative of the technology that will be encountered in the Chicagoland area.

The vascular testing system is otherwise known as physiologic limb arterial circulation equipment. It detects peripheral vascular disease (PVD) through simple, non-invasive tests.

The system will be utilized in both the Vascular Technology Program and the Diagnostic Medical Sonography Program. The Vascular Technology Program involves skill acquisition in performing ultrasound examinations of the cerebral, peripheral and abdominal vessels to assist the physician in the diagnosis of disorders affecting circulation. The Diagnostic Medical Sonography Program involves skill acquisition in performing ultrasound

examinations of the abdomen, pelvis, pregnant uterus, blood vessels, neck, chest and extremities to assist the physician in the diagnosis of numerous types of diseases.

The vascular testing system consists of bi-directional Doppler probes, multiple limb pressure cuffs and a recording device. It also includes a mobile cabinet, computer, monitor, color printer, software, two-year warranty and free software upgrades for as long as the system is owned.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00356 for a vascular testing system for use in the Science, Emerging Technology and Health Careers Center to Parks Medical Electronics, Inc. in the amount of \$30,307.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00379 for an Avaya service and maintenance agreement for Avaya (formerly Octel) voice messaging hardware and software, as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$15,044 will be provided in the 2004/05 Education Fund budget, under account number 0295-256-534.

III. INFORMATION

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

Technology Solutions Group, Inc.	\$15,044
North American Communications Resource, Inc.	16,472
Cross Telecom Corp.	17,946

Avaya Business Partners sell this service and maintenance that is actually provided by Avaya, Inc. The agreement covers voice messaging system hardware and software, assuring uninterrupted call processing and voice messaging for the College. Upgrades to the system software, within the current version, are provided as part of the agreement. The agreement period will be from July 16, 2004 through July 15, 2005.

IV. RECOMMENDATION

The administration recommends that the Board award Q00379 for an Avaya service and maintenance agreement for Avaya (formerly Octel) voice messaging hardware and software to Technology Solutions Group, Inc., the low bidder, in the amount of \$15,044.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00380 for fire alarm and sprinkler system testing and inspection as requested by Administrative Services for the Physical Plant department.

II. BUDGET STATUS

Funds in the amount of \$14,200 will be provided in the 2004/05 Operations and Maintenance Fund budget, under account number 0276-068-534.

III. INFORMATION

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

SimplexGrinnell LP	\$14,200
Siemens Building Technologies, Inc.	22,479
Johnson Controls, Inc.	29,873
Fox Valley Fire and Safety Company	39,750

In order to meet National Fire Protection Association (NFPA) Code 72 and to maintain a safe environment on campus, tests and inspections on all fire alarms, smoke detectors, fire pumps and sprinkler systems are necessary. The Code requires that the College perform these tests annually with the exception of the sprinkler system, which must be flow-tested semiannually. All tests will be performed based on NFPA and local jurisdiction rules and codes. Complete testing for both the main campus and the Northeast Center will be provided and all required paperwork and documentation will be included.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00380 for fire alarm and sprinkler system testing and inspection to SimplexGrinnell LP, the low bidder, in the amount of \$14,200.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00378 for a roadside drainage project as requested by Administrative Services for the Physical Plant department.

II. BUDGET STATUS

Funds in the amount of \$69,250 will be provided in the 2004/05 Operations and Maintenance Fund budget, under account number 0273-065-534.

III. INFORMATION

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

Cooling Landscape Contractors	\$69,250
Becan Construction Company of Illinois, Inc.	99,501

The due date for bids was extended to accommodate one estimator in order to obtain two bids instead of just one. Of the six remaining contractors, two had projects scheduled for this summer and did not have the manpower to complete the project in the time frame specified, one was too busy and their estimator would have needed even more additional time, two said that the project was beyond the scope of their business and one could not be contacted after four attempts.

The roadside drainage project will provide and enhance drainage for the East side of the campus ring road, in order to protect the campus against flooding from rain and melting snow.

The East end of parking lots 3, 4, 5, 6 and 7 slope toward the lowest ground level on campus, which drains into the Metropolitan Water Reclamation District pond. The contractor will excavate and properly grade the ditch area, clean all drainage structure, wash and reuse existing aggregate, add new aggregate that will match existing aggregate based on type, size, and color, add top soil and seed the drainage area where necessary.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00378 for a roadside drainage project to Cooling Landscape Contractors, the low bidder, in the amount of \$69,250.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of request for proposal Q00344 for recruitment advertising and the recommendation for the recognition of the awarded vendor as a service provider for strategic consultation regarding diversity recruitment initiatives as requested by the Diversity and Organizational Development department.

II. BUDGET STATUS

Funds in the amount of \$126,020 will be provided in the 2004/05 Education Fund budget, under account number 0184-053-547.50.

III. INFORMATION

A legal request for proposal notice was published and six proposals solicited. Five proposals were received. The proposals were reviewed by the Human Resources department and the Assistant Vice President for Diversity and Organizational Development. Three vendors were chosen for further review based on experience in recruitment, experience in higher education and diversity initiative.

The following are the costs proposed for a typical classified ad and a typical display ad:

	Classified	Display
Shaker Recruitment Advertising and Communications	\$30	\$215
Bernard Hodes Group	50	250
BSA Advertising	60	210

The costs of display ads include posting on the Internet, and design, placement and printing of the ads. The costs of classified

ads include placement and printing. The College currently places 85 percent of its advertisements in the form of classified ads, which makes the proposal from Shaker the lowest overall. The proposal from Shaker also includes value-added services at no charge to the College. Some of the services are free advertising proofs, no minimum line rate for ads, free copywriting, no charge for revisions made prior to deadline and no contract required.

The recruiting initiative is tracked and monitored through the recruiting system. The system tracks where candidates hear about positions, which is very beneficial in future forecasting and planning. Results help determine where changes or improvements may need to occur.

The ongoing initiative of the College to increase targeted diversity recruitment has prompted the need for a strategic alliance in recruiting. The agency will work with the College to develop cost effective, high impact recruitment advertising.

It is important to work with a recruitment agency that has a demonstrated record of creative design with a higher education viewpoint. The agency must effectively and efficiently collaborate with Human Resources regarding hard copy and web recruitment advertising. An agency also brings the ability to negotiate best rates, premium placements and extras on behalf of the College.

The reasons for recommending the award of the request for proposal to Shaker include cost effectiveness, as well as expertise in creative design and experience in higher education diversity recruitment development. During the search process, Shaker demonstrated an understanding of the strategic direction of the College and how to articulate this through direction and creative recruitment ads.

This request is for \$126,020 to be used for print and web recruitment advertising. The amount is the same as was allocated during fiscal year 2003/04.

This request covers the period of July 1, 2004 through June 30, 2005 with the option, subject to the discretion of the administration,

to renew the agreement at the same or lower cost for fiscal years 2005/06 and 2006/07.

IV. RECOMMENDATION

The administration recommends that the Board award request for proposal Q00344 to Shaker Recruitment Advertising and Communications for recruitment advertising in the amount of \$126,020 and approve the recommendation for the recognition of Shaker as a service provider for strategic consultation regarding diversity recruitment initiatives for fiscal year 2004/05 and approve the option, subject to the discretion of the administration, to renew at the same or lower cost for fiscal years 2005/06 and 2006/07.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

June 22, 2004

SUMMARY OF PURCHASE ORDERS

- Exhibit VII – A.4.a The administration recommends that the Board approve issuance of a purchase order to Amber Diagnostics for the purchase and installation of two reconditioned radiographic systems for the Radiologic Technology program and one reconditioned mammography system for the Mammography Technology and Radiologic Technology programs, for use in the Science, Emerging Technology and Health Careers Center, in the amount of \$32,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Amber Diagnostics for the purchase and installation of two reconditioned radiographic systems for the Radiologic Technology program and one reconditioned mammography system for the Mammography Technology and Radiologic Technology programs for use in the Science, Emerging Technology and Health Careers Center as requested by the Life Science and Human Services Division.

II. BUDGET STATUS

Funds in the amount of \$32,000 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 reconditioned radiographic systems for use in the Radiologic Technology program and one reconditioned mammography system for use in the Mammography Technology and Radiologic Technology programs. All three systems are phantom machines, which are machines that are fully functional with the exception of the capacity to produce x-rays. Each system is capable of simulating conditions found in hospitals, labs, clinics and imaging centers.

One radiographic system is a 1992 Bennett B-300 floor mounted system and the other is a 1993 General Electric MVP ceiling mounted system. Each system includes a single-phase generator, controller, tube stand, four-way float top table with bucky and upright chest cabinet. The radiographic systems will enable students to simulate radiographic positioning and technician procedures that are found in a hospital setting. This will prepare the students for certification as Registered Radiologic

Technologists based on the American Registry of Radiologic Technologists (ARRT) exam.

The mammography system is a 1993 Lorad M-III and includes an x-ray tube, dual buckys, magnification kit and automatic compression. The mammography system will provide the students the ability to learn mammography positioning and FDA quality assurance testing procedures and will be utilized by both the Mammography Technology and Radiologic Technology programs.

Over the last six months, the College has worked with two vendors, Chicago Medical Exchange and Amber Diagnostics, to search the Country for this equipment. Amber Diagnostics is able to provide all three systems for \$32,000, which is within the budget of the College. Chicago Medical Exchange was able to locate three systems at a cost of \$46,000.

Purchasing reconditioned machines will provide the College with a 40 to 60 percent savings off the list prices of comparable new systems.

