



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

August 24, 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 – July 27, 2004 Regular Board Meeting Exhibit IX-A.1
 2. Bills Payable, Payroll for July 22, 2004, and August 5, 2004, and Estimated payrolls for August 6, 2004 through September 3, 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
 6. First Reading of Board Policy Changes to Incorporate Selected Provisions from the Sarbanes-Oxley Act of 2002 Exhibit IX-A.6
 7. First Reading of Board Policy Modification to Tax Sheltered Annuity Exhibit IX-A.7
 - 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: Annual Budget Hearing of Legal Budget for FY2004-2005 Exhibit X-A
- B. RECOMMENDATION: Affiliation Agreement between William Resurrection Health Care; and the Business Associate Addendum with Rush Oak Park Hospital Exhibit X-B
- C. RECOMMENDATION: Adjunct Faculty Compensation Schedule for 2004-2005 Exhibit X-C
- D. RECOMMENDATION: Capital Renewal Project Approval for 2005 Parking Lot Rehabilitation Project, Lots 1 and 4 Exhibit X-D
- E. RECOMMENDATION: Voting Delegate to ACCT Annual Community College Leadership Congress Exhibit X-E
- F. RECOMMENDATION: Approval of Contract Between Iparq and Harper College for Utilization of Iparq Resources to Manage Harper College Parking Enforcement Program Exhibit X-F

XI. Announcements by the Chair

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

On-Campus Events

- 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
- *November 30 7:00 p.m. – Regular Board Meeting – Room W214-215

Off-Campus Events

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

XIII. Adjournment

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

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

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Stone on Tuesday, July 27, 2004 at 7:04 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members 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; Catherine Brod, Assistant V.P. for Development; Joe Accardi; Mike Alsup; Mike Barzacchini; Larry Bielawa; Carol Blotteaux; Phil Burdick; Laura Crane; Lori Danaher; Dave Dluger; Terry Engle; Terence Felton; Robert Getz; Sally Griffith; Vickie Gukenberger; Thea Keshavarzi; Jim Ma; Jennifer Mathes; Russ Mills; Janie Petersen and Dennis Weeks. Students: Christopher Entwistle, Rebeka Risteska, Jen Scharringhausen and Cassi Vestweber.

Guests: Michael Lundeen, Legat Architects; Mario Bartoletti, Pioneer Press; Kate Dougherty and Michael Puente, Daily Herald; Tim Kane, Chicago Tribune; Stephen Bero, Gary Clair, Sue Keener, citizens.

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

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

PRESENTATIONS

There were no educational presentations.

STUDENT TRUSTEE
REPORT

Student Member Plazak explained that he would be changing the focus of the Student Trustee Report. Rather than listing calendar events each month, he will focus on an aspect of student life - athletics and various clubs - and introduce the Board to a handful of students who benefit from Board decisions. For his first month, he introduced himself, Joe Plazak, Harper College music student. He distributed a fact sheet about the Music Department at Harper and described aspects of the program's excellence. Harper College is one of three accredited junior colleges in the State of Illinois for their transfer program in Music Performance and Education.

Student Member Plazak listed the following facts about the Music Program:

- Greater than 40 faculty members have at least a Masters Degree.
- Average enrollment per year is 55 students.
- Average class size is 16 students.
- Harper College music students have successfully transferred to over 40 different universities across the country.
- There are excellent opportunities for performance, with 30+ concerts per semester.
- Excellent facilities include two large rehearsal rooms, five teaching classrooms, keyboard lab for teaching class piano, private teaching studios equipped with percussion, harpsichord and organ studios, practice rooms, department ensemble libraries and Music Department Office.
- Excellent equipment includes new keyboards, 21 Macintosh computers, new chord synthesizers, and a wide variety of software for sequencing, writing music and instruction.

Student Member Plazak shared how the music program has moved his life forward. He praised the faculty and advisors who have worked with him, and spoke about his excellent academic experience. One of his music teachers saw his talent and drive and recommended him for a job teaching guitar lessons for a music store in Palatine. He now works at the store 18 hours per week and is doing something that he loves. Student Member Plazak noted that he will be

auditioning for six different schools at the end of the semester.

Member Howard thanked him for the wonderful change in report style. Board members like to hear directly of students' experiences. Chair Stone also thanked Student Member Plazak. She added that he is a welcome addition to the Board.

PRESIDENT'S REPORT

Update on ERP System

Dr. Breuder asked Terence Felton to give a brief update on the ERP system. Mr. Felton described the recent accomplishments of the team:

- Completed product demonstrations, one per week for each of the four vendors.
- Reviewed and discussed a number of project deliverables: proposal analysis report, requirements analysis report, evaluation summary, vendor reference check report and the vendor evaluation plan.
- Followed up with conference calls to the four vendors to clear up some questions that arose out of the product demonstrations.
- Succeeded in elevating two vendors into the Discovery Phase. This phase will clear up additional questions, particularly around the deliverables and their associated costs. The two vendors will be given approximately one week to respond to the questions.

Mr. Felton noted that he will develop a one-page summary for the Board which outlines the activities of the last year, and the steps involved for the team to reach their decision. He added that they will soon be able to elevate one vendor to the Negotiation Phase.

Dr. Breuder noted that over 100-200 participants were involved throughout the Product Demonstration Phase. There was a great deal of information and a great deal of dialogue. He added that there is not one perfect vendor who "does it all," in terms of everything the College would like. The challenge is to find the one that does the best job for Harper College going forward in the short term, the intermediate term and the long-term. He thanked Terence Felton for his leadership and expressed appreciation for all those involved.

