



Harper College

1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

July 27, 2004
7:00 p.m.

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda**
- IV. **Educational Presentations**
 - None
- V. **Student Trustee Report**
- VI. **President's Report**
- VII. **Harper Employee Comments**
- VIII. **Citizen Comments**
- IX. **Consent Agenda*** (Roll Call Vote)
 - A. **For Approval**
 - 1. Minutes – June 22, 2004 Regular Board Meeting Exhibit IX-A.1
 - 2. Bills Payable, Payroll for June 10, 2004, June 24, 2004 and July 8, 2004 and Estimated payrolls for July 9, 2004 through August 5, 2004 Exhibit IX-A.2
 - 3. Bid Awards Exhibit IX-A.3
 - 4. Purchase Orders Exhibit IX-A.4
 - 5. Personnel Action Sheets Exhibit IX-A.5
 - B. **For Information**
 - 1. Financial Statements Exhibit IX-B.1
 - 2. Committee and Liaison Reports Exhibit IX-B.2
 - 3. Grants and Gifts Status Report Exhibit IX-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.

X.New Business

- A. RECOMMENDATION: Approval of an Agreement Between Harper College and Karnes Music for Placement of Pianos and Equipment Exhibit X-A
- B. RECOMMENDATION: Approval of Avanté Center Community Event Budget Exhibit X-B
- C. RECOMMENDATION: Resolution to Appoint New Trustee Exhibit X-C
- D. RECOMMENDATION: Settlement Agreement between William Rainey Harper Community College, John Edward Construction Company, Paramount Mechanical, Inc. and Mascall Electric, Inc. Exhibit X-D
- E. RECOMMENDATION: Recommendation for the Award of Bid Request Q00385 for Boiler Plant Upgrade Exhibit X-E

XI. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

On-Campus Events

- | | |
|---------------|---|
| August 20 | 12:15 p.m. - Quest Fest Employee Avante' Celebration |
| August 23 | Classes begin - Most credit classes begin this week. Many continuing education and credit classes begin on other dates. Check class schedule. |
| *August 24 | 7:00 p.m. - Regular Board Meeting - Room W214-215 |
| September 12 | 1-4:00 p.m. - Dedication/Celebration Avanté Center – Health Fair and Tours |
| | 3:30-9:00 p.m. – "Jars of Clay" Performance |
| *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, June 22, 2004

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

Revised Minutes of the Regular Board Meeting of Tuesday, June 22, 2004
(*See revision on page 19)

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, June 22, 2004 at 7:04 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

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

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the President; David McShane, V.P. Information Technology; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Cheryl Kisunzu, Assistant V.P. Diversity/Organizational Development; Linda Kolbusz, Associate V.P. Development, Governmental Relations; Sheila Quirk, Associate V.P. for Strategic Planning and Alliances; Catherine Brod, Assistant V.P. for Development; Joe Accardi; Patrick Beach; Larry Bielawa; Carol Blotteaux; Phil Burdick; Ned Coonen; Daniel Corr; Lori Danaher; Rob Dix; Terry Engle; Denise Evans; Robert Getz; Sally Griffith; Vickie Gukenberger; Mike Held; Pat Jen; Thea Keshavarzi; Stephan Liggio; Terry Lindsay; Jim Ma; Russ Mills; Maria Moten; Mike Nejman; Mark Neubecker; Sheryl Otto; Jeanne Pankanin; Janie Petersen; Jen Scharringhausen; Diana Sharp; Dennis Weeks and Deanna White. Students: Christopher Entwistle and Rebeka Risteska.

Guests: Mr. and Mrs. Andrew Mellman, Scientific Verdicts; Mike Nugent, Nugent Consulting; Robert Glorch, Sam Oliver, Carol Pankros, Harper College Educational Foundation; Michael Lundeen, Legat Architects; Mario Bartoletti, Pioneer Press; Michael Puente, Daily Herald; Tim Kane, Chicago Tribune; Gary Clair, Sue Keener, Luke Praxmarer, citizens.

Vice Chair William Kelley led the Pledge of Allegiance.

Chair Stone noted that several items would be moved on the Agenda. Harper Employee Comments and Citizen Comments will immediately follow the President's Report.

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

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

PRESENTATIONS

Catherine Brod -
Planned Giving, Harper
Heritage Society

Catherine Brod distributed packets of information to Board members, which included updates, the Annual Plan and biographical sketches of Harper College Educational Foundation Board Members. Ms. Brod explained that the presentation would highlight the Harper Heritage Society, a specific component of the fundraising program which deals in planned gifts. She introduced Janie Petersen, Associate Executive Director of the Foundation and Director of Major and Planned Gifts; Sam Oliver, President of the Foundation; Carol Pankros, Vice President for Development and Chair of the Harper Heritage Society and Bob Glorch, estate planning attorney specializing in charitable intentions for estate planning.

Janie Petersen explained that planned giving gives flexibility and stability in the future for not-for-profit organizations, and it is one of the most successful fundraising techniques throughout history. Leaving something to a charity is leaving a legacy to one's community.

Sam Oliver, founder of the *Leave a Legacy - Barrington Area*, explained that they urge people to "touch tomorrow -to make a difference in the lives that follow." The mission of *Leave a Legacy* is to promote awareness of charitable giving and estate planning. It was created to inspire people of all ages and all walks of life to consider how they might leave a lasting legacy. They want people to be aware of this growing movement and the Foundation's leadership role in this community.

The following (false) myths of planned giving were discussed:

- **Myth 1** - It is too complex, and only the wealthy can leave a legacy.
- **Myth 2** - Organizations must be completely focused on today's bottom line. There are too many cuts for us to invest in planned giving.
- **Myth 3** - Most people who give a planned gift do so to avoid taxes.
- **Myth 4** - Organizations cannot afford to invest in a planned giving program.

Ms. Pankros explained that the Harper Heritage Society committee is a group of professional advisors who volunteer their time, talent, skills and energy: estate lawyers, real estate agents, life insurance representatives, financial planners, accountants, trust officers, senior law specialists and business succession planning experts. She described different methods of planned giving, including designating Harper College as a life insurance beneficiary or gifting parts of a retirement plan, real estate or securities. Harper Heritage Society donors are now recognized on the wall in the Performing Arts Center.

Mr. Glorch noted that there is an increased emphasis on the importance of women and gifting. Women are making more of the charitable decisions in the households. They will live an average of 7.5 years longer than men. They control 40-60 percent of the wealth in the country.

He explained that there is a planned gifting option which allows a person to make the gift of an asset, yet retain the income from that asset until death.

- **Myth 5** - planned gifts are so complex, that only a lawyer can understand them.
- **Myth 6** - if we encourage planned gifts, we will lose annual support.
- **Myth 7** - A charitable planned gift will cut my heirs out of my estate plan.

Chair Stone thanked them for their presentation. She noted that the Board of Trustees has the utmost respect and gratitude for everything the Foundation does. She noted that they would be happy to go out on calls with the Foundation members.

As Board Liaison for the Foundation, Member Howard called attention to the folder of information distributed to Board

members. She encouraged everyone to read the impressive Accomplishments Report for 2004 and the Strategic Plan for 2004-2007, which is built upon trying to support the mission and objectives of Harper College. She added that they are so fortunate to have professional people from the community volunteering serious time and expertise to Harper.

STUDENT TRUSTEE REPORT

Student Member Plazak distributed a written report to Board members. He highlighted several items on the Summer Events Calendar. He thanked the Board for the opportunity to attend the Illinois Community College Board (ICCB) Student Leadership Institute in Springfield. It was a valuable learning experience.

Student Member Plazak noted that they had their first unofficial meeting for the ICCB Student Advisory Committee. They will be focusing on improving the view of a community college to high school students and counselors, and improving communication from community colleges throughout the State.

He introduced newly-elected Student Senate President Rebeka Risteska. Ms. Risteska explained that they turned obstacles into opportunities for growth in the Student Senate last year. One goal this year is to help the Senate grow and become a more active and visible organization on campus - one that supports the students and embraces diversity. She is committed to serving the student body and upholding the values of the institution. Ms. Risteska thanked the Trustees and the administration for all their hard work and tireless effort in making Harper a place that the students can be proud to call home.

Chair Stone thanked Ms. Risteska, and noted that the Board looks forward to working with her.

PRESIDENT'S REPORT

There was no President's report.