Amber Diagnostics is a distributor and re-marketer/remanufacturer of pre-owned X-ray/Diagnostic Medical Equipment including CT Scanners, Mammography, MRIs, Radiographic and Fluoro Rooms and PET Scanners used within the radiology industry. Amber Diagnostics works directly with clinics, hospitals, private physicians and imaging centers. The remanufactured systems are supplied with all necessary electrical, mechanical and cosmetic upgrades for accurate imaging and like-new operation. Amber Diagnostics will also provide room layout and design, including electrical, mechanical and physical placement to ensure a smooth transition when the equipment is installed.

Bids are not required for the purchase of equipment previously owned by some entity other than the district itself, per Statute 805/3-27-1(i) of the Illinois Public Community College Act.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Amber Diagnostics for the purchase and installation of two reconditioned radiographic systems for the Radiologic Technology program and one reconditioned mammography system for the Mammography Technology and Radiologic Technology programs, for use in the Science, Emerging Technology and Health Careers Center, in the amount of \$32,000.

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 Administrator Appointment.
- B. Ratification of Professional/Technical Appointment.
- C. Ratification of Classified Staff Appointments.
- D. Ratification of Harper #512 IEA-NEA Appointments.
- E. Ratification of Supervisory/Confidential Reclassification.
- F. Ratification of Classified Staff Reclassification.
- G. Ratification of Administrator Retirements.
- H. Ratification of Professional/Technical Retirement.
- I. Ratification of Harper #512 IEA-NEA Retirement.
- J. Ratification of Classified Staff Resignation.
- K. Ratification of Harper #512 IEA-NEA Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Student Service Awards – Spring 2004.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The monetary awards are payments given for students' work for the College through student activities. Harper uses this method of compensation for recommended student leaders in lieu of guaranteeing academic credit, salaries, automatic tuition grants, or other means of payment for particular student positions. This means that students must perform well in their positions in order to be eligible for consideration for these awards. The award is recommended based on performance, position, leadership, and length of service, and participation in eXcel, Harper's student leadership training programs. In order to encourage student leaders to complete their classes as well, the amounts of their student service awards are based on credit hours successfully completed. Each student must also meet standards established for satisfactory academic progress. Expenses for student service awards are budgeted in and shared between Student Activities and the Education Fund; \$7,638.00 will be paid by Student Activities (Student Service Awards Account No. 0538-858-59900-0000), \$9,313.00 will be paid by the Educational Fund (Financial Assistance Account No. 01-90-125-592.40-0000). In addition, the Educational Foundation will also contribute \$1,005.00 for the Student Trustee's award. The 30 awards this semester total \$17,956.00.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the Spring, 2004 Student Service Awards in the amount of \$7,638.00 from Account No. 0538-858-59900, \$9,313.00 from Account No. 01-90-125-592.40, and \$1,005.00 from Account No. 01-00-039-13916.

Spring 2004

STUDENT SERVICE AWARDS

First Name	Last Name	Club/Organization	Rebate	Amount
William	Sheppard, Jr.	Student Trustee	Full	\$1,005.00
Carrie	Hollis	Cheerleading/ Pom Pons	Full	\$ 938.00
Donna	Benezra	Program Board M.O.V.E.	Full	\$1,139.00
Tom	Kaczanko	Program Board	Half	\$ 335.00
Sarah	Mozal	Program Board	Half	\$ 301.50
Rebeka	Risteska	Student Senate	Full	\$ 636.50
Omar	Munante	Student Senate	Half	\$ 502.50
Joe	Plazak	Student Senate	Half	\$ 402.00
Ronnie	Kroell	Student Senate	Half	\$ 469.00
Iliana	Garcia	WHCM Latinos Unidos	Full	\$ 804.00
Brandon	Grogan	WHCM	Full	\$ 402.00
Katie	Pefley	WHCM	Full	\$1,005.00
Jill	Naumes	Speech Team	Full	\$ 871.00
Sharon	Shapiro	Speech Team	Full	\$1,206.00
Jen	Tietz	Speech Team	Full	\$1,072.00
Mike	Noens	Speech Team	Half	\$ 435.50
Ted	Hahn	Theater	Full	\$ 469.00
Chris	West	Theater	Full	\$1,072.00
Meghan	Hitomi	Anime Club	Half	\$ 435.50
April	Goodwin	Black Student Union	Half	\$ 100.50
Courtney	Dritlein	Food Service Club	Half	\$ 368.50
Lynette	Mitsch	Dance Club	Half	\$ 502.50
Kerry	Elvin	Honors Society	Half	\$ 670.00
Kristen	Hines	Honors Society	Half	\$ 536.00
Cheon Joo	Yoon	International Students' Club	Half	\$ 435.50
Shelley	Zeiger	Inter Varsity Christian Fellow ship	Half	\$ 402.00
Chris	Entwhistle	Pride Club	Half	\$ 469.00
Danielle	Yunker	Student Ambassadors	Half	\$ 368.50
Laura	Gross	Point of View	Full	\$ 100.50
Martin	Trejo	Latinos Unidos	Half	\$ 502.50

Total \$17,956.00

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

Exhibit VII-B.1
June 22, 2004

	<u>Outstanding Investments</u>	<u>Earned To Date</u>
EDUCATION FUND	\$ 23,728,033	306,279
OPERATIONS, & MAINT. FUND	10,366,654	133,893
OPERATIONS, & MAINT. FUND (Restricted)	3,169,942	43,229
BOND & INTEREST	4,346,651	56,872
AUXILIARY ENTERPRISES	2,054,794	26,118
RESTRICTED FUNDS	6,581,718	96,747
WORKING CASH FUND	12,709,411	174,047
AUDIT FUND	247,321	2,437
LIABILITY, PROTECTION & SETTLEMENT	<u>503,914</u>	<u>6,359</u>
Total	<u>\$ 63,708,438</u>	<u>845,979</u>

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

Exhibit VII-B.1
June 22, 2004

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 5/31/2004	Market Value	
<u>Certificates of Deposits</u>								
PMA/Associated Bank	09/19/03	06/10/04	265	1.21	13,200.78	1,500,000.00		
Harris Bank	09/19/03	06/24/04	279	1.24	14,141.34	1,500,000.00		
PMA/American Business Bank	06/30/03	06/29/04	365	1.22	21,983.71	1,800,000.00		
PMA/JPMorgan Chase Bank	03/19/04	07/07/04	110	1.16	14,008.34	4,000,000.00		
PMA/Associated Bank	09/26/03	07/07/04	285	1.25	19,546.80	2,000,000.00		
Harris Bank	03/23/04	07/21/04	120	1.19	15,653.31	4,000,000.00		
PMA/Associated Bank	09/26/03	07/21/04	299	1.25	20,509.64	2,000,000.00		
PMA/Farmers & Merchants State Bank	03/03/04	08/04/04	154	1.11	7,037.32	1,500,000.00		
PMA/Town North Bank	03/03/04	08/11/04	161	1.21	16,039.18	3,000,000.00		
Harris Bank	08/22/03	08/19/04	363	1.29	19,322.27	1,500,000.00		
Harris Bank	10/01/03	09/02/04	337	1.29	17,930.07	1,500,000.00		
Harris Bank	10/01/03	09/16/04	351	1.29	18,679.56	1,500,000.00		
PMA/Associated Bank Illinois	10/01/03	09/30/04	365	1.30	19,541.31	1,500,000.00		
PMA/Associated Bank Illinois	10/01/03	10/14/04	379	1.30	20,293.94	1,500,000.00		
PMA/International Bank	10/01/03	10/28/04	393	1.30	28,667.64	2,000,000.00		
PMA/Farmers Mercantile Bank	01/27/04	11/12/04	290	1.40	16,750.49	1,500,000.00		
PMA/Farmers Mercantile Bank	01/27/04	11/24/04	301	1.45	18,002.08	1,500,000.00		
PMA/Bank of Waukegan	01/27/04	11/30/04	308	1.60	27,137.64	2,000,000.00		
PMA/East Dubuque Bank	01/27/04	11/30/04	308	1.60	40,706.46	3,000,000.00		
PMA/Associated Bank Illinois	10/02/03	11/30/04	425	1.35	63,053.37	4,000,000.00		
PMA/West Pointe Bank	10/02/03	11/30/04	425	1.35	31,618.56	2,000,000.00		
PMA/Arkansas Valley State Bank	03/01/04	12/09/04	283	1.30	15,188.81	1,500,000.00		
PMA/Arkansas Valley State Bank	03/01/04	12/23/04	297	1.30	15,943.79	1,500,000.00		
PMA/International Bank of Chicago	03/01/04	03/03/05	367	1.50	22,757.75	1,500,000.00		
PMA/State Financial Bank	03/17/04	03/17/05	381	1.50	23,631.13	1,500,000.00		
PMA/Independence Bank	03/01/04	03/31/05	395	1.50	24,466.01	1,500,000.00		
PMA/First International Bank	03/01/04	04/14/05	409	1.50	16,919.36	1,000,000.00		
PMA/West Pointe Bank	03/01/04	04/14/05	409	1.50	8,450.42	500,000.00		
PMA/Texas Bank	03/01/04	09/01/05	549	2.05	46,662.11	1,500,000.00		
PMA/Texas Bank	03/01/04	09/15/05	563	2.05	47,863.61	1,500,000.00		
	Weighted Average: 1.36						56,800,000.00	56,800,000.00
Illinois Funds	Monthly Average			0.97		6,908,437.61	6,908,437.61	
TOTALS AS OF:	5/31/2004				\$	63,708,437.61	63,708,437.61	