State Appropriation

Dr. Breuder stated that the funding from the State of Illinois is \$7,011,963, which is 8.45 percent less than last year.

They had anticipated approximately \$7,018,000. The State is now paying approximately eight percent of the per capita cost to educate a student at Harper College, which is far less than the original vision for junior colleges - one-third of per capita cost coming from the State.

Dr. Breuder explained that the State gave \$15M to City Colleges, who argued effectively that they were very much disadvantaged by the tax cap and a number of other initiatives. Although they are deserving of it, the affliction they are suffering is shared by many others in the State. He added that all of public higher education needs to wean itself from the public trough and operate more like a private sector business today, if it hopes to be successful long-term.

Media Campaign

Dr. Breuder noted that Harper's ability to move forward and carry out their agenda is largely predicated on the ability to grow an increased population at Harper College. Over the last six years, they have increased the FTE side by 16.8 percent, which is enormous growth. Last year there was 6.8 percent growth. The numbers are showing they will have another sterling year in FY 05. More tuition from a number of students helps generate the dollars that are needed to help subsidize the operation of this institution. Getting the message out has always been a creative challenge. There are many players in a very competitive marketplace. The Marketing Department is asked every year to come up with a creative approach that separates Harper from the rest.

He asked the Marketing Department to share highlights of the new campaign with the Board. Dr. Breuder noted that, of the six years that he has worked with these people, this is the most creative messaging he has seen.

Vice President Colleen Murphy stated that it is important to do advertising and engage in marketing communications:

- To create awareness.
- To generate inquiries.
- To develop and maintain a brand image.

In 1999-2000, an original awareness and preference study showed results which were not promising. When asked what Harper was best known for, the top response by any group of participants (29 percent) was: "don't know" or "nothing." They interviewed 2,500 people, including current Harper students, business decision-makers, prospective students, high school students, parents of high school students and guidance counselors. Of the 70 percent that

were able to name something, the results also were not very promising: "associate degree" and "starting point" were the number one answers at eight percent, and "transfer school" was the number two answer at seven percent. The Marketing Department knew they had a lot of work to do.

Internally, they knew they had great faculty, great programs, and that they could serve a lot more students, but they needed to really get that message out. To address this, they started the *Go Forward*® campaign, which became their tagline. A number of advertising messages were built around that tagline. It created an accessible and exciting way to talk about how Harper College could help one move forward in their life, and they could talk about the incredible teaching and learning that goes on here. They shared success stories of Harper students and faculty members.

Vice President Murphy noted that the result of the campaign is amazing, in terms of forming a clear, consistent image of Harper. The awareness and preference survey was repeated this year. Where there were single digits in certain areas, they now have 18 percent knowing Harper for its academic reputation, 12 percent for offering the right variety of courses, 10 percent for its location and 10 percent for its value and financial aid. They were also able to decrease the percentage of people who said that Harper was best known for "nothing" or they "don't know" from 29 percent to 22 percent. This is a statistically significant difference. Vice President Murphy noted that they desired to make the *Go Forward*® message more personal, more relevant, and more engaging to the audiences.

Mike Barzacchini explained that they looked at the success stories that were featured in the campaign over the past four or five years, and one thing they all had in common (faculty and students and alumni) was that they were all "greater than" (>) before coming to Harper. They decided to personalize this campaign - and show that "you can become greater tomorrow than you are today." They considered what their audiences aspire to and what would inspire them to achieve greater things by coming to Harper. He explained the different mixes of media that will be used.

Radio

Radio is a great image builder, and it creates buzz. Certain markets are targeted. Mr. Barzacchini played three radio spots for the Board.

Outdoor (Billboards)

Billboards have been in the plan for a number of years. Moving some things around in the budget this year has finally made it possible. Mr. Barzacchini shared some of the messages that are on billboards currently and coming up this fall:

- You > living in your parents' basement.
- You > living paycheck to paycheck.
- You > outsourcing.
- You > "if only . . ."

Print

They are using print toward the end of the campaign primarily to put information out there -- all the different ways to register, deadlines for registration, and to remind people who may have heard the radio or may have received some direct mail that the fall semester is starting at Harper College. He noted that print does not generate as many leads, and it can be an expensive medium. However, it is necessary.

Cable Television

This is the first time they have been able to venture into this medium. Cable has become a value-added buy, because they are able to target within a geographic region. With visual and audio, it is a lower cost per lead compared to radio or print. It is also a big image and brand builder. The Board saw two 30-second TV spots and a longer one which will be used on the website as a video file.

Mr. Barzacchini distributed a bag to Board members which contained a T-shirt, other campaign items and additional marketing information.

Board members thanked them for the presentation. They noted they are impressed with the creativity of the campaign and the humor included.

**HARPER EMPLOYEE
COMMENTS**

There were no employee comments.

**CITIZEN
COMMENTS**

Gary Clair, citizen, thanked the Board for moving the "Citizen Comments" section to item VIII on the Agenda. He felt that when they had it following the business portion of the meeting, it was sending the wrong message to citizens. It allowed them to comment only after Board decisions were

made. He noted that he communicated his concern to the Board and to Chair Stone, and he appreciates that his suggestion was acted upon. He thanked the Board.