HARPER EMPLOYEE COMMENTS

There were no employee comments.

CITIZEN COMMENTS

Chair Stone noted that citizen comments have been limited to two minutes due to the length of the Agenda. Mr. Luke Praxmarer addressed the Board in regard to the potential for Harper College to offer four-year degrees. In his mind, Harper College is a great Junior College. He asked the Board to vote against changing it to a four-year college. In

his opinion, Harper College will lose its mission, and costs will increase tremendously. Mr. Praxmarer noted that Dr. Breuder has done a great job at Harper. He has grown the College and turned it into a world-class institution. He added that they should keep it a world-class junior college and not make it a mediocre four-year college.

Chair Stone thanked Mr. Praxmarer for his comments. She added that she hopes he will gain a better understanding as he listens to the discussion regarding four-year degrees later in the meeting.

CONSENT AGENDA

Member Kolze moved, Member Barton seconded, approval of the minutes for the May 25, 2004 regular Board meeting; bills payable; payrolls for May 14, 2004 and May 28, 2004; estimated payrolls for June 10, 2004 through June 24, 2004; bid awards; purchase orders; personnel action sheets; student service awards - 2004; and for information: financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits VII-A.1 through VII-B.3, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$5,499,298.95
Tuition Refunds	31,776.03

The payrolls of May 14, 2004 in the amount of \$2,105,769.33; May 28, 2004 in the amount of \$1,679,043.32; and estimated payroll of June 10, 2004 through June 24, 2004 in the amount of \$3,873,129.26.

Bid Awards

- | | |
|---------------|---|
| Ex. VII-A.3.a | Award bid Q00377 for a lighting upgrade to March Industries, Inc., the low bidder, in the amount of \$52,891. |
| Ex. VII-A.3.b | Award bid 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. |
| Ex. VII-A.3.c | Award bid 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. |

	Ex. VII-A.3.d	Award bid 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.
	Ex. VII-A.3.e	Award bid Q00380 for fire alarm and sprinkler system testing and inspection to SimplexGrinnell LP, the low bidder, in the amount of \$14,200.
	Ex. VII-A.3.f	Award bid Q00378 for a roadside drainage project to Cooling Landscape Contractors, the low bidder, in the amount of \$69,250.
	Ex. VII-A.3.g	Award bid 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.
Purchase Order	Ex. VII-A.4.a	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.
Personnel Actions		<u>Administrator Appointment</u> Jennifer Mathes, Dean, Business/Social Science, BUS/SS, 07/13/04, \$89,500/year <u>Professional/Technical Appointment</u>

Mitesh Shah, Desktop Integration Analyst, IT/CS, 06/07/04,
\$39,445/year

Classified Staff Appointments

Susan Lloyd, Customer Service Associate, p/t, BKST,
06/14/04, \$12,376/year

Kimberly Ruud, Assessment/Testing Proctor, p/t, A/TC,
05/19/04, \$14,543/year

Jennifer Walcheski, Secretary, p/t, AE/LS-AED, 05/19/04,
\$20,358/year

Caryn Zielinski, Office Assistant II, p/t, BUS/SS, 06/07/04,
\$10,530/year

Harper #512 IEA-NEA Appointments

Jennifer Broadfield, HVAC Mechanic, PHY PLT, 07/01/04,
\$46,010/year

Everett Edwards, Custodian, PHY PLT, 05/24/04,
\$20,842/year

Anna Fudala, Custodian, PHY PLT, 05/24/04, \$20,842/year

Daniel Garay, HVAC Mechanic, PHY PLT, 07/01/04,
\$46,010/year

Supervisory/Confidential Reclassification

Sara Gibson, Manager, Environmental Health and Safety,
PHY PLT, 07/01/04, \$63,777/year

Classified Staff Reclassification

Jeanne Kline, Administrative Services Assistant, CE,
07/01/04, \$42,390/year

Administrator Retirements

Russell Mills, Dean, Continuing Education, CE, 07/31/06, 20
years

Jeanne Pankanin, Dean, Wellness/Campus Activities, W/HP,
07/31/06, 31 years

Professional/Technical Retirement

Gerri Goncher, Curriculum & Scheduling Specialist, ACA
AFF-Transfer Studies, 06/30/06, 34 years

Harper #512 IEA-NEA Retirement

Carlos Meza, Custodian, PHY PLT, 05/31/04, 24 years

Classified Staff Resignation

Jeanette Hamm, Office Assistant II, p/t, BUS/SS, 05/20/04, 3
years 9 months

Harper #512 IEA-NEA Resignation

Jose Chacon, Custodian, PHY PLT, 05/13/04, 1 year 7 months

Spring 2004 Student Service Awards

Approval of 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.

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

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

Nays: None

Motion carried. Student Member Plazak voted aye, but abstained from Exhibit VII-A.6.

Member Gillette noted that he will send a written report regarding the seminar, "Boards for the New Century." He noted that the author of the ethics ordinance and an enforcement officer were present at a recent ICCTA meeting. After reviewing the ordinance and discussing it briefly, one Trustee asked if it would be legal for a current Trustee to come to a Board meeting one-half hour early to pass out his petition for running again on the Board. Member Gillette noted that representatives from the Attorney General's Office said that it would not be legal, because the Trustee would be on school property, and the audience (employees) might be intimidated. Member Gillette noted that all of the discussion demonstrated a very strict enforcement of the ordinance.

Member Gillette noted that he brought up the four-year degree issue at the Meeting of the Whole. The Resolution of the Board is to change State law. He asked if a Board member has an obligation to give up his right to go to his legislature with a different viewpoint than that of the Board. The majority opinion was, "No, provided he informs his Board of that when they make the vote, and when he does go to his legislature, he points out that it is independent input, not Board input." Member Gillette added that he will put that in writing.

NEW BUSINESS:

Authorization to Pursue
Offering Selected
Baccalaureate Degrees

Member Kolze noted that he was concerned about this step being somewhat negative in terms of the mission of the College. He believes that the Board can restrict this effort through policy. Therefore, he proposed the following motion which would include a policy connection.

Member Kolze moved, Member Howard seconded, that 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 counsel 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 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, as outlined in Revised Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Murphy read the following statement:

"Awarding four-year degrees is wrong for Harper. It is wrong because there is not now, nor will there be anytime soon, State money essential to the plan. It is wrong because it compromises our mission. By taking on more, we risk compromising what we do well now. I know it has been said that we would never do that, but we simply can't guarantee it. I'm proud of what we are here now. I am proud of the niche that we fill in the educational process, and I should be,

and I think we all are. I have been told that this idea is the future, it is a logical extension of our mission; it is not. I had a chance to speak to one of the founders of this College, Jessalyn Nicklas, recently and we discussed this a little bit. She said to me that she was disappointed that the College's leaders have lost sight of the original mission that she worked to bring here. Not all change is progress. If through this change, should it come about, we bite off more than we can chew, the result will be anything but progress for those we serve now.

"The other thing about this is, to me, it is an unnecessary risk. It is in our recommendation here tonight that we will explore partnerships with four-year universities first, and that is our priority in this area, to meet any unmet baccalaureate needs through partnerships with four-year universities or colleges. These types of partnerships are right for Harper. They are right because they afford us with the benefit of providing degrees to our residents without the risk of diverting resources from our mission. Our four-year partner, in such a partnership, can bear the lion's share of the risk of any cost of failure.

"I know that tonight we are merely voting on authorizing the College to lobby for this change in State law, but the question I have is, "Why now?" We haven't fully explored partnerships to the fullest extent with existing four-year universities, yet. We haven't worked with them to assess needs that are not being met yet. Why not exhaust these possibilities first, and revisit our own baccalaureate program at the end of that process, if we need to. We all here know that Harper College is a massive operation - we serve over 40,000 students here each year. To the extent that we have time and money to devote to four-year degrees, we should devote it exclusively 100 percent to exploring partnerships with four-year universities. This is especially prudent in light of legislator comments that this change will not occur any time soon, if ever.

"Of course, we know it is not going to occur anytime soon. Laws don't change quickly. In a state where our universities are being told to give back two percent of the money that the State gave them for this year, and where they are only giving Harper College enough for eight percent of our overall budget, it is obvious that there is no money for this proposal. At this time, this is a waste of time, money and the College's good will with its peers. Some downplay this last point, that this initiative has hurt our relationship with our peers. But

rest assured that this is happening. This initiative has been dubbed 'a PR disaster for Harper' in the State higher education community. We are alienating our peers and our would-be allies by pushing this unilaterally in the manner that we are. I hope we do not invite budgetary retaliation in Springfield for this chaotic effort. In short, we are burning bridges so we can tilt at windmills. Four-year degrees are wrong for Harper; partnerships with four-year universities are right for Harper. Let's prioritize our time and money accordingly."