*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
May 31, 2004**

June 22, 2004
Exhibit VII-B.1

OPERATIONS AND MAINTENANCE FUND

DIVISION	BUDGET	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Institutional					
Admin Services	3,145,239.00	1,845,892.26	196,615.71	64.94%	1,102,731.03
Sub-Total	\$3,145,239.00	\$1,845,892.26	\$196,615.71	64.94%	1,102,731.03
VP Admin Services					
Construc/Spec Proj	90,819.00	81,246.28	6,193.68	96.28%	3,379.04
Physical Plant	7,876,492.00	6,696,675.95	598,552.63	92.62%	581,263.42
Sub-Total	\$7,967,311.00	\$6,777,922.23	\$604,746.31	92.66%	584,642.46
VP Info Technology					
Info Technology	1,195,520.00	1,013,727.66	87,358.47	92.10%	94,433.87
Sub-Total	\$1,195,520.00	\$1,013,727.66	\$87,358.47	92.10%	94,433.87
Grand Total:	\$12,308,070.00	\$9,637,542.15	\$888,720.49	85.52%	1,781,807.36

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

Richard Gillette: ICCTA Report

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Grants and gifts status report.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

WILLIAM RAINEY HARPER COLLEGE

LISTING OF

GRANT PROGRAMS

July 1, 2003 – June 30, 2004

Reported: June 22, 2004

NOTE: CHANGES FROM PREVIOUS MONTH IN BOLD

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

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

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

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

Total as June 22, 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 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 May Fundraising Report FY04

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Alumni Direct Mail	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Spring Gala 2004	13	\$3,185.00	\$0.00	\$985.00	\$0.00	\$4,170.00
Golf Open 2004	32	\$28,850.00	\$0.00	\$653.99	\$0.00	\$29,503.99
Memorial	1	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00
Pacesetter Campaign FY04	4	\$2,450.00	\$0.00	\$0.00	\$0.00	\$2,450.00
Personal Solicitation	2	\$0.00	\$10,000.00	\$200.00	\$0.00	\$10,200.00
Proposal	2	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00
Resources for Excellence Employee Campaign FY04	400	\$7,297.00	\$31,934.14	\$0.00	\$0.00	\$39,231.14
Stewardship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Tradition of Excellence 2003	4	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00
Tradition of Excellence Campaign 2002	15	\$79.60	\$0.00	\$0.00	\$0.00	\$79.60
Unsolicited	3	\$500.00	\$0.00	\$500.00	\$0.00	\$1,000.00
Grand Totals:	478	\$60,416.60	\$41,934.14	\$2,338.99	\$0.00	\$104,689.73

**Harper College Educational Foundation
Year to Date Fundraising Report (as of 5/31/04)**

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
ADS Walk and Roll 2004	171	\$9,010.00	\$0.00	\$0.00	\$0.00	\$9,010.00
Alumni Direct Mail	3	\$75.00	\$0.00	\$0.00	\$0.00	\$75.00
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	210	\$72,825.00	\$450.00	\$7,855.00	\$0.00	\$81,130.00
Golf Open 2003	3	\$2,500.00	\$100.00	\$0.00	\$0.00	\$2,600.00
Golf Open 2004	51	\$68,450.00	\$0.00	\$1,253.99	\$0.00	\$69,703.99
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	34	\$2,690.00	\$0.00	\$0.00	\$0.00	\$2,690.00
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	32	\$18,725.00	\$4,912.60	\$0.00	\$0.00	\$23,637.60
Personal Solicitation	15	\$11,590.00	\$149,000.00	\$600.00	\$10,000.00	\$171,190.00
Planned Giving	2	\$0.00	\$0.00	\$0.00	\$65,350.00	\$65,350.00
Proposal	5	\$39,000.00	\$50,000.00	\$0.00	\$0.00	\$89,000.00
Resources for Excellence Employee Campaign FY04	401	\$7,397.00	\$31,934.14	\$0.00	\$0.00	\$39,331.14
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 Initiatives	8	\$2,771.22	\$0.00	\$0.00	\$0.00	\$2,771.22
Stewardship	18	\$19,760.00	\$0.00	\$200.00	\$0.00	\$19,960.00
Tradition of Excellence 2003	13	\$285.00	\$732.00	\$0.00	\$0.00	\$1,017.00
Tradition of Excellence Campaign 2002	21	\$109.00	\$0.00	\$0.00	\$0.00	\$109.00
Theatre Seat Campaign	2	\$2,300.00	\$0.00	\$0.00	\$0.00	\$2,300.00
Unsolicited	54	\$10,630.60	\$0.00	\$7,820.82	\$0.00	\$18,451.42
Grand Totals:	1,297	\$312,565.82	\$238,778.74	\$17,729.81	\$75,350.00	\$644,424.37

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

SUBJECT

The administration of Harper College be authorized an amount not to exceed \$60,000 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. It is further moved that the Board's legal council be directed to draft a policy regarding the offering of selected baccalaureate degrees in career and applied programs. The policy should, minimally, indicate that such programs might be offered when:

- It is consistent with the existing Board Policy, that is, new programs of study must be approved by the Board of Trustees prior to submission for approval by the Illinois Community College Board,
- 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;
- The program can be self-supporting through tuition and state funding. No local property tax revenue would be expected or required for direct program expenses, and
- The Administration has considered existing and new partnerships with other appropriate colleges and universities prior to recommending the College offer its own select baccalaureate degree.

RECOMMENDATION

The administration of Harper College be authorized an amount not to exceed \$60,000 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. It is further moved that the Board's legal council be directed to draft a policy regarding the offering of selected baccalaureate degrees in career and applied programs. The policy should, minimally, indicate that such programs might be offered when:

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 - 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;
- The program can be self-supporting through tuition and state funding. No local property tax revenue would be expected or required for direct program expenses, and
- The Administration has considered existing and new partnerships with other appropriate colleges and universities prior to recommending the College offer its own select baccalaureate degree.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of renewal of all of the College liability insurance coverage for the period of July 1, 2004 through July 1, 2005 as requested by the administration and described below.

II. BUDGET STATUS

Funds in the amount of \$569,071 will be provided in the 2004/05 Operations and Maintenance Fund budget, and the Liability, Protection, and Settlement Fund budget, under account numbers 0292-039-565.10, 0292-039-565.03, 0292-039-565.70, 0292-039-567.10, 1292-039-523, 1292-039-565.10, 1292-039-565.21, 1292-039-565.50, 1292-039-565.91, and 1292-039-567.10.

III. INFORMATION

Harper College's property and casualty coverage expires July 1, 2004. The College has purchased insurance coverage through the brokerage firm of R. J. Galla, Inc. for several years. The College uses an independent consultant (Nugent Risk Management, Inc.) to prepare coverage specifications and to analyze insurance proposals. Over the past five years the College has sought proposals from other insurers every year.

Insurance Market Background

Insurance rates began to increase in the fall of 2000. From 1987 to 2000, insurers reduced rates and broadened coverage in an attempt to gain market share. The industry posted underwriting losses most years but made up the difference with investment income derived from the expanding stock market. The stock market correction in 2000 and several catastrophic losses forced insurers to begin raising rates in the fall of 2000. The terrorist attacks of September 11, 2001 accelerated the pace of rate increases because of another \$60 billion to pay on top of accumulated losses

from previous years. Insurers began attempting to recoup losses all at once.

The insurance costs of the College increased by 76 percent from July 1, 2001-July 1, 2004 (\$353,000 to \$656,000).

2004 Renewal Plan

For the 2004 renewal there were several additional issues to consider:

1. Buildings XYZ added \$100,000,000 to insured property values.
2. An independent appraisal of all existing buildings revealed a \$70,000,000 underinsured value that also needed to be added to the property policy.
3. The College had moved to self insuring workers compensation in January, 2004.

In preparation for this renewal, the College asked R. J. Galla, Inc. to secure alternate quotations from several insurance markets, and to secure alternate program structures that should lead to cost savings. In addition, the College requested a proposal from the Illinois Community College Risk Management Trust (ICCRMC). A presentation was made to the Board in May, 2004 on the details of ICCRMC.

Mike Nugent thoroughly reviewed the proposals from the current broker and the ICCRMC. He asked many questions of both parties to ensure a proper understanding of the coverages offered by both parties. He also explored details related to the management of ICCRMC in order to ensure that the pool is being professionally administered using best practices in the insurance industry.

The pool is governed by a board that is made up of one representative from each college in the pool. A sample of the representatives was called to determine their satisfaction with the pool for their college. All reported a high level of satisfaction based on both costs to the college and service provided.

A cost analysis was done both with the worker's compensation as part of the ICCRMC package and without it. At this time it is more beneficial to the College to go into the pool without the worker's

compensation. ICCRMC has agreed to allow Harper to enter the pool without worker’s compensation in the package.

Below is a table that compares the costs of the expiring policies with two proposals from R. J. Galla, Inc. and the proposal from the ICCRMC without worker’s compensation.