CONSENT AGENDA

Member Kelley moved, Member Howard seconded, approval of the minutes for the June 22, 2004 regular Board meeting; bills payable; payrolls for June 10, 2004, June 24, 2004 and July 8, 2004; estimated payrolls for July 9, 2004 through August 5, 2004; bid awards; purchase orders; personnel action sheets; and for information: financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits IX-A.1 through IX-B.3, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund
\$6,791,998.24
Tuition Refunds
124,103.64

The payrolls of June 10, 2004 in the amount of \$1,644,481.30; June 24, 2004 in the amount of \$2,201,225.09; July 8, 2004 in the amount of \$2,517,019.47; and estimated payroll of July 9, 2004 through August 5, 2004 in the amount of \$3,845,706.39.

Bid Award	Ex. IX-A.3.a	Award bid 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.
Purchase Orders	Ex. IX-A.4.a	Approve issuance of a purchase order to South Suburban College for the purchase of ACT COMPASS Test Units in the amount of \$19,320.
	Ex. IX-A.4.b	Approve the issuance of purchase orders in the amount of: <ul style="list-style-type: none"> • \$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.

Ex. IX-A.4.c Approve the issuance of a purchase order to Dentsply for 18 Cavitron Select SPS Ultrasonic Scalers for the new Dental Hygiene Lab in Avanté Center in the amount of \$11,239.20.

Personnel Actions

Professional/Technical Appointments

Debbie Franzen, LD Services Advocate, p/t, ADS, 08/16/04, \$31,500/year

Dennis Kmiec, Student Development Specialist, STU DEV - CNS/O, 08/16/04, \$46,000/year

Supervisory/Confidential Appointments

Paul Greiner, Coordinator of Accommodations, ADS, 08/16/04, \$37,995/year

Douglas Spiwak, Athletic Coordinator, WHP, 07/01/04, \$63,900/year

Classified Staff Appointments

Donna Egelski, Administration Services Assistant, p/t, LS/HS, 08/22/04, \$16,640/year

Janice Thomas, Clerk/Receptionist, p/t, STU DEV - AC, 07/12/04, \$11,362/year

Harper #512 IEA-NEA Appointments

Juvenal Aguinaga, Maintenance Mechanic, PHY PLT, 07/12/04, \$51,771/year

Joseph Clark, Maintenance Mechanic, PHY PLT, 07/19/04, \$51,771/year

Andrea Guynes, Custodian, PHY PLT, 07/05/04, \$21,341/year

Professional/Technical Retirement

Mary Azawi, ESL Specialist and Laboratory Supervisor, AE/LS - ESL, 07/31/05, 14 years

Classified Staff Retirement

James Morgan, Offset Press Operator, MKT SER, 08/31/04, 20 years

Classified Staff Resignations

Lynne Avenson, Shared Dual Credit Event Coordinator,
Career Partnership, 06/30/04, 7 years 2 months

Chitrang Bhawsar, Library Assistant I, p/t, LIB SER,
06/01/04, 4 years 4 months

Christine Postelnick, Applications Clerk, p/t, Admissions
Processing, 07/01/04, 4 months

Harper #512 IEA-NEA Resignation

Kristin Gravel, Custodian, PHY PLT, 06/09/04, 1 year 4
months

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

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

Nays: None

Motion carried. Student Member Plazak voted aye.

Member Howard distributed to each Board member the new Case Statement for the Educational Foundation *The Power of Giving - Helping People Go Forward,* " which they use when they make presentations to potential donors. The Case Statement allows the donor to see a great variety of ways in which they can contribute. She encouraged Trustees to ask for extra copies and distribute them to possible donors or business contacts. Cathy Brod and a member of the Foundation Board will meet with them, if they so desire.

Cathy Brod recognized the Marketing Department for their collaborative efforts in developing the document with the Foundation. Chair Stone noted that the Case Statement is a source of pride.

Chair Stone stated that she will be replacing Barbara Barton in the legislative effort and will be working with Linda Kolbusz to address the legislative issues of the College.

NEW BUSINESS:

Approval of Agreement
Between Harper College
and Karnes Music for
Placement of Pianos

Member Howard moved, Member Gillette seconded,
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

and Equipment

College, as outlined in Revised Exhibit X-A (attached to the minutes in the Board of Trustees' Official Book of Minutes). Chair Stone noted there was a typo under the Reason for Consideration section of the original exhibit. The revision reflects that Karnes Music was Harper's provider since 1997 (rather than 1977).

Member Gillette suggested that the Board send a note to Karnes Music thanking them for their donation. Chair Stone stated that they would.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

Approval of Avanté
Center Community
Event Budget

Member Kolze moved, Member Kelley seconded, 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 the Avanté Center for Science, Health Careers and Emerging Technologies, for an amount not to exceed \$29,200 and a 10 percent 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, as outlined in Exhibit X-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

It was noted that pledges of \$66,000 have been made to date.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

Resolution to Appoint
New Trustee

Chair Stone noted that many quality people stepped forward with a willingness to serve. The Board was very fortunate to have received 11 applications. She publicly thanked each of the applicants for coming forward. The Board interviewed 10 of them and selected one. Chair Stone encouraged all of the

applicants to consider running for the position of Trustee in the next election or in future elections.

Student Member Plazak moved, Member Kelley seconded, approval of 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, as outlined in Revised Exhibit X-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

Chair Stone noted that the Board looks forward to seating Mr. Hill at the August Board meeting. Member Howard noted that Mr. Hill has been a supporter of Harper College for some time, serving on the Foundation Board. He is a generous philanthropist, not only for Harper, but for many other institutions in the community. He will be a wonderful addition to the Board.

Chair Stone noted that David Hill brings a wealth of experience from the business world and from all of his community commitment. He will add a lot of knowledge and ability to the Board. They look forward to working with him.

Settlement Agreement
Between William Rainey
Harper College, John
Edward Construction
Company, Paramount
Mechanical, Inc. and
Mascal Electric, Inc.