Member Barton stated that, 19 years ago, they were very proud of where the school was at that point in time. But because the Board and administration looked ahead and tried different things to better what was offered at Harper College, it has made Harper what it is now. If they had just sat back and been proud of what it was in 1985, they would not have moved forward. Offering four-year degrees is the wave of the future, whether it is liked or disliked by certain people. It is very much Harper's position, being one of the lead community colleges in the area and in the United States, to look into it and to see if it is possible. The College either moves ahead or it stays stagnant. Member Barton stated that she totally supports pursuing this endeavor.

Gillette read the following statement:

"Community colleges have been a cornerstone of prosperity in the United States by providing open, affordable access to higher education and job training. They have provided a way for the most needy to participate and improve their quality of life. This has helped prime our economy, one that is envied by most other countries. Illinois has a comprehensive higher education system with fully integrated missions. Any change in the system must be evaluated with respect to its influence on these missions and how it affects all of Illinois. Economic realities do apply; hence, the level of funding available for bachelor's degrees at community colleges is a major mission driver.

"It will take substantial funds to add bachelor's degrees without impacting the prime mission. If an under-funded bachelor degree program is instituted, the existing mission can be easily compromised, i.e. existing students will have to pay more to make up the difference, and community college availability is reduced. These are the same students who are already paying a higher share due to reductions in Illinois funding. Both the Illinois Community College Board and the

Illinois Board of Higher Education have evaluated the impact of this proposal and oppose this change in higher education missions. Proponents of this change agree that community colleges do not have a marketable bachelor's degree product unless they are price competitive with state universities. This requires property tax and/or state funding in addition to higher tuition for Year 3 and Year 4 students. Using existing property tax violates the existing two-year college workforce mission. Every dollar of existing property tax used directly, or indirectly, for a four-year program will reduce availability for the existing students, and it will result in increased tuition fees. New property taxes seem improbable, which leaves new state funding as a requirement. Illinois is in a long-term financial crisis. Elementary and secondary education have higher priority for new Illinois education dollars. State universities and community college funding restoration should have first call on new higher education dollars. This proposal, therefore, has a low priority.

"Again, I sincerely believe that Harper's survey does not document a citizen demand for bachelor's degrees at community colleges. I pointed out before the survey, and confirmed in the survey briefing, perceived affordability distorted the results. No price versus demand data was gathered to remove this distortion. The survey only documented a universal desire for a lower cost higher education, mostly in fields that community colleges will never offer, even if allowed to offer some bachelor's degrees. In my analysis, the survey and its briefing were framed to support the proposed agenda, rather than provide useful information. Harper's detailed proposal requires the State of Illinois to fund its four-year programs at a higher level than the average it provides its state university undergraduates. It also compromises its existing mission, as the bachelor degree costs are understated. These costs are not burdened. They only include marginal costs and do not include overhead costs. The existing students will have to pay for these, just as they are now paying for a survey and the politicking that went with it. This lack of cost accounting allows Harper's administration to report \$2,000 as the cost, a marginal cost, for multiple staff members and Harper's president to support many months of surveying and multiple survey briefings all over the State. The actual cost, easily, is many tens of thousands of dollars, and it will grow larger as this proposal is lobbied. This is a cost being paid for by existing students, one beyond the \$60,000 survey cost, one beyond the \$60,000 that is on the table tonight.

"Look at your community college average cost per semester hour. In Illinois it is typically the out-of-state tuition rate. At Harper this is \$348 or \$10,440 per year for a 30-semester hour year. When startup costs are included, any bachelor program that is fully burdened will have an equal or higher cost. What level of state funding is required to price a program lower than state universities? For Harper, the State would have to fund this program about 35 percent more than it funds its average undergraduate at state universities. Any less will require existing students to pay more. In Harper's detailed proposal, existing students pay for the space, the heating, the cooling, the administration, the accounting, etc. for the bachelor degree program. Harper's claim that it will add to the bottom line is an error. It adds income, but without state funding a lot higher than Illinois universities receive, the burden expenses that are added will exceed the income.

"Each state that has allowed a bachelor degree program at community colleges without full funding has the same problem - the erosion of the community college concept has started. In Pennsylvania, two-year public colleges charged tuition less than \$2,600 per year. At Pennsylvania College of Technology, Associate Degree tuition has increased to \$7,260. It was converted from a two-year community college to part of the Penn State System, but it is where locals go to obtain a public two-year associate degree or job training. Community colleges do not award four-year degrees in Pennsylvania. They convert to the State system. When implemented in Utah, tuition was increased, the *Tribune* reports, 30 percent for associate degree students. That community college no longer exists; conversion to a state college was required. Florida approved bachelor degrees at community colleges, and it is turning away traditional community college students due to a lack of money and space.

"If you want to start to eliminate the ability of the most needy to attend any college, it appears all you have to do is allow community colleges to have under-funded bachelor degree programs. My mother told me, to do something because others do it, is silly. You should do something only if it is right. It is just plain wrong to support this concept if full funding and/or strict cost accounting rules prohibit in any reduction and availability for the prime mission students are not included. Without these safeguards, this will not be progress; it will be the start of the destruction of a great

Illinois system. We know there is no way that Illinois can fully fund it. It is not economically viable at Harper with real cost accounting rules, as four-year tuition would be too high. The prudent way to provide local bachelor degrees is for community colleges to partner with four-year universities and colleges, as encouraged by both of the Illinois Higher Education Boards. I asked a question before the meeting, 'Who have we contacted to make proposals to for partnership, and what has their response been?' What I got told was, 'We gave the survey briefing to all of the state universities.'

Member Kelley stated that he respectfully disagrees with some of the assertions that both Trustee Murphy and Trustee Gillette have made in regard to the proposal. The motion has been framed as a Board policy, where they are setting parameters for how and when four-year baccalaureate degrees are going to be pursued.

- First, any new programs are going to be submitted to the Board for approval before they are sent to the ICCB.
- Second, the Board will have to be convinced that there is a documented community need for such programs, and
- that nearby four-year universities have no interest or no ability to provide these degrees, and
- that Harper has the expertise, resources and interest to qualify for the program, and
- that the program will be self-supporting through tuition and state funding.

Part of the Board policy is that the program is going to be self-supporting through tuition and state funding. The Board does not know, as they sit here right now, what, if any, amount they are going to get from the State. As the policy is framed, if the program is not going to be self-funded, the College will not be moving forward with it. No local property tax revenue will be expected or required for direct program expenses.

Member Kelley noted that the survey demonstrated to him that there is overwhelming support for Harper to provide four-year degrees in the Northwest Suburbs. It is self-evident that there is overwhelming support for those degrees, as long as it does not increase the local property taxes. The policy makes it clear that it will not.

Member Kelley added that he is absolutely convinced that this policy is within Harper's mission of providing affordable, quality education and being responsive to the community

needs. He has found overwhelming support from every person with whom he has discussed this over the last several months. He believes Harper, as an educational institution, needs to be willing to evolve, to lead, to be open to changing ideas.

Member Kelley quoted Herbert Spencer, 18th century philosopher, "There is a principle which is a bar against all information, which is proof against all arguments and which cannot fail to keep a man in everlasting ignorance -- that principle is contempt prior to investigation." Member Kelley added that he believes the four-year degrees can be pursued within the parameters of the policy that he hopes the Board will adopt. When one looks at what William Rainey Harper would have envisioned for a junior college back in the early 1900's, he would want a college that is affordable, responsive, accessible and responsive to the changing society. Member Kelley stated he is in favor of pursuing four-year degrees.

Student Member Plazak stated that when he has asked students what they think about Harper College pursuing this idea, he has received overwhelming support for it. When he probed students further, stating that it would not be a free endeavor to pursue four-year degrees, he found that the students thought the potential of these programs outweighed the risk and the investment. Student Member Plazak noted that last year, the Student Senate passed a Resolution to support pursuing four-year programs. The students support this program, as long as it is truly self-supporting.