HARPER COLLEGE 2004 RENEWAL SUMMARY

COVERAGE	2003 Galla	2004 Galla	2004 Galla Option*	ICCRMC
Package	\$ 248,000	\$ 479,004	\$ 441,079	\$ 200,754
Umbrella	\$ 46,079	\$ 49,368	\$ 49,368	\$ 17,000
Auto	\$ -	\$ -	\$ -	\$ Included
Excess crime	\$ -	\$ 1,500	\$ 1,500	\$ 2,000
Foreign	\$ 2,916	\$ 2,916	\$ 2,916	\$ 2,000
School Board Legal	\$ 16,300	\$ 23,899	\$ 23,899	\$ 16,300
Media Liability	\$ -	\$ -	\$ -	\$ Included
Liquor Liability	\$ 1,128	\$ 1,128	\$ 1,128	\$ 1,128
Special Risk	\$ 932	\$ 932	\$ 932	\$ 932
Travel Accident	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550
Medical Malpractice	\$ 230,587	\$ 193,815	\$ 120,553	\$ Included
Pollution Liability	\$ 1,073	\$ 1,073	\$ 1,073	\$ 1,073
Sports Accident	\$ 49,855	\$ 56,723	\$ 56,723	\$ 56,723
Treasurers Bond	\$ 12,351	\$ 11,166	\$ 11,166	\$ 11,166
Working Cash Bond	\$ 2,806	\$ 2,773	\$ 2,773	\$ 2,773
Construction Fund Bond	\$ 12,006	\$ 7,470	\$ 7,470	\$ 7,470
Law Enforcement Liability	\$ 15,149	\$ 16,780	\$ 16,780	\$ Included
Broker Fee - Galla	\$ 15,000	\$ 15,000	\$ 15,000	\$ 5,000
Broker Fee - Gallagher	\$ -	\$ -	\$ -	\$ 10,000
Claims Mgt. & Loss Prevention	\$ -	\$ -	\$ -	\$ 18,202
Total	\$ 655,732	\$ 865,097	\$ 753,910	\$ 354,071
Est. Retained Other Losses	\$ -	\$ -	\$ 5,000	\$ 215,000
Total Annual Cost - Estimate	\$ 655,732	\$ 865,097	\$ 758,910	\$ 569,071
Total Non-Pool items				\$ 87,815
Total Pool items	\$ -	\$ -	\$ -	\$ 481,256

Highlighted numbers in last column are coverages provided by pool.

*Medical Malpractice deductible \$100,00 instead of \$50,000.
Property Deductible \$50,000 instead of \$10,000.

The pool does not provide coverage for the following insurances at this time; liquor liability, special risk, travel accident, pollution liability, sports accident, treasurers bond, working cash bond, construction fund bond coverage. These numbers are not highlighted in the last column of the chart above. These insurances would stay with R. J. Galla, Inc. for a total cost of \$87,815.

The ICCRMC program for property, boiler, liability, auto, foreign, umbrella, medical malpractice and law enforcement coverages save the College in excess of \$180,000. There are coverage differences in the proposals. Some favor R. J. Galla, Inc. and some favor ICCRMC. According to the consultant, Mike Nugent, none of the coverage variances are material.

The ICCRMC is a much more efficient mechanism to cover potential losses for the College. The ICCRMC provides the College with many of the benefits of self-insurance without the same level of the risk.

The difference in coverage limits between the current and renewal plans from R. J. Galla, Inc. and the ICCRMC are related to the concepts of pooling:

1. Pooling involves sharing limits of coverage with the other pool members, allowing for cost savings for the whole group. This works where the pooled group does not have any frequency of losses in the areas in which limits are being shared. This pool has not experienced such losses.
2. Many pooled programs combine several coverages into one policy, offering only one limit. This works where the pooled group does not have frequency of claims in the combined lines of coverage. This pool has not experienced such losses.
3. The ICCRMC will return excess loss funds of the members in the form of a dividend. This potential dividend is not factored into the cost comparison list above as dividends are not guaranteed. The ICCRMC has a very favorable dividend history as presented to the Board in May.

4. Joining a pool is a long-term commitment as stated at the May, 2004 Board presentation. ICCRMC requires an initial commitment of 3 years.

The College will not be eligible for dividends until after 5 years.

IV. RECOMMENDATION

The consultant, Nugent Risk Management, Inc. has recommended the administration take the following action:

Join the ICCRMC for property, boiler, liability, auto, foreign, umbrella, medical malpractice, and law enforcement coverages effective July 1, 2004 through July 1, 2009. The cost for FY 2005 will be \$481,256; **and approval of the attached authorization resolution to join Illinois Community College Risk Management Consortium.**

The administration recommends that the Board approve issuance of a purchase order to R.J. Galla Co., Inc. for renewal of liquor liability, special risk, travel accident, pollution liability, sports accident, treasurers bond, working cash bond, and construction fund bond coverage for the period of July 1, 2003 through July 1, 2004, in the amount of \$87,815.

The total recommendation for insurance coverage from July 1, 2004 through July 1, 2005 is \$569,071.

*Authorization to Join the
Illinois Community College Risk Management
Consortium*

The Illinois Community College Risk Management Consortium (“the Consortium”) is an intergovernmental entity voluntarily established in accordance with Illinois law by contracting Illinois community colleges to provide its members with comprehensive property, liability, boiler and workers’ compensation insurance and to reduce or prevent risks or claims against its members. The current membership is comprised of the following nine institutions: College of DuPage, Triton College, Oakton Community College, Morton College, Moraine Valley Community College, Prairie State Community College, South Suburban College of Cook County, Lincoln Land Community College, and Sauk Valley Community College. The Consortium members jointly self-insure certain risks up to an agreed-upon retention limit and obtain appropriate levels of excess and stop-loss reinsurance over the selected retention limits at optimal rates with top rated companies. It is significant to note that:

- The Consortium commenced operation on July 1, 1981 by insuring property and liability losses, adding workers’ compensation and equipment maintenance coverage’s in 1992, and adding medical malpractice coverage in 1997 and Board Liability on 2004.
- The Consortium provides umbrella coverage in the amount of \$15 Million.
- The Consortium is financially sound, with reserves and fund balances in excess of \$5.8 Million.
- The Consortium has set rates to cover anticipated losses for an entire fiscal year and has never had to impose additional assessments on its members.
- ICCRMC has returned \$7.5 Million to its members and is in a financial position to continue to declare dividends.
- The Consortium’s financial statements are subject to an annual public audit, and there is an annual actuarial analysis of the Consortium’s loss and loss adjustment reserves.

As stated in the Consortium’s by-laws, Harper College’s commitment to membership in the Consortium would be for a minimum of three years, and thereafter the College has the option to withdraw with one year’s notice.

R e s o l u t i o n

Be it resolved by the Board of Trustees of Harper College District No. 524 that Judith Thorson, in her capacity as Vice President for Administrative Services, is hereby authorized and directed to execute on behalf of the College the Comprehensive Amendment to a Contract and By-laws of the Illinois Community College Risk Management Consortium, a copy of which is appended hereto as Exhibit A.

Be it further resolved, that Judith Thorson, in her capacity as Vice President for Administrative Services is hereby appointed as this College's representative on the Board of the Illinois Community College Risk Management Consortium.

Be it further resolved that this College shall make payment annually to the Illinois Community College Risk Management Consortium when and as required by the Illinois Community College Risk Management Consortium.

Laurie Stone
Chair
Board of Trustees
Community College District #512

Date

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Prevailing Wage Act

II. REASON FOR CONSIDERATION

By law, Harper College has an obligation to ascertain, publish, keep available for inspection and mail to employers requesting same, its determination of the prevailing wage in the locality and to file annually a certified copy thereof with both the Secretary of State and the Department of Labor of the State of Illinois.

III. BACKGROUND INFORMATION

The Illinois Compiled Statutes 820 ILCS 130\1 *etseq.* requires that any public body awarding any contract for public work or doing the work by contracted day labor shall ascertain the general prevailing hourly rate of wages for employees engaged in such work. "Public body" has been defined to include public educational institutions.

IV. RECOMMENDATION

The Administration recommends that the Board adopt the Prevailing Wage Act resolution and authorize the Secretary of the Board to file a certified copy thereof with both the Secretary of State and the Department of Labor of the State of Illinois.

RESOLUTION AUTHORIZING ADOPTION OF PREVAILING WAGE ACT

WHEREAS, the State of Illinois has enacted An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works, approved June 26, 1941, 820 ILCS 130\1 etseq,

WHEREAS, the aforesaid Act required that the Board of Trustees of William Rainey Harper College investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said William Rainey Harper College employed in performing construction of public works, for said William Rainey Harper College;

NOW THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD OF TRUSTEES OF WILLIAM RAINEY HARPER COLLEGE;

Section 1: To the extent and as required by An Act regulating wages of laborers, mechanics and other workers employed in any public works by State, county, city or any public body or any political subdivision or by anyone under contract for public works, approved, June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of William Rainey Harper College is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook, Kane, Lake and McHenry Counties area as determined by the Department of Labor of the State of Illinois as of June of each year, a copy of each annual determination incorporated herein by reference. The definition of any terms appearing in this Resolution which are also used in aforesaid Act shall be the same as in said Act.

Section 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the William Rainey Harper College to the extent required by the aforesaid Act.

Section 3: The Secretary of the Board of Trustees shall publicly post or keep available for inspection by any interested party in the main office of William Rainey Harper College this determination of such prevailing rate of wage.

Section 4: The Secretary of the Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and address, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

Section 5: The Secretary of the Board of Trustees shall promptly file a certified copy of this Resolution with both the Secretary of State and the Department of Labor of the State of Illinois.

Section 6: Within 30 days of filing this resolution with the Secretary of State, the Secretary of the Board of Trustees shall cause to be published in a newspaper of general circulation within the area a Public Notice of Adoption of Prevailing Wage Standards, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED THIS 22nd DAY OF JUNE, 2004:

APPROVED:

Chair
Board of Trustees

(SEAL)

ATTEST:

Secretary
Board of Trustees

STATE OF ILLINOIS)
)
COUNTY OF COOK) SS

RESOLUTION CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and as such official I do further certify that attached hereto is a true, correct and complete copy of the Resolution Authorizing Adoption of the Prevailing Wage Act which was adopted by the Board of Trustees on the 22nd day of June, 2004.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 22nd day of June, 2004.