Member Gillette moved, Member Kelley seconded, adoption of the Resolution to settle the dispute with John Edward Construction Company, Paramount Mechanical, Inc. and Mascal Electric, Inc., as outlined in Exhibit X-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

Recommendation for the Award of Bid Request Q00385 for Boiler Plant Upgrade

Member Howard moved, Member Kolze seconded, to award bid request Q00385 for the Boiler Plant Upgrade to Bergen Construction Corporation, the low bidder, in the amount of \$2,954,600, a contingency of \$295,460 and an architect's fee of \$242,974 for a total award of \$3,493,034, as outlined in Revised Exhibit X-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Gillette, Michael Lundeen explained that they had a budget of \$2.8M. The bids for the base bid came in at \$2.78M, just below what was budgeted. With the available contingency, they were able to take some alternates, which were an additional scope proposed during the project. Overall, he feels it was a very successful project.

Member Gillette asked if they considered sizing the emergency generator so it would take peak load for Harper and reduce the electric bill. Mr. Lundeen noted that a larger generator was not considered for this particular project. He added that costs would be significantly different.

Member Gillette expressed frustration with receiving the package today at the Board meeting. It has come at the last minute, with the inability to add Board input. Member Murphy shared the frustration. He feels that the Board is "stuck" because of the impending deadline of the school year beginning next month. They feel pressure to vote on something with which they are not necessarily comfortable.

Dr. Breuder read from the meeting minutes of July 26, 2003: "Member Gillette moved, Member Kolze seconded, approval of the application to ICCB for approval to replace the boiler at a new redundant high pressure condensate return and install an emergency generator as outlined in Exhibit VIII-F, attached to the minutes of the Board of Trustees . . ." He noted it was unanimously approved.

Dr. Breuder explained that, at the time, they knew that they had \$1M set aside in CDB, and they had \$1M set aside in the referendum account. At the time, there was no problem with Boiler #3 - it became problematic subsequent to that. As they dealt with Boiler #3, a whole litany of other issues surfaced in terms of the capacity of the physical plant to be able to provide the services it needed to provide under the worst of circumstances. They realized they needed to replace Boiler #3, rather than fix it. Dr. Breuder asked

Michael Lundeen, Jim Ma and Bob Getz to come forward in order to respond.

Mr. Getz explained the chronology of events related to their decision regarding the boiler. He noted that he has looked into Mr. Gillette's suggestion many times. Unfortunately, they have not had the money available or a window open to be able to do some sort of augmentation with electricity.

Jim Ma explained that Harper's physical plant would take approximately 3 megawatts, as far as ComEd is concerned. The emergency generator in the exhibit is only 300 kilowatts, which is very small. He added that Harper's plant does not have a central source of electrical supply to the campus. ComEd has a feeder to different buildings, and they own all the wires in the campus. There are 20 transformers throughout the campus. In order to use an emergency generator as Mr. Gillette suggests, Harper would have to purchase all the wires from ComEd at a cost of approximately \$2M. In addition, they would need to change out the ATOs, which would make it very cost prohibitive.

With regard to the boilers, Mr. Ma stated that they have three high pressure boilers and one low pressure boiler. They use the low pressure boiler for the summer to save energy. One of the three boilers (the newer one - 1976) always gives them problems. Every year, they have leakage when they turn it down. They must shut it down and repair it at a cost of \$20,000-\$30,000 to re-tube. Water tube boilers are very expensive to repair. Mr. Ma explained that this new boiler is a fire tube boiler, which has a cost approximately one-third of the water tube boilers. In response to Dr. Breuder, Mr. Ma explained his background and credentials:

- Mechanical engineer by training,
- Masters degree from Auburn University,
- Registered Professional Engineer in Illinois and Ohio,
- Certified Energy Manager from the Association of Energy Engineers.

In response to Member Gillette, Mr. Lundeen said he believed they specified 80 percent efficiency.

Dr. Breuder noted that he finds nothing glamorous about spending \$3.5M on boilers; yet, he finds their argument compelling, in terms of replacement, supplementing and the ability to make sure that at no point in time, this physical plant cannot generate heat and the utilities when it is most needed. It is a stretch for him to find \$3.5M to do this. They were counting on the CDB's \$1M, but they would not be able

to get that money in time to be able to meet this heating season.

There was further discussion regarding the emergency generator. Mr. Lundeen reiterated that the intent of the emergency generator was just to provide backup to the boilers themselves, so in case the College loses power in the dead of winter, they would have power always for that building, so they could run the boilers. Mr. Ma added that the natural gas cost was \$2.50 per decatherm three years ago; now it is approximately \$7.50 per decatherm. The College pays only 2.8 cents off peak for the electricity and 4.3 cents on peak for electricity. They pay the lowest electricity they can on the market.

In response to Member Kolze, Dr. Breuder and Mr. Getz stated they could not postpone this Board action. Mr. Getz explained that if they lose the boiler completely, they would have to go into temporary support over the winter if it is not built by December.

Mr. Getz added that, because the third boiler is not reliable, they would not have the heat they need to support the new Avanté Building, plus the rest of the campus. In order for them to save the most amount of money and provide the best they could, they put everything together into one package. This helped them get a good deal. They also have a good energy saver, because they will be able to use the low pressure steam in the summertime for a longer period of time than they were in the past. He noted that they have a pre-construction conference set with the successful bidder on Thursday of this week, and they are going to move forward with construction starting on Monday of the following week, pending Board approval.