Member Howard stated that the Board must listen to students -- past, present and future. Alumni surveyed were strongly in support of the opportunity being given in those academic areas where it was not easily available in the community. She clarified that there is no intent to make Harper a comprehensive four-year college.

Member Howard noted that she knows Jessalyn Nicklas well and worked with her in founding this College. Member Howard does not believe that they have compromised what they initially set out to do, which was to put an emphasis on a quality two-year education for transfer. Harper is outstanding in the country for doing that. She noted that they have not damaged that mission by adding tremendous numbers of workforce related courses that were not envisioned at that time, customized courses for business and industry and the professions. They have not

compromised it by beginning to give weekend classes and online courses to non-traditional students who are not coming here to get a two-year degree. There is no intent on the part of anyone on the Board to undercut Harper's mission to provide outstanding and affordable education to those students who are coming with the intent of transferring and getting a four-year baccalaureate degree.

Member Howard explained that the student profile has changed; the average age of Harper students is 27. Many adults are coming back to college who are working and supporting a family, and it is impossible for them to go away for a certain degree. One possible degree Harper would be pursuing is a four-year degree in dental hygiene. Currently, an individual would have to go to Milwaukee or to Southern Illinois to get a four-year degree in dental hygiene. Member Howard noted that she and other Board members are all for partnerships with four-year universities. However, there are some courses universities are not interested in offering, because of their technical nature and the required equipment. Dental hygiene is an expensive course to offer, and Harper already has the equipment. It would be an added opportunity for certain individuals who are unable to get a baccalaureate degree in a selected field, who live in the community and are taxpayers in the community.

Member Howard stated that it is her understanding that neither the ICCB nor the Illinois Board of Higher Education (IBHE) has really studied this concept. They have just now decided to study it and see how they feel about it. With regard to the availability of State money, she noted it is obvious there is no money there now. However, Harper should begin to look at this, because the economy is going to turn up. She believes that the State will get its budget in shape, and education is a high priority. Member Howard feels it is worth exploring for the sake of those people who would benefit.

Member Kolze stated that his motion speaks for itself. He does not see a whole lot of risk involved, because the Board will have total control with the policy elements.

Chair Stone thanked the Board for their input. She added that they were eloquent in expressing their views, and she is proud to be associated with Trustees who, pro or con, have taken the amount of time that they have in understanding what it is that is being considered. Trustees have read many documents, formed their opinion and talked to constituents.

Chair Stone shared that she is very much in favor of Harper having the ability to explore this opportunity. Barriers do not belong in the path of people who want to progress to a bright future. There are some points within the motion that will protect the College from doing anything that is against the feelings of this Board, against the policy of this Board. She believes they should move forward and, she will support this action item.

Dr. Breuder shared a story with the Board about overhearing some young InZone students speaking about the possibility of Harper offering four-year degrees. He strongly feels they are on the right track by moving forward with this endeavor.

Dr. Breuder added that a positive outcome from all of the discussion related to this topic is that he received a call from the leadership of one university asking him to sit down and discuss an enhanced relationship between that university and Harper. One idea was what they referred to as a "3 plus 2" program, meaning Freshman, Sophomore and Junior years with Harper College; Senior year and Graduate years with that university, but all done on Harper's campus. If that emerges as a viable possibility, (it has to be studied and examined first), it is the kind of partnership that they would want to introduce within Harper College. He made it clear that it is still a priority for Harper to identify and to enter into partnerships that are mutually advantageous.

Member Barton stated that the study did wonderful things for Harper College. It made clear that Harper is best known for its academic reputation. Other universities and colleges are perhaps now looking at Harper through different eyes. Community colleges and junior colleges in this country have not always been seen equal to colleges and universities. This kind of activity, movement, and discussion enhances Harper's position on the playing field.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

Member Murphy requested that the Board be kept updated on the efforts of Harper College exploring partnerships with

four-year universities, as well as the progress with regard to Harper College offering selected baccalaureate degrees.

In response to Member Gillette, Chair Stone noted that Dr. Breuder sent a proposed budget to each of the Board members on June 9. She also noted that, as part of Member Kolze's motion, the Board is authorizing only \$60,000 to be spent.

Member Murphy noted that he has requested information regarding the cost of administrators' time spent on this issue to date. Chair Stone noted that she had already responded to Member Murphy via e-mail that the Board of Trustees has one employee reporting to them - the President of this institution. The Board delegates to him the ability to regulate the time spent by his staff in the manner in which he thinks their time is best used. If the Board thinks that the President is in any way misusing the time of his staff or the resources the Board gives him, their recourse is with the President. That has never been an issue, as far as this Board is concerned.

There was discussion regarding the use of staff time to respond to Board member questions. Member Kolze noted that Board members are entitled to ask questions, but they also must be mindful about the cost of staff time. One response required 24 hours of staff time at a cost of \$400.

Dr. Breuder noted that he provided the Board with the costs (hard dollars spent) to date to bring the proposal to the table. They do not sit down, as attorneys do, and write in 40 minutes or 50 minutes each time they made a phone call or wrote a letter.

Chair Stone noted that there have been changes to several Board exhibits.

Property and Liability Insurance Renewal

Member Barton moved, Member Murphy seconded, that the College joins 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. Additionally, 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, 2004 through July 1, 2005**, in the amount of \$87,815. The total recommendation for insurance coverage from July 1, 2004 through July 1, 2005 is \$569,071, as outlined in Revised Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Murphy commended the administration for this item, because it is an excellent use of Harper's resources. It provides the College with the necessary coverage at the least amount of money, with an opportunity for a dividend. Member Gillette concurred.

Vice President Thorson publicly acknowledged consultant Mike Nugent for all the time and effort he put in to help them get to his point. Mr. Nugent's expertise was very helpful. Vice President Thorson also thanked insurance broker Dick Galla, who has also worked very hard on behalf of Harper College for many years.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

Prevailing Wage Act

Member Howard moved, Member Gillette seconded, adoption of the Prevailing Wage Act resolution and authorization of 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, 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 Barton, Gillette, Howard, Kelley,
Kolze, Murphy and Stone
Nays: None

Motion carried. Student Member Plazak voted aye.

Preliminary Budget for Fiscal Year

Member Kelley moved, Member Murphy seconded, acceptance of the preliminary budget as presented

2004-2005

and authorization for the administration to begin spending from the budget as presented, as outlined in Revised Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Stone noted that the Budget will be presented to the Board on August 24, 2004.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

Resolution to Establish
the 2004-05 Budget
Hearing Date

Member Howard moved, Member Barton seconded, adoption of the resolution providing for the annual Budget Hearing and the required public notice, as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

Resource Allocation
and Management Plan
for Community Colleges
(RAMP) Document

Member Kelley moved, Member Kolze seconded, approval of the capital request section of the RAMP document for submission to the Illinois Community College Board, and approval of the referendum dollars set aside to provide the necessary match, as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Kolze, it was noted that the Student Center is #6 and #10 on the ICCB list. Dr. Breuder noted that on the IBHE list, it is #10 for the renovation and #13 for the new construction.

In response to Member Gillette, Dr. Breuder stated that the College no longer employs a lobbyist for this purpose, considering the current disposition in Springfield. The Governor is not releasing a great deal of money for capital projects for higher education.

In response to Member Murphy, Dr. Breuder explained that this would not be adding square footage to the campus. The Campus Master Plan from FY 2000 included a recommendation to demolish the east end of the D building and replace it with improved, more efficient square footage. The architects believe that the cost of rehabbing and renovation of the 35-year-old building makes no sense financially. If the College would retain the money in the "rainy day fund," as Member Murphy suggested, the College would be giving back \$20+ million to the State to give to another institution. The State pays 75 percent of the construction of that building.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

Resolution to Approve
Strategic Long-Range
Plan: 2004-2007

Member Kolze moved, Member Kelley seconded, approval of the Strategic Long-Range Plan: 2004-2007, as outlined in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette stated that he continues to want metrics and timetables in the plan. He cannot support it, since they are not included. Member Kelley noted that metrics would be more appropriate in the Annual Plan and the Outcomes.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

Award of Desktop and
Laptop Computers,
Laser Printers and
Peripheral Equipment

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

Member Gillette suggested that the advice of the insurance consultant be sought with regard to the theft protection insurance for the laptops. He feels that the College may be able to purchase insurance outside for less cost. Vice President McShane explained that this is a large purchase, predominantly for the Science, Emerging Technology and Health Careers Center. There will be more movement of the equipment than they have now, because science programs need laptop portability between labs and instructional classroom space. This is an insurance policy that will completely replace the unit at no cost.