Secretary, Board of Trustees

Cook County Prevailing Wage for June 2004

Trade Name Trng	RG	TYP	C	Base	FRMAN	*M-F>8	OSA	OSH	H/W	Pensn	Vac
ASBESTOS ABT-GEN 0.170		ALL		29.000	29.750	1.5	1.5	2.0	4.170	3.380	0.000
ASBESTOS ABT-MEC 0.000		BLD		23.300	24.800	1.5	1.5	2.0	3.640	5.520	0.000
BOILERMAKER 0.210		BLD		35.600	38.800	2.0	2.0	2.0	4.550	5.690	0.000
BRICK MASON 0.550		BLD		30.550	32.550	1.5	1.5	2.0	4.950	5.860	0.000
CARPENTER 0.440		ALL		33.320	34.820	1.5	1.5	2.0	4.930	4.140	0.000
CEMENT MASON 0.150		ALL		34.000	35.000	2.0	1.5	2.0	5.080	3.750	0.000
CERAMIC TILE FNSHER 0.210		BLD		24.450	0.000	2.0	1.5	2.0	4.750	3.950	0.000
COMM. ELECT. 0.700		BLD		29.940	32.340	1.5	1.5	2.0	5.100	5.240	0.000
ELECTRIC PWR EQMT OP 0.170		ALL		33.000	38.450	1.5	1.5	2.0	5.570	7.770	0.000
ELECTRIC PWR GRNDMAN 0.120		ALL		25.740	38.450	1.5	1.5	2.0	4.350	6.060	0.000
ELECTRIC PWR LINEMAN 0.170		ALL		33.000	38.450	1.5	1.5	2.0	5.570	7.770	0.000
ELECTRICIAN 0.750		ALL		33.650	36.150	1.5	1.5	2.0	7.450	5.980	0.000
ELEVATOR CONSTRUCTOR 0.340		BLD		37.245	41.900	2.0	2.0	2.0	6.525	3.150	2.230
FENCE ERECTOR 0.000		ALL		23.540	24.790	1.5	1.5	2.0	6.000	5.320	0.000
GLAZIER 0.400		BLD		29.000	30.000	1.5	2.0	2.0	5.340	7.900	0.000
HT/FROST INSULATOR 0.230		BLD		30.450	32.200	1.5	1.5	2.0	6.810	8.010	0.000
IRON WORKER 0.270		ALL		32.580	34.080	2.0	2.0	2.0	6.000	9.660	0.000
LABORER 0.170		ALL		29.000	29.750	1.5	1.5	2.0	4.170	3.380	0.000
LATHER 0.440		BLD		33.320	34.820	1.5	1.5	2.0	4.930	4.140	0.000
MACHINIST 0.000		BLD		33.230	34.980	2.0	2.0	2.0	3.200	3.600	2.290
MARBLE FINISHERS 0.550		ALL		24.050	26.050	1.5	1.5	2.0	4.470	5.860	0.000
MARBLE MASON 0.550		BLD		30.550	32.550	1.5	1.5	2.0	4.950	5.860	0.000
MILLWRIGHT 0.440		ALL		33.320	34.820	1.5	1.5	2.0	4.930	4.140	0.000
OPERATING ENGINEER		BLD	1	37.600	41.600	2.0	2.0	2.0	6.050	4.850	1.800

0.600											
OPERATING ENGINEER	BLD	2	36.300	41.600	2.0	2.0	2.0	6.050	4.850	1.800	
0.600											
OPERATING ENGINEER	BLD	3	33.750	41.600	2.0	2.0	2.0	6.050	4.850	1.800	
0.600											
OPERATING ENGINEER	BLD	4	32.000	41.600	2.0	2.0	2.0	6.050	4.850	1.800	
0.600											
OPERATING ENGINEER	FLT	1	38.350	38.350	1.5	1.5	2.0	5.400	4.250	1.700	
0.000											
OPERATING ENGINEER	FLT	2	36.850	38.350	1.5	1.5	2.0	5.400	4.250	1.700	
0.000											
OPERATING ENGINEER	FLT	3	32.800	38.350	1.5	1.5	2.0	5.400	4.250	1.700	
0.000											
OPERATING ENGINEER	FLT	4	27.300	38.350	1.5	1.5	2.0	5.400	4.250	1.700	
0.000											
OPERATING ENGINEER	HWY	1	35.800	39.800	1.5	1.5	2.0	6.050	4.850	1.800	
0.600											
OPERATING ENGINEER	HWY	2	35.250	39.800	1.5	1.5	2.0	6.050	4.850	1.800	
0.600											
OPERATING ENGINEER	HWY	3	33.200	39.800	1.5	1.5	2.0	6.050	4.850	1.800	
0.600											
OPERATING ENGINEER	HWY	4	31.800	39.800	1.5	1.5	2.0	6.050	4.850	1.800	
0.600											
OPERATING ENGINEER	HWY	5	30.600	39.800	1.5	1.5	2.0	6.050	4.850	1.800	
0.600											
ORNAMNTL IRON WORKER	ALL		30.850	32.600	2.0	2.0	2.0	6.000	9.490	0.000	
0.750											
PAINTER	ALL		31.350	35.260	1.5	1.5	1.5	4.700	4.400	0.000	
0.340											
PAINTER SIGNS	BLD		25.530	28.660	1.5	1.5	1.5	2.600	2.040	0.000	
0.000											
PILEDRIVER	ALL		33.320	34.820	1.5	1.5	2.0	4.930	4.140	0.000	
0.440											
PIPEFITTER	BLD		34.000	36.000	1.5	1.5	2.0	5.720	5.350	0.000	
0.000											
PLASTERER	BLD		29.990	30.990	1.5	1.5	2.0	4.500	5.450	0.000	
0.400											
PLUMBER	BLD		36.000	38.000	1.5	1.5	2.0	5.100	3.040	0.000	
0.390											
ROOFER	BLD		31.450	33.450	1.5	1.5	2.0	4.790	2.630	0.000	
0.330											
SHEETMETAL WORKER	BLD		33.370	36.040	1.5	1.5	2.0	4.960	7.390	0.000	
0.540											
SIGN HANGER	BLD		22.980	23.830	1.5	1.5	2.0	4.130	2.240	0.000	
0.000											
SPRINKLER FITTER	BLD		33.700	35.500	2.0	2.0	2.0	6.600	5.000	0.000	
0.450											
STEEL ERECTOR	ALL		32.580	34.080	2.0	2.0	2.0	6.000	9.660	0.000	
0.270											
STONE MASON	BLD		30.550	32.550	1.5	1.5	2.0	4.950	5.860	0.000	
0.550											
TERRAZZO FINISHER	BLD		25.140	0.000	2.0	1.5	2.0	5.450	4.630	0.000	
0.200											
TERRAZZO MASON	BLD		29.050	30.550	2.0	1.5	2.0	5.450	5.550	0.000	
0.160											

TILE MASON 0.430	BLD		29.850	31.850	2.0	1.5	2.0	4.750	4.750	0.000
TRAFFIC SAFETY WRKR 0.000	HWY		22.050	23.550	1.5	1.5	2.0	2.478	1.800	0.000
TRUCK DRIVER 0.000	E	ALL 1	26.900	27.550	1.5	1.5	2.0	4.200	3.200	0.000
TRUCK DRIVER 0.000	E	ALL 2	27.150	27.550	1.5	1.5	2.0	4.200	3.200	0.000
TRUCK DRIVER 0.000	E	ALL 3	27.350	27.550	1.5	1.5	2.0	4.200	3.200	0.000
TRUCK DRIVER 0.000	E	ALL 4	27.550	27.550	1.5	1.5	2.0	4.200	3.200	0.000
TRUCK DRIVER 0.000	W	ALL 1	27.500	28.050	1.5	1.5	2.0	4.200	3.100	0.000
TRUCK DRIVER 0.000	W	ALL 2	27.650	28.050	1.5	1.5	2.0	4.200	3.100	0.000
TRUCK DRIVER 0.000	W	ALL 3	27.850	28.050	1.5	1.5	2.0	4.200	3.100	0.000
TRUCK DRIVER 0.000	W	ALL 4	28.050	28.050	1.5	1.5	2.0	4.200	3.100	0.000
TUCKPOINTER 0.580	BLD		32.200	33.200	1.5	1.5	2.0	3.760	5.590	0.000

Legend :

M-F>8 (Overtime is required for any hour greater than 8 worked each day, Monday through Friday.)

OSA (Overtime is required for every hour worked on Saturday)

OSH (Overtime is required for every hour worked on Sunday and Holidays)

H/W (Health & Welfare Insurance)

Pensn (Pension)

Vac (Vacation)

Trng (Training)

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Preliminary Budget FY 2004-2005

II. REASON FOR CONSIDERATION

State law requires that the College submit a preliminary budget to the Board for review. The final budget will be presented to the Board in **August 24, 2004**, which will allow for a minimum of 30 days of public review.

III. BACKGROUND INFORMATION

Each year the College prepares an annual budget of all College funds for presentation to the Board.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees accept the preliminary budget as presented and authorize the administration to begin spending from the budget as presented.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to establish the 2004-05 Budget Hearing Date.

II. REASON FOR CONSIDERATION

In accordance with the Illinois Community College Act, a Budget Hearing must be held annually.

III. BACKGROUND INFORMATION

Each year a Budget Hearing date is established that allows for at least thirty days of inspection of the annual Harper College legal budget. At the end of this thirty-day period, a Budget Hearing is held and the budget is reviewed.

The attached resolution provides for the annual Budget Hearing and the required public notice.

IV. RECOMMENDATION

The administration recommends that the attached resolution providing for the annual Budget Hearing and the required public notice be adopted.

RESOLUTION

BE IT RESOLVED: That the fiscal year for Community College District 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, be and hereby is established as commencing on July 1, 2004 and ending on June 30, 2005.