Member Gillette reiterated that a great concern of his is that he is on the Construction Committee and knew nothing about this until the meeting this evening. Chair Stone stated that the Board appreciates the answers they have received from Messrs. Lundeen, Ma and Getz. She added that the Construction Committee has been in place ever since the design phase started for the Avanté Center. Knowing that, and with such a large expenditure, and considering all of the extenuating circumstances which have been made very clear, the Board wants to go on record as saying that the Construction Committee should have been informed so that they could have come back to the rest of the Board with their thoughts. They do ask that, in the future where there is this

kind of expenditure of money, the situation is handled differently.

Member Murphy noted that he has no doubt they did a quality job of putting together this bid. The frustration is that it was sprung on the Board. The administration is in touch with it, but the Board is not. Therefore, the Board is not comfortable evaluating it at this juncture. It is more of a communication breakdown than it is an indictment of what was or was not done.

Vice President Thorson explained that the one million dollars in the referendum building has been a line item on that budget since the very beginning, to purchase a boiler and the expansion to the boiler house. Then they had the Capital Development piece, and a little later Boiler #3 started to give them problems. Rather than doing things in three pieces, it was determined that they would get the best deal by combining them and doing it all at once. That is how the numbers got larger.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

ANNOUNCEMENTS BY CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. Chair Stone highlighted the Employee Celebration for Avanté on August 20 and the official Avanté Center dedication for the community on September 12.

OTHER BUSINESS

Vice President Margaret Skold introduced Dr. Jennifer Mathes, newly-hired Dean of Business and Social Sciences.

Member Kolze noted that he recently received a letter of thanks from a scholarship recipient. He is appreciative of receiving that kind of letter.

ADJOURNMENT

Member Murphy moved, Student Member Plazak seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 8:28 p.m.

Chair

Secretary

BOARD REQUESTS

JULY 27, 2004 REGULAR BOARD MEETING

1. Member Gillette suggested that the Board send a note to Karnes Music thanking them for their donation. Chair Stone stated that they would.

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I.	BILLS PAYABLE	
	Operating Fund	\$ 7,260,277.64
	Tuition Refunds	\$ 8,056.24
II.	PAYROLL	
	7/22/2004	\$2,413,668.00
	8/05/2004	\$1,735,628.15
III.	ESTIMATED PAYROLL	
	8/06/04 – 9/03/2004	\$3,840,156.45

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

August 24, 2004

SUMMARY OF BIDS

- Exhibit VII – A.3.a The administration recommends that the Board award Q00381 to Kraft Paper Sales, the low bidder that submitted a complete bid for standard size roll toilet tissue, junior jumbo roll toilet tissue, jumbo roll toilet tissue, multifold paper towels and roll paper towels, in the amount of \$47,489.20.
- Exhibit VII – A.3.b The administration recommends that the Board award bid request Q00376 to Cardinal Cartridge, Inc., the low bidder that submitted a complete bid for laser toner cartridges for printers in the amount of \$68,722.08, and to Corporate Express Imaging, the low bidder for drum kits and transfer kits for printers in the amount of \$9,106.57 for a total award of \$77,828.65.
- Exhibit VII – A.3.c The administration recommends that the Board award bid request Q00383 to Central Poly Corp., the low bidder for satisfactory trash can liners, in the amount of \$12,215.
- Exhibit VII – A.3.d The administration recommends that the Board award bid request Q00387 to Metro Professional Products, the low bidder for Butchers cleaning products, in the amount of \$64,935.80.
- Exhibit VII – A.3.e The administration recommends that the Board award request for proposal Q00386 for print-on-demand printing services for the period of August 25, 2004 through June 30, 2005 for the 2004/05 College Catalog and Student Handbook, which provides official information about the College, to RGC Communications and to K&M Printing Co., with purchase orders to be issued on an as-needed basis, for a total award of not to exceed \$42,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00381 for standard size roll toilet tissue, junior jumbo roll toilet tissue, jumbo roll toilet tissue, multifold paper towels and roll paper towels as requested by Physical Plant for the Custodial department.

II. BUDGET STATUS

Funds in the amount of \$47,489.20 are provided in the 2004/05 Building Fund budget, under account number 0272-064-544.03.

III. INFORMATION

A legal bid notice was published and 26 bids solicited. Eleven responses were received. The following is a recap of the bid tab sheet:

Finkel Supply, Inc.	\$ 42,436.53
	No Bid 1 Item
Kraft Paper Sales Co. Inc.	47,489.20
Buy-Rite Wholesale	49,613.47
Chemcraft Industries	50,540.00
Ramrod Distributors, Inc.	51,320.80
Bade Paper Products	52,043.00
The Standard Companies	52,237.67
Runge Paper Co., Inc.	52,396.80
Vonachen Service and Supply	55,920.00
Valdes Enterprises, Inc.	56,872.40
KMI Supplies, Inc.	62,477.00

Finkel Supply, Inc. was not the low bidder for the items for which it did submit a bid.

IV. RECOMMENDATION

The administration recommends that the Board award Q00381 to Kraft Paper Sales, the low bidder that submitted a complete bid for standard size roll toilet tissue, junior jumbo roll toilet tissue, jumbo roll toilet tissue, multifold paper towels and roll paper towels, in the amount of \$47,489.20.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00376 for laser toner cartridges, drum kits and transfer kits for printers as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$77,828.65 are provided in the 2004/05 Education Fund budget, under account number 0195-245-541.04.