In response to Dr. Breuder, Chair Stone clarified that the Board is approving the purchase as it is, but the administration will investigate the insurance option. They will execute that portion only if it is clearly in the best interest of the institution financially. If they find they can provide the insurance in a better way, then they will move in that direction.

There was discussion regarding the ISO 9000 requirements for pre-screening vendors. Member Gillette stated that it bothers him the criteria disqualifies Hewlett-Packard and local vendors.

In response to Member Gillette, Vice President McShane affirmed that the private company has submitted financial statements as part of the requirements of pre-screening.

With regard to Member Gillette's suggestion that the bid for monitors should be separated out, Vice President McShane explained that this particular vendor offers a five-year warranty on the whole system, including the monitor. It is in the best interest of the College. He also explained that the College has standby computers to put into place when a unit goes down, and they can then send it back to the manufacturer.

Member Barton stated that this is getting into areas of micromanaging by Board members; it comes across as if they are questioning and doubting the experience and the background of the people who are making those decisions.

She does not feel it is a Board member's job to do that. The Board does not take everything at face value. They have the responsibility to ask questions, but they should not be micromanaging.

Vice President McShane noted that the Board just approved a consortium effort for insurance and gave it accolades. His department has brought forth, at least three times, consortium efforts that have been turned down. They have done everything in their power to meet the requirements of bids. He suggested that the Board be open to look into a consortium effort as they move forward. It would relieve the technology team of a great deal of time and effort in preparing bids, analyzing them and reviewing them.

Chair Stone noted that she and Member Kelley have been working with Dr. Breuder and Vice President Thorson to take a look at some of their purchasing policies. They will be bringing some new thoughts to the Board in August, and hopefully it will open up new ways of doing business.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

Variable Tuition -
Career Foundations

Member Barton moved, Member Kelley seconded, approval of the tuition for Career Foundations courses prefixed OCC to 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, as outlined in Exhibit VIII-I (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

Variable Tuition -

Member Gillette moved, Student Member Plazak seconded,

Paramedic Program

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 will be charged tuition based on residency, as outlined in Exhibit VIII-J (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Plazak voted aye.

Administrative
Employment Contracts

Member Kolze moved, Member Barton seconded, approval of the sum of \$413,112 for adjustments in salaries and fringe benefits, and authorization for the Board Chair and Secretary to execute the Administrative Employment Contracts on behalf of the Board of Trustees for the 2004/2005 fiscal year, as outlined in Revised Exhibit VIII-K (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Barton noted that the administration gets the same percentage salary increase as all the other groups on campus.

In response to Member Gillette, Chair Stone called attention to the 10th addendum of the President's employment contract, which the Board approved in 2003. Item 3 of the 10th addendum to his contract very clearly states that the "President's salary shall be increased for FY 2005 and 2006 by no less than the same percentage increase given all other administrators employed by the Board who are in good standing." Member Gillette stated that he remembered the Board agreed to review the President's performance before awarding him an automatic increase.

Member Murphy stated that, given the financial situation of the College, they should help straighten out the budget by not awarding the full 5.4 percent as a raise. He recommends they offer something less than that.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

Chair Stone thanked the administrators for their hard work. They are much appreciated, as is every other employee group in the College.

Classified, Food Service and Supervisory/
 Confidential Salaries,
 Fringe Benefit Expenses

Member Gillette moved, Member Murphy seconded, approval of 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, as outlined in Exhibit VIII-L (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

Educational Service
 Providers

Member Gillette moved, Member Kelley seconded, approval of the list of Educational Service Providers for Fiscal Year 2004-05, as outlined in Revised Exhibit VIII-M (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette thanked the administration for giving him the data he requested regarding the cost of outsourcing vs. paying a full-time faculty member. He supports the resolution.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

Affiliation Agreements -
Children's Memorial and
Advocate Christ Medical
Center

Member Howard moved, Member Murphy seconded, approval of the affiliation agreements between Harper College and *Children's Memorial Hospital and Advocate Christ Medical Center* and authorization for the Dean of Life Science and Human Services to sign all of the above, as outlined in Exhibit VIII-N (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

List of Affiliating Clinical
Agencies

Member Howard moved, Member Kelley seconded, approval of the affiliating clinical agencies for fiscal year 2004-2005, as outlined in Exhibit VIII-O (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard noted that Harper College has tremendous affiliations with the medical facilities in the area. They are providing wonderful clinical experience for those in the health field. The Board is grateful to them.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

Approval of Letter of
Agreement Between
Chicago Special Events
Management and
Harper College to
Coordinate Opening of
Science, Emerging
Technology and Health
Careers Center

Member Barton moved, Member Kolze seconded, 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, timeline, 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 with 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 percent 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, as outlined in Exhibit VIII-P (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Gillette, Vice President Thorson explained that, as the Board exhibit states, the administration will be bringing an operational budget to the Board next month. It is not finalized yet.

In response to Dr. Breuder, Catherine Brod explained that the Educational Foundation and community relations efforts are out seeking donations. To date they have \$30,000 in cash; \$20,000 in kind, after only two weeks of soliciting. The Foundation is underwriting the key event.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

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

Member Barton moved, Member Howard seconded, 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, as outlined in Exhibit VIII-Q (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

ANNOUNCEMENTS BY CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. Chair Stone called attention to upcoming Board meeting dates - July 27, August 24, September 28 and October 26.

OTHER BUSINESS

Barbara Barton read a prepared statement regarding her resignation from the Harper College Board of Trustees. She noted that she is moving out of the Harper Community College District and, therefore, she will no longer be eligible to serve on the Board of Trustees. It was an honor for her to serve the College for 19 years and see it grow into one of the premiere community colleges in the country. She thanked her fellow Trustees, Dr. Breuder, the hard-working members of the Harper College community and the many volunteers. She also thanked the voters who put their trust in her for over 19 years.

On behalf of the Board, Chair Stone noted that they regretfully accept her resignation. She noted that when she

was elected Trustee, Barbara Barton was the first colleague who called her and offered to sit down and spend time explaining what it all meant. She has been a valuable friend.

Chair Stone read a Resolution which highlighted Barbara Barton's 19 years of service and dedication, November 1985 through June 2004. She served as Chair, Vice Chair and Secretary, Chair of Legislative Advocacy and Board Liaison to the Harper College Educational Foundation. Additionally, she served as President Elect of ICCTA from 1990 through 1991 and President from 1991 through 1992.

Chair Stone presented Member Barton with a framed copy of the Resolution and new business cards reflecting her Trustee Emeritus status.

Chair Stone noted that the Board has the responsibility to make sure that every seat is filled; therefore, they will appoint a new Trustee, as mandated. She explained the following process (which will be published on the website and in the newspaper) involved in replacing Member Barton

Interested parties will be asked to:

- Send a letter to Laurie Stone, c/o the Schaumburg Business Association, by the close of business July 1.
- Express interest in filling the vacancy created by Trustee Barton's resignation.
- State their qualifications and indicate why they would like to be appointed.
- Attach a current resume, detailing the experiences that they would bring to the position.
- Present three references, two of whom should be familiar with their professional experience, and submit contact information.

Chair Stone added that it will be publicly stated that the Board expects that the replacement Trustee will run for election in April 2005. Chair Stone and Vice Chair Kelley will serve as a committee to screen the letters of interest. The Board of Trustees will be interviewing the qualified candidates July 6. Each interviewed candidate will respond to the same questions and will be allotted the same period of time to respond.

The Board will be announcing the replacement Trustee at the July Board meeting.

ADJOURNMENT

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

In a voice vote, the motion carried at 9:21 p.m.

Chair

Secretary

BOARD REQUESTS

JUNE 22, 2004 REGULAR BOARD MEETING

1. Member Murphy requested that the Board be kept updated on the efforts of Harper College exploring partnerships with four-year universities, as well as the progress with regard to Harper College offering selected baccalaureate degrees.
2. With regard to Exhibit VIII-H, Chair Stone noted that the Board is approving the purchase as it is, but the administration will investigate the insurance option. They will execute that portion only if it is clearly in the best interest of the institution financially. If they find they can provide the insurance in a better way, then they will move in that direction.