BE IT FURTHER RESOLVED: That the public hearing on the tentative budget for the fiscal year beginning July 1, 2004 and ending on June 30, 2005 be set for 7:00 p.m. in the Conference Center – W-214 on August 24, 2004, of said College at 1200 W. Algonquin Road, Palatine, Illinois, and that proper notice of said hearing and of the availability of the budget for public inspection be given by the Secretary of this Board of Trustees by publishing notice thereof at least thirty days prior to August 24, 2004 in the Arlington Heights Herald, Barrington Herald, Buffalo Grove Herald, Des Plaines Herald, Elk Grove Herald, Hanover Park Herald, Hoffman Estates Herald, Mount Prospect Herald, Palatine Herald, Rolling Meadows Herald, Schaumburg Herald, Streamwood Herald, Wheeling Herald, being newspapers published in this College District, which notice shall be in substantially the following form:

PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, that commencing at 9 a.m. on June 23, 2004 a tentative budget for said College district for the fiscal year beginning July 1, 2004, and ending June 30, 2005, will be on file and conveniently available to public inspection at the Business Office of said College district at 1200 W. Algonquin Road, Palatine, Illinois, during usual and customary business hours.

PUBLIC NOTICE IS FURTHER HEREBY GIVEN that a public hearing will be held on said budget at 7:00 p.m. on the 24th day of August 2004, in the Conference Center, Room W-214 of said College at 1200 W. Algonquin Road, Palatine, Illinois.

DATED at Palatine, Illinois this 22nd day of June 2004.

Board of Trustees of Community
College District No. 512
Counties of Cook, Kane, Lake &
McHenry, State of Illinois

Richard F. Gillette
Secretary

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

The Resource Allocation and Management Plan for Community Colleges (RAMP) document.

II. REASON FOR CONSIDERATION

The planning document is required each year by the Illinois Community College Board and the Illinois Board of Higher Education and is the basis for requests to the legislature for capital funding. It contains the official request for Harper's capital funding.

III. BACKGROUND INFORMATION

The RAMP document has become more comprehensive. The rationale is that the ICCB would like to see fewer projects that are more thoroughly planned, therefore producing a better quality project. Legat Architects have been identified as producing a quality RAMP submission for other community colleges. The College has retained Legat Architects to assist College staff in producing the RAMP document for submission. The College has 2 projects on the ICCB list which need updated RAMP documents. They are the Renovation of the Engineering & Technology (G &H) Buildings and a Campus Life/One Stop Admissions Center.

In addition, the Board of Trustees must make a commitment the local dollars are available to match the state monies.

The College has set aside excess referendum dollars for this match.

IV. RECOMMENDATION

The administration recommends the approval of the capital request section of the RAMP document for submission to the Illinois Community College Board. The administration also recommends that the Board approve the dollars set aside of referendum dollars to provide the necessary match.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to approve the Strategic Long Range Plan: 2004 – 2007.

II. REASON FOR CONSIDERATION

In accordance with current Board Policy, Section 13.39.00, approval by the Board of Trustees is required of the Strategic Long Range Plan.

III. BACKGROUND INFORMATION

The Institutional Planning Committee (IPC) in consultation with the administration has prepared a comprehensive three-year Strategic Long Range Plan. The Plan has been reviewed and approved by the College Assembly committee and the President. Once approved by the Board of Trustees, the Strategic Long Range Plan is used as the basis for the development of the College's Annual Plan.

IV. RECOMMENDATION

The Administration recommends that the Board of Trustees approve the Strategic Long Range Plan: 2004 – 2007.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of request for proposal Q00373 for desktop computers with monitors, laptop computers, laser printers, scanners and peripheral equipment as requested by Information Technology for use by Academic Affairs, Student Affairs, Administrative Services, Marketing and Enrollment Services and various other areas throughout the College.

II. BUDGET STATUS

Funds in the amount of \$1,648,240 will be provided as part of the FF& E for Audio Visual and Technology initiatives in the 2004/2005 Operations and Restricted Fund budget, under account number 0392-039-585.10-9304 and the 2004/2005 Restricted Purposes Fund budget, under account number 0695-245-585.10-4509.

III. INFORMATION

A pre-qualification letter was sent to ten vendors. Six responses were received of which three met qualifications. A request for proposal (RFP) was sent to the three pre-qualified vendors. Pricing for individual units was based on the estimated quantities identified in the RFP: 400 desktop computers with monitors, 350 laptop computers, 17 laser printers and 3 scanners. The following is a recap of the proposal tab sheet:

DESKTOP COMPUTERS WITH MONITORS

Company	Base Price	Weighted Price
MPC Computers, LLC	\$1,488.00	\$1,488.00
Dell Computer Corp.	\$1,391.00	\$1,520.00
IBM Corporation	\$1,681.00	\$1,810.00

The weighted prices represent warranty differences in regards to monitors and pricing of physical on-site installations. The weighted prices indicate that MPC submitted the lowest proposal meeting specifications.

LAPTOP COMPUTERS

Company	Base Price	Theft Prevention & Total Care	Weighted Price
IBM Corporation	\$1,640.00	\$435.00	Did not meet requirements
Dell Computer Corp.	\$1,763.01	\$226.00	\$1,763.01
MPC Computers, LLC	\$1,939.00	\$310.00	\$1,939.00

The proposal from IBM did not meet the requirements specified in the RFP. Dell and MPC were equally qualified for laptops via the pre-qualification process and therefore the weighted proposal prices were equivalent to the original bid prices. In addition, Dell presented the lowest cost for the two most common add-ons, theft prevention and total care.

LASER PRINTERS & SCANNERS

Company	Base Price
MPC Computers, LLC	\$10,552.00
Dell Computer Corp.	\$10,602.95
IBM Corporation	Incomplete

The base price represents the cost for a quantity of one each of the five required standard HP laser printers and one scanner. The proposal from IBM only included four of the five required types of printers.

The requested equipment has been planned and approved for use in instructional and administrative functions throughout the College. It is for projects that are in concert with the Technology Initiatives, which include new labs, lab upgrades, faculty and staff offices and a variety of other approved projects including the Science, Emerging

Technology and Health Careers Center. In addition, the agreement provides College faculty, staff and students the same purchasing opportunities as the College for all products awarded, and a WEB-based portal that will be available to do such purchasing.

This recommendation is to award the desktop computers with monitors, printers, scanners and peripheral equipment to MPC Corporation, LLC and the laptop computers to Dell Computer Corporation.

This request is for fiscal year July 1, 2004 through June 30, 2005.

In addition to the base prices, the recommendation includes a ten percent contingency for equipment that will be required over the length of the contract but that cannot be foreseen at the present time.

IV. RECOMMENDATION

The administration recommends that the Board award request for proposal Q00373 to MPC Corporation, LLC, the vendor that submitted the lowest proposal meeting specifications for desktop computers with monitors, laser printers, scanners and peripheral equipment, in an amount not to exceed \$1,078,400; and to Dell Computer Corporation, the vendor that submitted the lowest proposal for laptop computers, in an amount not to exceed \$420,000; plus a ten percent contingency of \$149,840 to be used with either of the two vendors as requirements change throughout the year, for a total award of \$1,648,240 for fiscal year 2004/05.

HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Variable Tuition – Career Foundations

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

On May 13, 2004, the Harper College Curriculum Council approved the course curricula for Career Foundations. Career Foundations is a series of specialized courses and support services designed to serve developmentally delayed adults prepare for entry-level employment in a variety of fields. Currently, this population enrolls at Harper College but spends multiple semesters enrolled in developmental education courses with little academic success. Without the academic tools to succeed, the students, their family, and the faculty involved all experience a great deal of frustration.

IV. RATIONALE FOR VARIABLE TUITION

Participants in Career Foundations will be screened for suitability by a counselor from the Center for Access and Disability Services (ADS). Once enrolled, Career Foundations students will have access to specialized tutoring, individual career development assistance, and individual job placement assistance. In other words, the program will have significant professional services in addition to classroom and on-the-job training. The program will also have a very small maximum class/cohort size of twenty. The low student to professional staff ratio is more expensive than traditional classroom instruction; therefore the request for the 200% of standard tuition rate.

V. RECOMMENDATION

The support services and low student to professional staff ratio associated with Harper College's new Career Foundations program will significantly increase the

costs of offering the specialized courses in the program. The administration recommends that the tuition for Career Foundations courses prefixed OCC be set at 200% of standard tuition. Even at this higher tuition rate, Career Foundations is still significantly more affordable than similar programs offered in the Chicago metropolitan area.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Variable Tuition – Paramedic Program

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

Harper College is a partner with Northwest Community Healthcare in the delivery of the Illinois-approved Emergency Medical Services curriculum. As a result, students within that curriculum earn college credits while preparing for the licensure exams. Instructional content and design is based on the standard objectives specified in the U.S. Department of Transportation, 1998 National Emergency Medical Technician-Paramedic Curriculum. The Paramedic Program is accredited by the Illinois Department of Public Health to serve Region IX, System #907, as defined by state administrative code.

The Illinois Department of Public Health designates a training provider by defined health regions. Northwest Community Healthcare is the designated provider for Region IX. The Paramedic Program coursework including the internships are administered through the Northwest Community Healthcare EMS Department. The Department of Public Health EMS regions and their employing agencies do not correspond with community college districts.

Employing agencies are required to use the designated training site within their Public Health District. As a result, there are occasionally

one or two students who do not live in the Harper District and who are not covered by the ESA for whom Harper College needs to allow in-district tuition because Northwest Community Healthcare is in the College district.