III. INFORMATION

A legal bid notice was published and 23 bids solicited. Eleven responses were received. The following is a recap of the bid tab sheet:

	<u>Cartridges</u>	<u>Kits</u>
Custom Computer Specialists, Inc.	\$ 26,413.99	\$ 9,224.51
	No Bid 13 Items	
Laser Service, Inc.	67,147.59	10,027.51
	No Bid 5 Items	
Cardinal Cartridge, Inc.	68,722.08	10,270.85
Wagner Office Solutions, Inc.	69,209.05	9,164.97
Corporate Express Imaging	78,246.93	9,106.57
BOSS	81,865.11	10,340.21
Information Alternatives, Inc.	82,326.75	10,199.00
Hartford Computer Group, Inc.	84,311.90	9,691.00
BestToner	91,020.98	9,703.58
Express Cartridge & Toner Services, LLC	92,136.05	No Bid
	No Bid 3 Items	
Boise Office Solutions/Office Max	95,377.00	9,976.33

The laser toner cartridges, drum kits and transfer kits are for use for laser printers throughout the College, during fiscal year 2004/05.

The bids from Custom Computer Specialists, Inc. and Laser Service, Inc. did not include all laser toner cartridges requested.

In order to obtain the best pricing for the College, the award will be split to Cardinal Cartridge, Inc., the low bidder that submitted a complete bid for laser toner cartridges for printers in the amount of \$68,722.08, and to Corporate Express Imaging, the low bidder for drum kits and transfer kits for printers in the amount of \$9,106.57.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00376 to Cardinal Cartridge, Inc., the low bidder that submitted a complete bid for laser toner cartridges for printers in the amount of \$68,722.08, and to Corporate Express Imaging, the low bidder for drum kits and transfer kits for printers in the amount of \$9,106.57 for a total award of \$77,828.65.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00383 for trash can liners as requested by Physical Plant for the Custodial department.

II. BUDGET STATUS

Funds in the amount of \$12,215 are provided in the 2004/05 Building Fund budget, under account number 0272-064-544.03.

III. INFORMATION

A legal bid notice was published and 23 bids solicited. Fourteen responses were received. The following is a recap of the bid tab sheet:

Interboro Packaging	\$10,710.00
Central Poly Corp.	12,215.00
Unipak Corp.	12,320.00
The Standard Companies	13,664.00
Kraft Paper Sales Co., Inc.	13,699.00
Ramrod Distributors, Inc.	13,891.50
Chemcraft Industries	13,947.50
Bade Paper Products	14,857.50
Midpack Corp.	15,662.50
Vanochen Service and Supply	16,446.50
Titan Supply, Inc.	17,867.50
Valdes Enterprises, Inc.	18,060.00
KMI Supplies, Inc.	18,480.00
All American Poly	27,009.50

The trash can liners are for use on the main campus and at the Northeast Center.

Many of the sample liners submitted by Interboro Packaging were not sealed properly at the bottom and therefore did not meet specifications.

This recommendation is to award the bid to Central Poly Corp., the low bidder who met all specifications for trash can liners.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00383 to Central Poly Corp., the low bidder for satisfactory trash can liners, in the amount of \$12,215.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00387 for Butchers cleaning products, as requested by Physical Plant for the Custodial department.

II. BUDGET STATUS

Funds in the amount of \$64,935.80 are provided in the 2004/05 Building Fund budget, under account number 0272-064-544.03.

III. INFORMATION

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

Metro Professional Products	\$ 64,935.80
A-1 Maintenance Supplies	76,572.75
Kranz, Inc.	79,050.00
PCS Industries	103,718.40

The cleaning products are for use throughout the College.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00387 to Metro Professional Products, the low bidder for Butchers cleaning products, in the amount of \$64,935.80.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of request for proposal Q00386 for print-on-demand printing services for the period of August 25, 2004 through June 30, 2005 for the 2004/05 College Catalog and Student Handbook, which provides official information about the College, as requested by Enrollment and Marketing for the Marketing Services department.

II. BUDGET STATUS

Funds in the amount of \$42,000 are provided in the 2004/05 Education Fund budget, \$28,500 under account number 0181-060-542 and \$13,500 under account number 0193-133-542.

III. INFORMATION

A legal request for proposal notice was published and 38 proposals solicited. Thirteen responses were received. The following vendors submitted proposals:

	Quantity <u>500</u>	Quantity <u>1,000</u>
RGC Communications	\$1,474.00	\$2,950.00
K&M Printing Co.	2,100.00	4,200.00
Lake County Press, Inc.	3,500.00	6,650.00
Webcom Limited	3,631.88	4,086.24
Performance Graphics, Inc.	3,950.00	4,520.00
Curtis 1000	4,223.57	4,840.37
Elk Grove Graphics	4,248.00	7,158.00
Royal Omega Graphics, Inc.	5,225.00	9,805.00
M&G Graphics	5,633.00	6,750.00

Von Hoffman Corp.	5,870.00	5,870.00
Platinum Graphics	6,045.00	7,273.00
World's Printing & Specialties Co., Ltd.	6,752.57	7,978.12
Consolidated Carqueville Printing Co.	7,262.00	8,764.00

The catalog provides official information about Harper College. It lists all the programs of study and requirements for degree and certificate programs. In addition, it contains admission information as well as academic information and course descriptions. The handbook portion includes information on College policies and procedures.

The reasons for moving the Catalog/Handbook from one printing per year to print-on-demand include:

- Ability to make better use of campus warehouse space by arranging for deliveries as quantities are needed, rather than storing large quantities of books throughout the year.
- Ability to control inventories as the Marketing Services department prepares to produce the catalog in-house on digital copy/print equipment, while still allowing for redundant systems for busy times or when in-house machines are being serviced.
- Ability to control inventories as people continue to use the Web version of the Catalog/Handbook.
- Ability to make critical content changes to the Catalog/Handbook, especially in non-curriculum content such as policy changes, personnel changes or services changes.
- And finally, eventually, the ability to personalize or customize content such as the cover for special events or particular audiences.