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I.	BILLS PAYABLE	
	Operating Fund	\$ 6,791,998.24
	Tuition Refunds	\$ 124,103.64
II.	PAYROLL	
	6/10/2004	\$1,644,481.30
	6/24/2004	\$2,201,225.09
	7/08/2004	\$2,517,019.47
III.	ESTIMATED PAYROLL	
	7/09/04 – 8/05/2004	\$3,845,706.39

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

July 27, 2004

SUMMARY OF BIDS

Exhibit VII – A.3.a The administration recommends that the Board award bid request Q00384 for three Ultrasound Tables and two Echocardiography Tables for use in Avanté, to Technology Imaging Services, the low bidder, in the amount of \$19,212.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00384 for three Ultrasound Tables and two Echocardiography Tables for use in Avanté, Center for Science, Health Careers and Emerging Technology, as requested by the Life Science and Human Services Division for the Diagnostic Medical Sonography program, Vascular Technology program and Cardiac Technology program.

II. BUDGET STATUS

Funds in the amount of \$19,212 will be provided in the 2004/05 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. Four responses were received. The following is a recap of the bid tab sheet:

Technology Imaging Services	\$19,212.00
SourceOne Healthcare Technologies	20,542.40
Super Tech, Inc.	20,616.00
Howard Medical Company	22,470.00

The Deluxe Ultrasound and Echo Pro Echocardiography Tables will be used by the Diagnostic Medical Sonography program, Vascular Technology program and Cardiac Technology program. These tables will allow the students to learn proper patient positioning in order to perform procedures such as resting and exercise ECG, holter ECG and ultrasounds of the heart, abdominal organs, pregnant uterus, chest, neck, and both great and peripheral vessels of the body, limbs, and head.

The Deluxe Ultrasound Table is a manual height adjustable table with Trendelenburg motions to help provide a safe scanning environment for the student. It can be used for all general ultrasound procedures. The Echo Pro Echocardiography Table is a motor driven height adjustable table with Trendelenburg motions that can also be used for all general ultrasound procedures as well as echocardiography procedures.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00384 for three Ultrasound Tables and two Echocardiography Tables for use in Avanté, to Technology Imaging Services, the low bidder, in the amount of \$19,212.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

July 27, 2004

SUMMARY OF PURCHASE ORDERS

- Exhibit IX – A.4.a The administration recommends that the Board approve issuance of a purchase order to South Suburban College for the purchase of ACT COMPASS Test Units in the amount of \$19,320.
- Exhibit IX – A.4.b The administration recommends that the Board approve the issuance of purchase orders in the amount of:
- \$176,900 for July 1, 2004 through June 30, 2005 to Tom, Dick and Harry Advertising (TDH) for creative and strategic communication consultation and services related to brand image, enrollment growth and the opening of the Avanté Center, and
 - \$348,000 for July 1, 2004 through June 30, 2005 to Performance Communication Group (PCG) for consultation and services related to media planning, placing of media orders and new student recruitment initiatives.
- Exhibit IX – A.4.c The administration recommends that the Board approve the issuance of a purchase order to Dentsply for 18 Cavitron Select SPS Ultrasonic Scalers for the new Dental Hygiene Lab in Avanté in the amount of \$11,239.20.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to South Suburban College for the purchase of ACT COMPASS Test Units as requested by Information Technology/Application Systems, on behalf of the Assessment and Testing Center.

II. BUDGET STATUS

Funds in the amount of \$19,320 will be provided in the 2004/05 Education Fund budget, under account number 0195-245-539.

III. INFORMATION

The Assessment and Testing Center and the ESL department proctor tests to determine applicants' competency in English and mathematics. Electronically administered ACT COMPASS Test Units are the standard tests used for this purpose. Approximately 18,000 Test Units were purchased and administered by the College last year at a cost of \$1.25 per unit, based on volume.

South Suburban College has formed a consortium to purchase 175,000 Test Units at a discounted price of \$1.05 per unit. Purchasing 18,400 Test Units through the consortium, instead of purchasing them through ACT at \$1.25 per unit, will result in a savings of \$3,680.

ACT is the sole provider of ACT COMPASS Test Units and has approved the group purchase. A letter verifying this is on file in the Purchasing department.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to South Suburban College for the purchase of ACT COMPASS Test Units in the amount of \$19,320.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Harper College seeks Board of Trustees approval for the issuance of purchase orders to Tom, Dick and Harry Advertising (TDH) and to Performance Communication Group (PCG).

II. BUDGET STATUS

Funds in the amount of \$176,900 for services to be provided by TDH and \$348,000 for services to be provided by PCG will be provided in the 2004/05 Education Fund budget, under account numbers 0181-060-547, 0181-060-554 and 0184-120-532.

III. BACKGROUND

In December 2003, the Harper College Board of Trustees approved six-month contracts with TDH and PCG, with the option to renew for 2004/05 and 2005/06, for the following work:

- TDH for creative and strategic communication consultation and services related to brand image, enrollment growth and the opening of Avanté, Center for Science, Health Careers and Emerging Technologies **in the amount of \$136,900 for the period of December 19, 2003 through June 30, 2004** and to
- PCG for consultation and services related to media planning, placing of media orders and new student recruitment **initiatives in the amount of \$199,500 for the period of December 19, 2003 through June 30, 2004.**

The Enrollment and Marketing Division now seeks approval for the issuance of purchase orders to:

- TDH for creative and strategic communication consultation and services related to brand image, enrollment growth and the opening of Avanté **in the amount of \$176,900 for the period of July 1, 2004 through June 30, 2005, and to**
- PCG for consultation and services related to media planning, placing of media orders and new student recruitment initiatives **in the amount of \$348,000 for the period of July 1, 2004 through June 30, 2005.**

The approval included the option to renew for 2004/05 and 2005/06, with the actual amounts to be spent each year brought to the Board for approval.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of purchase orders in the amount of:

- \$176,900 for July 1, 2004 through June 30, 2005 to Tom, Dick and Harry Advertising (TDH) for creative and strategic communication consultation and services related to brand image, enrollment growth and the opening of the Avanté Center, and
- \$348,000 for July 1, 2004 through June 30, 2005 to Performance Communication Group (PCG) for consultation and services related to media planning, placing of media orders and new student recruitment initiatives.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Dentsply for 18 Cavitron Select SPS Ultrasonic Scalers for the new Dental Hygiene Lab in Avanté, Center for Science, Health Careers and Emerging Technology as requested by the Life Science and Human Services Division for the Dental Hygiene program.

II. BUDGET STATUS

Funds in the amount of \$11,239.20 will be provided in the 2004/05 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

This request is for 18 Cavitron Select SPS Ultrasonic Scalers that students will use to develop skill in scaling, removal of hard and soft deposits. The Dental Hygiene program currently has 16 Cavitron scalers for the 18 stations in the lab. The shortage has forced the students to share scalers. Additionally the current scalers are of older technology, ranging in age between five and ten years. This purchase will provide the Dental Hygiene program with the most up to date scaling technology for the students to use in patient care, consistent equipment throughout the lab and the appropriate number of scalers, one for each station.

Dentsply offers a trade-in program to educational providers only. For each Cavitron Select SPS Scaler purchased, the College can obtain one free Cavitron Select SPS Scaler with the trade-in of any existing scaler. The program is only offered directly from Dentsply.

This trade-in program provides the College the ability to obtain 18 Cavitron Select SPS Scalers for the price of nine. The College will purchase nine Cavitron Select SPS Scalers at a cost of \$1,248.80 each. At the conclusion of the Summer term, nine of the older existing scalers will be traded in for nine new Cavitron Select SPS Scalers at no charge

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Dentsply for 18 Cavitron Select SPS Ultrasonic Scalers for the new Dental Hygiene Lab in Avanté in the amount of \$11,239.20.