IV. RECOMMENDATION

The administration recommends that all students admitted to the Paramedic Program who are employed, sponsored or affiliated with the Northwest Community Healthcare EMS system be charged in-district tuition for courses in the certificate programs. Any additional students admitted to this limited enrollment program would be charged tuition based on residency.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Administrative Employment Contracts

II. REASON FOR CONSIDERATION

Approval by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute the Administrative Employment Contracts.

III. BACKGROUND INFORMATION

Several meetings were held between the Administration and representatives of the administrators to review and discuss changes in the Administrative Employment Contracts.

Recommended changes include up to a 5.4% salary increase; a salary range base increase of 2.5%; the inclusion of wellness screenings or procedures in the annual physical examination benefit; and for retirements after July 1, 2004, an increase in the retiree five year Term Life and Accidental Death and Dismemberment insurance from \$25,000 to \$50,000.

The increased costs for salary adjustments and changes in the fringe benefit program are \$413,112.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the sum of \$413,112 for adjustments in salaries and fringe benefits, and the administration further recommends that the Board Chairman and Secretary be authorized to execute the Administrative Employment Contracts on behalf of the Board of Trustees for the 2004/2005 fiscal year.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Increase in salaries and fringe benefit expenses for the Classified, Food Service and Supervisory/Confidential employees for 2004/2005.

II. REASON FOR CONSIDERATION

Approval of funds for the increase in salary and fringe benefit expenses is required by the Board of Trustees.

III. BACKGROUND INFORMATION

Suggestions have been received from Classified, Food Service and Supervisory/Confidential employees requesting changes in the salary and fringe benefits program.

As a result of these suggestions and studies conducted by the Administration, the recommended changes include up to a 5.4% salary increase; salary range base movement of 2.5%; stipends of up to 2.9% for those employees at the top of the salary range who are in good standing; parity increases to the midpoint of the salary range for employees in good standing who have been in their salary range for at least five years; a \$25 increase in professional development allowance; and the ability to contribute to an available Internal Revenue Code Section 457(b) Deferred Compensation Plan through payroll deduction.

The increased cost for salary adjustments and fringe benefit expenses is \$907,590.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the sum of \$907,590 to implement the increase in salaries and fringe benefit expenses for the Classified, Food Service and Supervisory/Confidential employees effective July 1, 2004.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Educational Service Providers

(SEE VENDOR LIST ATTACHED—new vendors/courses are italicized)

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The College has a growing number of educational service providers it is using to deliver educational programs in both credit and continuing education programs. The attached list represents the Educational Service Providers we anticipate will provide service in Fiscal Year 2004-05.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board approve the attached list of educational service providers for Fiscal Year 2004-05.

Educational Service Providers and Rental Facilities June, 2004 (3 pages)
- new items are italicized -

<u>Organization</u>	<u>Training Curriculum</u>
Stampco Technology Group	Training in Microsoft, Sun Microsystems, Comptia, Cisco, Linux, CIW
Prentice Hall	Unix Training, Cisco Router Training, Lotus Training, Domino Training
Amazon.com	Unix Training, A+/PC Support Technician, Cisco Router Training, Lotus Training, Microsoft MCSE, MCSD, MCDBA, Oracle DBA, Developer, Network +
Autodesk	Autodesk Training
Comptia	PC Support Technician/Networking + Training Curriculum and Licensing
Citrix	Citrix Training
Microsoft	Microsoft Solution Developer (MCSD) Microsoft 2000 Certified Training (MCSE) Microsoft Certified Database Administrator (MCDBA)
Oracle	Oracle Database Administrator Oracle Developer
Ascent	Autodesk Books
Sun Microsystems	Solaris Unix Training Java Training
Prosoft	Certified Internet Webmaster Training
Lotus	Lotus Training, Domino Training
SAP	SAP Training
Pearson Education	Cisco Course Materials
Thomson Learning	Linux Course Materials
Sair – GNU	Linux Training
Alias Wavefront	Animation Art Training

Arlington Academy Cosmetology Career Center	Cosmetology Program through Continuing Education
Northwest Community Healthcare	Emergency Medical Technician <i>Paramedic Program</i>
Catapult	Software Training Materials
Elk Grove High School	Rental Facilities
SPSS	SPSS Training / Data Mining Training
Ascendant Learning	IT Security Certified Professional Program
Element K Press	Microsoft Office Software Training Manuals Microsoft Office Software Training Manuals
Woodcrafters	Woodcrafting instruction and facilities
Fox Creek Stables	Horsemanship
<i>Maxim Entertainment Group</i>	Sound Record Engineering
Charlie's Professional Bartending Inc	Licensing ordinances require exam completion
<i>CompuForensics</i>	Computer Forensics Program

=====
Corporate Services and Continuing Education
VENDOR LIST (OVER \$10,000)

COMPANY/CONSULTANT/INSTRUCTOR

Catwalk Consulting	IT Consulting
Jay Frishkorn	Database consulting & training
Loris Francioni	Desktop application consulting & training
Sheila Graven	IT Consulting and Training
Linda Heneghan	Desktop application consulting & training
Cathy Horwitz	Desktop application consulting & training
Mark Krukowski	IT Consulting and Training
Ellen Lehnert	Desktop application consulting & training
Pam McGinty	Desktop application consulting & training
Deb Pauley	Desktop application consulting & training
Progress	IT Consulting and Training
Ken Reddy	IT Consulting and Training
Lynne Brooks	Instructional design & training
Nicolle Carfagnini	Management consulting & training
Diane Decker	Management consulting & training

Vicki	Hoevermeyer	Management consulting & training
Adelaide	O'Keefe	Management consulting & training
Cynthia	Rogers	Management consulting & training
Dennis	Ryan	Management consulting & training
Cynthia	Aaronson	Management/OD consulting & training
Paul	Glover	Management/OD consulting & training
Hemsley,	Sweeney & Assoc LTD	Management consulting & training
Enviser		Energy consulting & training
Kam	Gupta	Quality consulting & training
Steve	Notter	Quality consulting & training
Kestral Management		Quality consulting & training
Bob	Squires	Quality consulting & training
Jane	Melevin	Telemagic consulting
Achieve Global		Training Programs & Courseware
ElementK		Computer Courseware
Shadow Box Learning Systems		Computer Courseware
LearnKey		Computer Courseware
eConsulting-Group		Consulting & training
Inc. Mike Marco		
Michael Shugarman		Consulting & training
George Garay		Consulting & training
Sheila Graven		Consulting & training
Russell Nordquist		Consulting & training
Keith Sorn		Consulting & training

June, 2004

REVISED Exhibit VIII-M

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation agreements between clinical agencies and Harper College are used for students in the Health Career Programs. The Affiliation Agreements between William Rainey Harper College and *Children's Memorial Hospital and Advocate Christ Medical Center* 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, *Children's Memorial Hospital and Advocate Christ Medical Center* whereby they require Board or appointed designee signature.

III. BACKGROUND INFORMATION

The facilities and educational opportunities available at *Children's Memorial Hospital and Advocate Christ Medical Center* 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 *Children's Memorial Hospital and Advocate Christ Medical Center* be approved as submitted and authorize the Dean of Life Science and Human Services to sign all of the above.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation agreements between clinical agencies and Harper College are used for students in the Health Career Programs. The list of affiliating clinical agencies is presented for annual review and approval.

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 streamline the entire process related to developing affiliations with the many agencies, the College will present to the Board of Trustees for approval, a master list of all the clinical agencies with whom we wish to affiliate for the year.

III. BACKGROUND INFORMATION

On July 22, 2003, the Board of Trustees agreed to annually approve the list of affiliating clinical agencies, authorizing the Dean to execute agreements with all agencies included in this list.

IV. RECOMMENDATION

The administration recommends approval of the attached list of affiliating clinical agencies for fiscal year 2004-2005.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

SUBJECT

Recommendation for the approval of a Letter of Agreement between Chicago Special Events Management and Harper College to plan, coordinate and execute the sponsored community appreciation event.

REASON FOR CONSIDERATION

The Science, Emerging Technology and Health Careers Center will open in the fall of 2004. The College wants to leverage the opening of the building to accomplish the following goals throughout the 2004-2005 academic year.

- Thank voters for passing the \$88.8 million referendum to build the Center and communicate clearly that the Harper delivered a state-of-the-art educational facility that voters said they wanted.
- Increase the visibility of College among the community and reinforce the College brand and key messages.
- Build goodwill with current College donors and introduce prospective donors to the College in order to build non-traditional sources of revenue.
- Reinforce existing relationships with area businesses and recruit new business partners to the College.
- Reinforce existing relationships with academic partners and recruit new academic partners to the College.

The intent is to make this event expense-neutral: to gain cash and in-kind sponsorships from community businesses to pay the expenses, and in return, give those businesses exposure at this event.

The College has already procured a signature sponsorship commitment of \$25,000 and an in-kind commitment of \$15,000-\$20,000. We will continue to solicit support in this manner.

In order to accomplish the goals outlined above, the College will hold a series of events in and around the Science, Emerging Technology and Health Careers Center throughout the 2004-2005 academic year. The largest and most complex event will be the community appreciation event on Sunday, September 12. The College plans to operate building tours and hold a health fair in conjunction with local hospitals. We also plan to engage an entertainment act that will draw a large crowd.

The size and scope of the community appreciation event requires the College to seek an outside vendor with experience and expertise in managing high-profile, complex events. The College also required additional assistance in procuring sponsorships to offset costs associated with the community appreciation event.

BACKGROUND INFORMATION

The College sought out cost estimates from the following companies and individuals with expertise in managing large, festival-type events in the Chicago area:

Star Events, Chicago, IL
Chicago Special Events Management, Chicago, IL
PratherPR, Chicago, IL
Woods Event Management Inc., Oak Brook, IL
Krista L. Aders, Events & Media Manager, Q Conference Center, St. Charles, IL

The College received three responses:

Woods Event Management Inc. Management fee of \$7,565 plus agreed upon reimbursable expenses.