The College seeks this service as a supplement to its own print-on-demand book printing which will be established in the 2004/05

academic year. After the College establishes its own print-on-demand book service, the vendors awarded this printing will provide service during peak or repair periods.

The goal is to award the printing to two vendors that have experience in print-on-demand printing and can consistently meet the required parameters of quality, service and price. In the event that RGC Communications does not have availability in their schedule when the College requires catalogs, K&M Printing Co., will be called to fill the demand. Every effort will be made to accommodate the schedule of RGC Communications.

Based on analysis of the proposals, this recommendation is for an award to both RGC Communications and K&M Printing Co., which happen to be the two lowest cost vendors for typical quantities that will be ordered, 500 to 1,000 pieces. Purchase orders are to be issued on an as-needed basis.

Although the budget for this printing is \$42,000, with internal systems coming online the final expenditure is expected to be well below that amount.

IV. RECOMMENDATION

The administration recommends that the Board award request for proposal Q00386 for print-on-demand printing services for the period of August 25, 2004 through June 30, 2005 for the 2004/05 College Catalog and Student Handbook, which provides official information about the College, to RGC Communications and to K&M Printing Co., with purchase orders to be issued on an as-needed basis, for a total award of not to exceed \$42,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

August 24, 2004

SUMMARY OF PURCHASE ORDERS

- Exhibit IX – A.4.a The administration recommends that the Board rescind its award to Breen's and instead approve issuance of a purchase order to Aramark Uniform Services for an agreement to run from August 25, 2004 through June 30, 2007 for the lease and purchase of uniforms for associates in the Custodial, Utilities, Maintenance and Roads & Grounds departments, in the amount of not to exceed \$15,000 per year for fiscal years 2004/05, 2005/06 and 2006/07.
- Exhibit IX – A.4.b The administration recommends that the Board approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for the period of July 1, 2004 through June 30, 2005, in an amount not to exceed \$64,318.13.
- Exhibit IX – A.4.c The administration recommends that the Board approve issuance of a purchase order to American Digital Corporation for the purchase of Hewlett-Packard (HP) computer server upgrades to support initial development and configuration of the Oracle database and application server components of the upcoming ERP system project in the amount of \$118,723.
- Exhibit IX – A.4.d The administration recommends that the Board approve the issuance of purchase orders in the amount of \$30,000 each to Vis-O-Graphic Printing, Inc., Elk Grove Graphics, K & M Printing Co. and Quantum Color Graphics L.L.C. for renewal of general printing and copying services for various cost centers for the period of July 1, 2004 through June 30, 2005

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Exhibit IX – A.4
August 24, 2004

and the option to renew for one additional year, subject to the discretion of the administration, and approximately \$80,000 to be assigned among the four vendors throughout the year based on cost, service and print capabilities, for a total of \$200,000 per year.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Aramark Uniform Services for an agreement to run from August 25, 2004 through June 30, 2007 for the lease and purchase of uniforms for associates in the Custodial, Utilities, Maintenance and Roads & Grounds departments as requested by Physical Plant.

II. BUDGET STATUS

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

III. BACKGROUND

The award of bid request Q00332 to Breen's Uniform Rental for for the lease and purchase of uniforms for associates in the Custodial, Utilities, Maintenance and Roads & Grounds departments was approved by Board action May 25, 2004.

The bid request provided estimated quantities of garments required. As a result, the amount bid by Breen's Uniform Rental was \$19,356.02 and the amount bid by Aramark Uniform Services was \$23,876.86. The Bidders also provided a breakdown of the cost per uniform, so that the final quantities selected by the College could be priced.

The bid was awarded to Breen's, the low bidder. Due to the budgeted amount, the award was for \$15,000 per year for each of the three years, reflecting a more accurate count of uniforms to be

used as well as an allowance for garments for new hires and for the replacement of damaged items.

Subsequently, a representative from Breen's contacted the College to say that Breen's needs to be released from its bid because providing uniforms at the bid prices will not be possible.

The College attorney was consulted about whether or not to hold Breen's to its bid prices. The attorney advised against doing so because due to the low value of the contracts it would not be cost effective to take legal action against Breen's for its bid withdrawal.

This recommendation is to issue a purchase order to the second low bidder, Aramark Uniform Services. Due to the budgeted amount, the award will again be for \$15,000 per year. Aramark has been contacted and will honor its bid prices.

The agreement is to run from August 25, 2004 through June 30, 2007. Most of the garments are to be leased, however a few items such as t-shirts are not available for lease and will be purchased. The agreement also allows associates to purchase additional standard Harper College uniform garments on their own if they so choose.

IV. RECOMMENDATION

The administration recommends that the Board rescind its award to Breen's and instead approve issuance of a purchase order to Aramark Uniform Services for an agreement to run from August 25, 2004 through June 30, 2007 for the lease and purchase of uniforms for associates in the Custodial, Utilities, Maintenance and Roads & Grounds departments, in the amount of not to exceed \$15,000 per year for fiscal years 2004/05, 2005/06 and 2006/07.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for the period of July 1, 2004 through June 30, 2005 as requested by Library Services.

II. BUDGET STATUS

Funds in the amount of \$64,318.13 are provided in the 2004/05 Education Fund budget, under account number 0121-024-546.10.

III. INFORMATION

This purchase complies with State Statute and Board Policy.