WILLIAM RAINEY HARPER COLLEGE

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

IV. RECOMMENDATION

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

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

Exhibit IX-B.1
July 27, 2004

	<u>Outstanding Investments</u>	<u>Earned To Date</u>
EDUCATION FUND	\$ 24,628,166	332,981
OPERATIONS, & MAINT. FUND	9,893,854	144,525
OPERATIONS, & MAINT. FUND (Restricted)	2,111,901	45,498
BOND & INTEREST	4,744,092	61,969
AUXILIARY ENTERPRISES	2,107,242	28,382
RESTRICTED FUNDS	7,691,152	105,011
WORKING CASH FUND	12,724,468	187,720
AUDIT FUND	253,542	2,709
LIABILITY, PROTECTION & SETTLEMENT	<u>365,548</u>	<u>6,752</u>
Total	<u>\$ 64,519,965</u>	<u>915,548</u>

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

Exhibit IX-B.1
 July 27, 2004

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 6/30/2004	Market Value	
Certificates of Deposits								
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/Park Cities Bank	06/23/04	04/28/05	309	2.06	8,751.65	500,000.00		
PMA/United Community Bank	06/23/04	04/28/05	309	2.06	17,503.31	1,000,000.00		
PMA/American NB-Fox Cities	06/24/04	05/12/05	323	2.06	27,439.45	1,500,000.00		
PMA/American NB-Fox Cities	06/25/04	06/08/05	350	2.21	31,907.07	1,500,000.00		
LaSalle National Bank	06/23/04	06/22/05	364	2.25	34,125.00	1,500,000.00		
Northern Trust	06/23/04	07/06/05	378	2.25	34,767.12	1,500,000.00		
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: 1.47						59,500,000.00	59,500,000.00 *
FNMA Discount	6/23/2004	5/27/2005	338	2.19	30,597.45	1,499,402.55	1,499,402.55	
Illinois Funds	Monthly Average			0.95		3,520,562.76	3,520,562.76	
TOTALS AS OF:	6/30/2004				\$	64,519,965.31	63,020,562.76	

*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

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

There are no reports this month.

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, 2004 – June 30, 2005

Reported: July 27, 2004

GRANT NAME	BRIEF DESCRIPTION	FUNDING SOURCE	DATES
DIVISION/DEPARTMENT MANAGER		AWARD AMOUNT	Starts - Ends
<u>EXTENDED</u>			
ACHA Building Healthy Campus Community Project Health & Wellness D. Evans	Cultural competency demonstration site	ACHA/CDC \$12,200	09/01/01 04/30/05
<hr/>			
<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 \$189,840	07/01/03 12/31/04
<hr/>			
<u>CONTINUATION</u>			
Minority Student Transfer Center Center for Multi- cultural Learning L. LaBauve-Maher	To improve the successful transfer rate of underrepre- sented minority students from Harper to baccalaureate institutions.	HECA \$45,500	08/20/03 08/31/04
<hr/>			
<u>CONTINUATION</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
<hr/>			
<u>CONTINUATION</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
<hr/>			
<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	07/01/04 06/30/05

GRANT NAME	BRIEF DESCRIPTION	FUNDING SOURCE	
DATES			
DIVISION/DEPARTMENT MANAGER		AWARD AMOUNT	Starts - Ends

CONTINUATION

COPS	Universal Hiring Program	USDJ	07/01/04
Public Safety	Hire 3 full time officers	\$123,129 (F)	06/30/05
M. Alsup	(Full grant is \$225,000 spread over three years – 08/01/02-7/31/05	(\$42,043 per officer x 3)	

Total as July 27, 2004

***\$494,279**

***NOTE: 10 grants approved/pending - No notification of funds until State FY05 Budget is approved.**

DESCRIPTION OF ABBREVIATIONS

ACHA	American College Health Association
AE/LS	Academic Enrichment and Language Studies
COPS	Community Oriented Policing Services
DCEO	Department of Commerce & Economic Opportunity
HECA	Higher Education Cooperation Act
ICCB	Illinois Community College Board
ICECF	Illinois Clean Energy Community Foundation
NSF	National Science Foundation
TMPS	Technology, Math & Physical Science
USDJ	United States Department of Justice

Harper College Educational Foundation June Fundraising Report FY04

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
FY04 Calendar Year End Direct Mail	1	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00
Spring Gala 2004	2	\$1,950.00	\$0.00	\$0.00	\$0.00	\$1,950.00
Golf Open 2004	46	\$24,200.00	\$0.00	\$72.00	\$0.00	\$24,272.00
Harper Quest Celebration Events Memorial	1 24	\$0.00 \$2,215.00	\$30,000.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$30,000.00 \$2,215.00
Personal Solicitation	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Pacesetter Campaign FY05	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Resources for Excellence Employee Campaign FY04	26	\$341.00	\$1,832.02	\$0.00	\$0.00	\$2,173.02
Special Initiatives	1	\$0.00	\$0.00	\$80,000.00	\$0.00	\$80,000.00
Stewardship	2	\$325.00	\$0.00	\$0.00	\$0.00	\$325.00
Tradition of Excellence 2003	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unsolicited	22	\$464.87	\$0.00	\$0.00	\$0.00	\$384.87
Grand Totals:	128	\$31,010.87	\$31,832.02	\$80,072.00	\$0.00	\$142,914.89

**Harper College Educational Foundation
FY04 Year to Date Fundraising Report (as 6/30/04)**

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	45	\$6,763.00	\$0.00	\$0.00	\$0.00	\$6,763.00
Spring Gala 2004	212	\$74,775.00	\$450.00	\$7,855.00	\$0.00	\$82,580.00
Golf Open 2003	3	\$2,500.00	\$100.00	\$0.00	\$0.00	\$2,600.00
Golf Open 2004	97	\$92,650.00	\$0.00	\$1,325.99	\$0.00	\$93,975.99
Harper Symphony Orchestra	1	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Harper Quest Celebration Events	1	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00
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	58	\$4,905.00	\$0.00	\$0.00	\$0.00	\$4,905.00
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	\$12,090.00	\$149,000.00	\$600.00	0.00	\$161,690.00
Planned Giving	3	\$0.00	\$0.00	\$0.00	\$75,350.00	\$75,350.00
Proposal	5	\$39,000.00	\$50,000.00	\$0.00	\$0.00	\$89,000.00
Pacesetter Campaign FY05	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Resources for Excellence Employee Campaign FY04	427	\$7,738.00	\$33,608.16	\$0.00	\$0.00	\$41,346.16
Scholarship Stewardship Reports	15	\$7,850.00	\$0.00	\$0.00	\$0.00	\$7,850.00
Speech Team Fundraising	7	\$3,200.00	\$500.00	\$0.00	\$0.00	\$3,700.00
Special Intiatives	9	\$2,771.22	\$0.00	\$80,000.00	\$0.00	\$82,771.22
Stewardship	20	\$20,085.00	\$0.00	\$200.00	\$0.00	\$20,285.00
Tradition of Excellence 2003	14	\$285.00	\$732.00	\$0.00	\$0.00	\$1,017.00
Tradition of Excellence Campaign 2002	7	\$35.00	\$0.00	\$0.00	\$0.00	\$35.00
Theatre Seat Campaign	2	\$2,300.00	\$0.00	\$0.00	\$0.00	\$2,300.00
Unsolicited	80	\$11,169.47	\$0.00	\$7,820.82	\$0.00	\$18,725.69
Grand Totals:	1,415	\$343,576.69	\$270,452.76	\$97,801.81	\$75,350.00	\$787,181.26

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the approval of an agreement with Karnes Music for the placement of Yamaha pianos and related equipment identified in this exhibit for the period from September 1, 2004 through August 31, 2005.

II. REASON FOR CONSIDERATION

Since **1997**, Karnes Music has provided the music department of Harper College with two Yamaha grand pianos, three Yamaha upright pianos, one Yamaha 45" upright piano, and one digital piano. These pianos are used as teaching instruments in full-time faculty offices and as student pianos. This inventory saves the College from having to purchase these instruments and makes sure that our faculty and students have the latest equipment.

In exchange for these pianos, Karnes Music has held a piano sale event that is open to the public. This three-day sale has been held in C-building's second floor hallway the rehearsal halls of the second floor of C. As enrollments increase and individual music instruction continues to grow, it is no longer feasible to use C-building.

In a separate negotiation with Karnes Music and the College, through its Division of Liberal Arts, an agreement to lease the Performing Arts Center has been struck. This agreement will bring in additional revenue of \$4,400.00 to the College.

III. RECOMMENDATION

The Administration recommends the approval of the agreement with Karnes Music and William Rainey Harper College to continue placing Yamaha instruments in the Music department at no charge to the College.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

SUBJECT

Recommendation for the approval of the agreed upon reimbursable expenses for Chicago Special Events Management for the sponsored community appreciation event on September 12, 2004 to celebrate the opening of Avanté, Center for Science, Health Careers and Emerging Technologies.