Chicago Special Events Management, Management fee of \$5,000, plus agreed upon reimbursable expenses according to the project budget, and 17% of cash sponsorships procured by CSEM.

PratherPR. Management fee of \$50,000, plus agreed upon reimbursable expenses according to the project budget.

RECOMMENDATION

The administration recommends the approval, pending final attorney review, of a Letter of Agreement between Chicago Special Events Management and Harper College to plan, coordinate and execute the community appreciation event to commemorate the opening of the Science, Emerging Technology and Health Careers Center on Sunday, September 12, 2004 with a management fee not to exceed \$5,000 and administrative reimbursable expenses not to exceed \$2,000, for a total not to exceed contract of \$7,000. For this fee, CSEM will:

1. Pre-event Plan (Create operating budget, time line, event agenda and assist with security plan.
2. Assist with insurance and permits.
3. Coordinate other vendors (i.e. Food Service)
4. Negotiate entertainment contracts and riders, oversee transportation needs, negotiate hotel and hospitality needs and manage performance.
5. Secure necessary staging, lighting and sound required to execute performance.
6. Hire experienced stage hands to work the day of the event.
7. Manage all operations the day of the event, including set up, vendor check-in, vendor space assignment, clean up, traffic flow management, security, equipment placement, and supply trailers.
8. Provide on-site services for local merchants including, but not limited to, rental of tables, chairs, and tent, as well as the purchasing and delivery of non-alcoholic beverages and ice.
9. Assign section managers to oversee and micro-manage specific areas of the event as it relates to vendors (food and beverage vendors).
10. Oversee and manage the placement of all vendors, including, but not limited to, artists, merchants, food, corporate sponsors, and beverage vendors.
11. Assign all designated entertainment to its selected areas and oversee the entertainment's performance setup, equipment needs and actual performances.

In addition, commissions of 17% will be paid only on any sponsorship procured by CSEM. This is support that would come in addition to any support not procured by the Harper College Educational Foundation, or Harper College Administration. It is envisioned that Harper will contract for additional services. As these services are identified, the Board will receive a recommendation for consideration and approval.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

SUBJECT

Recommendation for the approval of an agreement with Creative Artists Agency for the band "Jars of Clay" to perform at the community appreciation event.

REASON FOR CONSIDERATION

The Science, Emerging Technology and Health Careers Center will open in the fall of 2004. The College wants to leverage the opening of the building to accomplish the following goals throughout the 2004-2005 academic year.

- Thank voters for passing the \$88.8 million referendum to build the Center and communicate clearly that the Harper delivered a state-of-the-art educational facility that voters said they wanted.
- Increase the visibility of College among the community and reinforce the College brand and key messages.
- Build goodwill with current College donors and introduce prospective donors to the College in order to build non-traditional sources of revenue.
- Reinforce existing relationships with area businesses and recruit new business partners to the College.
- Reinforce existing relationships with academic partners and recruit new academic partners to the College.

In order to accomplish the goals outlined above, the College will hold a series of events in and around the Science, Emerging Technology and Health Careers Center throughout the 2004-2005 academic year. The largest event will be the community appreciation event on Sunday, September 12. The College plans to operate building tours and hold a health fair in conjunction with local hospitals. The College also plans to engage an entertainment act that will draw a large crowd.

Musical entertainment will be a key component of drawing people to the Harper campus on a Sunday afternoon given the competition of other events in the

Chicago area that day including a Chicago Bears football game beginning at noon.

The intent is to make this event expense-neutral: to gain cash and in-kind sponsorships from community businesses to pay the expenses, and in return, give those businesses exposure at this event.

The College has already procured a signature sponsorship commitment of \$25,000 and an in-kind commitment of \$15,000-\$20,000. We will continue to solicit financial support and to help the College celebrate the opening of the Science, Emerging Technology and Health Career Center.

BACKGROUND INFORMATION

The College sought input on the possible musical entertainment from its advertising agency Tom, Dick and Harry (TDH) of Chicago, IL. TDH asked musical consultant group Jeff McClusky and Associates of Chicago, IL for names of bands that would fit within the parameters and goals of the community appreciation event and appeal to a young demographic audience.

McClusky and Associates recommended the band "Jars of Clay" as an entertainment act for Harper's community appreciation event. "Jars of Clay" is a former Christian rock band that has crossed over into a popular mainstream rock band that performs secular shows across the U.S. "Jars of Clay" has career sales of more than \$5 Million, three GRAMMY Awards, an American Music Award, 16 No.1 radio hits and numerous film credits and accolades for writing and performing. They are considered a "safe" act, meaning there is nothing in their onstage performance or reputation that might be considered inappropriate for a college and family-oriented event. Additionally, because "Jars of Clay" comes from a substantial inspirational music scene, their songs and on-stage performance promotes a positive image.

"Jars of Clay" typically draws several thousand fans to each performance.

RECOMMENDATION

The administration recommends the approval, pending final attorney review, of an agreement with Creative Artists Agency for the band "Jars of Clay" to perform at the community appreciation event to commemorate the opening of the Science, Emerging Technology and Health Careers Center on Sunday, September 12, 2004 for \$20,000 and riders to the contract not to exceed \$3,000, for a total not to exceed contract of \$23,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

SUBJECT

Recommendation for the approval of a Letter of Agreement between Chicago Special Events Management and Harper College to plan, coordinate and execute the sponsored community appreciation event.

REASON FOR CONSIDERATION

The Science, Emerging Technology and Health Careers Center will open in the fall of 2004. The College wants to leverage the opening of the building to accomplish the following goals throughout the 2004-2005 academic year.

- Thank voters for passing the \$88.8 million referendum to build the Center and communicate clearly that the Harper delivered a state-of-the-art educational facility that voters said they wanted.
- Increase the visibility of College among the community and reinforce the College brand and key messages.
- Build goodwill with current College donors and introduce prospective donors to the College in order to build non-traditional sources of revenue.
- Reinforce existing relationships with area businesses and recruit new business partners to the College.
- Reinforce existing relationships with academic partners and recruit new academic partners to the College.

The intent is to make this event expense-neutral: to gain cash and in-kind sponsorships from community businesses to pay the expenses, and in return, give those businesses exposure at this event.

The College has already procured a signature sponsorship commitment of \$25,000 and an in-kind commitment of \$15,000-\$20,000. We will continue to solicit support in this manner.

In order to accomplish the goals outlined above, the College will hold a series of events in and around the Science, Emerging Technology and Health Careers Center throughout the 2004-2005 academic year. The largest and most complex event will be the community appreciation event on Sunday, September 12. The College plans to operate building tours and hold a health fair in conjunction with local hospitals. We also plan to engage an entertainment act that will draw a large crowd.

The size and scope of the community appreciation event requires the College to seek an outside vendor with experience and expertise in managing high-profile, complex events. The College also required additional assistance in procuring sponsorships to offset costs associated with the community appreciation event.

BACKGROUND INFORMATION

The College sought out cost estimates from the following companies and individuals with expertise in managing large, festival-type events in the Chicago area:

Star Events, Chicago, IL

Chicago Special Events Management, Chicago, IL

PratherPR, Chicago, IL

Woods Event Management Inc., Oak Brook, IL

Krista L. Aders, Events & Media Manager, Q Conference Center, St. Charles, IL

The College received three responses:

Woods Event Management Inc. Management fee of \$7,565 plus agreed upon reimbursable expenses.

Chicago Special Events Management, Management fee of \$5,000, plus agreed upon reimbursable expenses according to the project budget, and 17% of cash sponsorships procured by CSEM.

PratherPR. Management fee of \$10,500, plus agreed upon reimbursable expenses according to the project budget.

RECOMMENDATION

The administration recommends the approval, pending final attorney review, of a Letter of Agreement between Chicago Special Events Management and Harper College to plan, coordinate and execute the community appreciation event to commemorate the opening of the Science, Emerging Technology and Health Careers Center on Sunday, September 12, 2004 with a management fee not to exceed \$5,000 and administrative reimbursable expenses not to exceed \$2,000, for a total not to exceed contract of \$7,000. For this fee, CSEM will:

1. Pre-event Plan (Create operating budget, time line, event agenda and assist with security plan.
2. Assist with insurance and permits.
3. Coordinate other vendors (i.e. Food Service)
4. Negotiate entertainment contracts and riders, oversee transportation needs, negotiate hotel and hospitality needs and manage performance.
5. Secure necessary staging, lighting and sound required to execute performance.
6. Hire experienced stage hands to work the day of the event.
7. Manage all operations the day of the event, including set up, vendor check-in, vendor space assignment, clean up, traffic flow management, security, equipment placement, and supply trailers.
8. Provide on-site services for local merchants including, but not limited to, rental of tables, chairs, and tent, as well as the purchasing and delivery of non-alcoholic beverages and ice.
9. Assign section managers to oversee and micro-manage specific areas of the event as it relates to vendors (food and beverage vendors).
10. Oversee and manage the placement of all vendors, including, but not limited to, artists, merchants, food, corporate sponsors, and beverage vendors.
11. Assign all designated entertainment to its selected areas and oversee the entertainment's performance setup, equipment needs and actual performances.

In addition, commissions of 17% will be paid only on any sponsorship procured by CSEM. This is support that would come in addition to any support not procured by the Harper College Educational Foundation, or Harper College Administration. It is envisioned that Harper will contract for additional services. As these services are identified, the Board will receive a recommendation for consideration and approval.