REASON FOR CONSIDERATION

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

- Thank voters for passing the \$88.8 million referendum to build Avanté and communicate clearly that Harper delivered a state-of-the-art educational facility that voters said they wanted.
- Increase enrollment through increased visibility of the College and reinforce the College's 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 the community appreciation 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 two signature sponsorship commitments totaling \$55,000 and an in-kind commitment of \$15,000-\$20,000 (see Grants and Gifts Status Report). The College will continue to solicit support in this manner for all Avanté opening activities.

The event coordinator hired by the College, Chicago Special Events Management (CSEM), is also soliciting sponsorships on Harper's behalf with a goal of procuring an additional \$15,000 to offset costs related to the community appreciation event.

BACKGROUND INFORMATION

On June 22, 2004 the Harper Board of Trustees approved hiring Chicago Special Events Management (CSEM) to collaborate with the College in organizing the community appreciation event to celebrate the opening of Avanté, Center for Science, Health Careers and Emerging Technologies. The event will include a health fair, held in conjunction with Alexian Brothers Hospital Network, Northwestern Community Hospital and possibly other local hospitals, tours of Avanté, entertainment and food. As part of its contract with the College, CSEM management has created an operating budget outlining agreed upon reimbursable expenses for this event (see attached). In the recommendation approved by the Board on June 22, 2004, it was envisioned that the Board would receive a recommendation for consideration and approval of reimbursable expenses by CSEM.

RECOMMENDATION

The administration recommends approval of agreed upon reimbursable expenses for Chicago Special Events Management for the sponsored community appreciation event on September 12, 2004 to celebrate the opening of Avanté, Center for Science, Health Careers and Emerging Technologies, for an amount not to exceed \$29,200 and a 10% contingency not to exceed \$2,920 for a total not to exceed amount of \$32,120. It is expected the College will seek to make the community appreciation event cost-neutral through the solicitation of sponsorships.

2004 Proposed Income/Expense Report

Created 7.8.04-KS

Estimated Income	Comments/Quantity	Projected Income
Vendors - Food (10%)	Percentage of Sales	\$ 2,500.00
Beverage Sales – Beer	10 x 140 x \$4	\$ 5,600.00
Beverage Sales - Soda & Water	100 cases x 24 x \$2	\$ 4,800.00
Merchandise	Band - estimate	\$ 2,000.00
Sponsors	Goal	\$ 15,000.00
Total Income		\$ 29,900.00

Estimated Expenses		
Administrative	Comments/Quantity	Projected Cost
Insurance – Event		\$ 500.00
Insurance - Liquor Liability		\$ 500.00
Insurance – Medical		\$ 100.00
Insurance - Workmen's Comp.		\$ 100.00
Office Expenses		\$ 150.00
Permit Fees + Electrical		\$ 200.00
Sponsorship Commissions	17% of \$15,000	\$ 2,550.00
Total Administrative		\$ 4,100.00

Entertainment	Comments/Quantity	Projected Cost
4 block Sound System with Monitor Mix		\$ 4,500.00
60K in Lighting		\$ 1,000.00
Backline (Musical Equipment)		500.00
Drum Riser		\$ 120.00
Hospitality - For Entertainers		\$ 500.00
Stage	44 x 30 + 16 ft wings	\$ 4,800.00
Stage Hands	5 @ 16 hrs. @ \$17	\$ 1,360.00
Total Entertainment		\$ 12,780.00

Services	Comments/Quantity	Projected Cost
Clean up Personnel	12 @ 8 hrs. @ \$20	\$ 1,920.00
Key Staff	Set up-take down	\$ 1,000.00
Rental - Electric Cabling and Electrician	Includes all Distros	\$ 800.00
Rental - Generators (50 KW) – Food		\$ 650.00
Rental - Generators (50KW) – Sound		\$ 800.00
Rental - Generators Delivery		\$ 300.00
Rental - Portable Restrooms	10 @ \$65	\$ 650.00
Rental - Generator (50KW)-backup unit		\$ 350.00
Rental - Ticket Booth	(1) 2-person booth	\$ 275.00
Rental - Tents and Tables	(1) 20x20 tent; umbrella tbls	\$ 650.00

Security	6 @ 8 hrs. x \$25 - stage area	\$ 1,200.00
Trucks and Vans		\$ 500.00
Walkie Talkie's		\$ 200.00
Total Services		\$ 9,295.00

Supplies	Comments/Quantity	Projected Cost
Beer	10 @ \$65	\$ 650.00
Soda & Water	100 @ \$8	\$ 800.00
Fuel for Generators		\$ 300.00
Standard Equipment	From CSEM - Flat Fee	\$ 750.00
Hand towels		\$ 75.00
Garbage Bags/Garbage Cans	5 boxes/30 cans	\$ 450.00
Total Supplies Expense		\$ 3,025.00

	Comments	Projected Cost
Total Expenses		\$ 29,200.00
Projected Net Profit/Loss		\$ 700.00

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to appoint new Trustee.

II. REASON FOR CONSIDERATION

Barbara Barton, a member of the Harper College Board of Trustees, resigned her position on June 22, 2004. By state statute, the Board of Trustees is obligated to fill the vacancy within 60 days of the resignation.

III. BACKGROUND INFORMATION

The Board of Trustees announced the resignation of Barbara Barton at their June 22, 2004 Board meeting. Guidelines to be followed in replacing Barbara Barton were made public. Eleven community members in the Harper College district submitted applications for the vacancy in public office. Ten applicants were interviewed by the Board of Trustees in a closed session of a Special Meeting of the Board on July 6, 2004. Following the closed session, the Board reached consensus on who they felt would best serve Harper's needs at the current time.

IV. RECOMMENDATION

The Board of Trustees approve the following Resolution:
Be it Resolved that David Hill of 2008 Abbotsford Drive in Barrington, Illinois, be hereby appointed to the Harper College Board of Trustees to fill the vacancy created through the resignation of Barbara Barton. Mr. Hill will serve in this capacity until the April 2005 general election, at which time he must decide **whether or not to stand for election.**

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Settlement Agreement between William Rainey Harper Community College , John Edward Construction Company, Paramount Mechanical, Inc. and Mascall Electric, Inc.

II. REASON FOR CONSIDERATION

A settlement has been reached with contractors involved in a construction project at the Northeast Center that requires Board approval.

III. BACKGROUND INFORMATION

In December, 2000 the College began renovations at the Northeast Center. The work was bid and the contract was awarded to the low bidder, John Edward Construction Company. The contractor did not perform up to College expectations and the College discontinued payments to the contractor. The contractor did not pay his subcontractors and this dispute eventually ended up in arbitration.

The College was represented by its attorney and staff during the arbitration. The arbitration has resulted in a resolution which has been prepared by the College attorney.

IV. RECOMMENDATION

It is the recommendation of the administration to adopt the attached resolution to settle the dispute with John Edward Construction Company, Paramount Mechanical, Inc. and Mascall Electric, Inc.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00385 for the Boiler Plant Upgrade as requested by Administrative Services for Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$_____ will be provided in the 2004/05 Operations and Maintenance Restricted Fund budget, under account numbers 0392-039-533.00-9316 and 0392-039-583.00-9316.

III. INFORMATION

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

<u>Contractor</u>	<u>Bid</u>
	\$

The College retained Legat Architects, Inc. and KJWW Engineering Consultants to conduct a boiler plant study to assess the condition of existing boilers and identify which boilers need repair or replacement and to recommend additional equipment the College may need.

The study identified one boiler that is approximately 25 years old as the least reliable and in need of extensive repairs to extend its useful life. It has been determined that replacement of this boiler will be the best long-term solution.

A new redundant high-pressure boiler, low-pressure boiler and emergency generator were recommended. Because of the need for additional equipment, the project also includes building a 3,200 square foot boiler plant expansion.

This request includes an allowance of \$_____ to provide landscape replacement, a contingency of \$_____ and an architect's fee of \$_____ for a total award of \$_____.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00385 for the Boiler Plant Upgrade to _____, the low bidder, in the amount of \$_____, and an allowance of \$_____ to provide landscape replacement, a contingency of \$_____ and an architect's fee of \$_____ for a total award of \$_____.

The attached template is a "Sample Only".

(Bids will be opened on July 21, 2004. After bid opening and analysis, the final numbers will be inserted in the template. The complete template will be hand delivered the night of the Board Meeting)