Subscription costs for periodicals are set by publishers and would be the same no matter which subscription agent is used. By using a periodicals subscription agent, the College saves an average of 50 percent per title, and saves the processing cost of approximately \$30.00 per purchase order.

In choosing a subscription agent, Library staff considers the following:

1. Whether the vendor addresses the needs of an academic library, both general and specialized.
2. The number of titles to which the vendor provides access.
3. The vendor's fees.
4. The vendor's reputation and longevity of service.

5. The quality of customer service.

Because of the ongoing subscription process involved with periodicals, the quality of the vendor that manages the ordering, delivery and claiming is of great importance.

Of the currently existing periodical subscription service agencies, EBSCO continues to provide the best combination of title availability, pricing and customer services.

EBSCO has been the Library periodicals subscription agent for the College for 22 years. During this time, they have provided reliable, efficient and economical service.

As one of the largest periodical agents in the United States, EBSCO is able to provide the academic journals and magazines, including foreign publications, required to support the curriculum at Harper College. They also provide a "periodicals bank" which assists in obtaining missing issues at no cost. They continue to work with Endeavor Voyager, the library automation company used by the College, on an EDI interface. The EBSCO electronic ordering and claiming functions are compatible with Voyager.

This recommendation is to issue a purchase order to EBSCO Subscription Services in the amount of \$56,657.97 for the subscriptions plus anticipated publisher price increases of \$5,665.80 (10 percent) and a \$1,994.36 service charge, resulting in an amount not to exceed \$64,318.13 for the period of July 1, 2004 through June 30, 2005.

The overall amount of \$64,318.13 is \$3,152.20 less than the 2003/04 amount of \$67,470.33, a decrease of 4.7 percent. The decrease is primarily the result of continued evaluation and reconsideration of specific titles whose content becomes available electronically and those titles no longer required to support the curriculum. EBSCO's service charge remains the same at 3.2 percent.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for the period of July 1, 2004 through June 30, 2005, in an amount not to exceed \$64,318.13.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to American Digital Corporation for the purchase of Hewlett-Packard (HP) computer server upgrades to support initial development and configuration of the Oracle database and application server components of the upcoming ERP system project as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$118,723 are provided in the 2004/05 Restricted Purposes Fund budget, under account number 0695-183-585.1.

III. INFORMATION

HP computer server equipment is the core server technology for all services on the Harper College Communication Network (HCCN). The College has standardized on HP servers and the HP/UX operating system as the foundation for the upcoming next generation ERP system. Support for this platform was a key prerequisite for potential ERP vendors to be considered.

In order to support the ERP implementation the College needs additional capacity for its existing HP server infrastructure. This purchase of HP computer server upgrades will add two virtual server partitions with two processors each to the HP9000 series server purchased for the Portal and Oracle database migration projects. The two new partitions will support the Operating System and database software. Application and database storage will be

provided by the storage area network (SAN) recently implemented in the Avanté Center data center.

The server upgrade components will be purchased through the Educational & Institutional Cooperative Service, Inc. (E&I). E&I is a not-for-profit buying cooperative that provides goods and services to its members at the best possible value. The Cooperative is owned by its membership of more than 1500 tax-exempt colleges, universities, prep schools, hospitals, medical research institutions and hospital purchasing organizations located throughout the United States. Through a competitive bid process, E&I has joined with HP to offer its member institutions superior overall value for HP servers, components and support. Orders are to be issued via an authorized HP reseller using the "Pass-Through" method of submission. American Digital Corporation is an HP recommended reseller of this equipment.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to American Digital Corporation for the purchase of Hewlett-Packard (HP) computer server upgrades to support initial development and configuration of the Oracle database and application server components of the upcoming ERP system project in the amount of \$118,723.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of purchase orders to Vis-O-Graphic Printing, Inc., Elk Grove Graphics, K & M Printing Co. and Quantum Color Graphics L.L.C. for renewal of general printing and copying services for various cost centers for the period of July 1, 2004 through June 30, 2005 and the option to renew for one additional year, subject to the discretion of the administration, as requested by Enrollment and Marketing for the Marketing Services department.

II. BUDGET STATUS

Funds will be provided in the budget of each individual cost center.

III. INFORMATION

The award of request for proposal Q00290 for general printing and copying services for various cost centers was approved by Board action July 22, 2003. The award was to the following four companies:

Vis-O-Graphic Printing, Inc.
Elk Grove Graphics
K & M Printing Co.
Quantum Color Graphics L.L.C.

Approximately 75 to 100 print jobs costing less than \$10,000 are required each year, for many cost centers. Through the request for proposal, vendors were sought to provide this printing for the period of July 1, 2003 through June 30, 2004, renewable for up to two years.

The types of printing requests involved are not standard, and they involve a short time line to address the need. There are about seven of these types of jobs each month and the print dollars had not been leveraged in the past. The RFP was put together in an effort to consolidate and leverage the buying power of the College.

It is anticipated that approximately \$200,000 will be spent on this type of printing and copying during the 2004/05 fiscal year. Blanket purchase orders in the amount of \$30,000 each will be issued to the vendors to cover printing as needed.

The additional \$80,000 in estimated print expenditures will be assigned among the above vendors throughout the year based on cost, service and print capabilities.

Each project will cost under \$10,000. As print jobs are identified, quotes will be obtained from more than one of the vendors. This will streamline the purchasing and print production processes.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of purchase orders in the amount of \$30,000 each to Vis-O-Graphic Printing, Inc., Elk Grove Graphics, K & M Printing Co. and Quantum Color Graphics L.L.C. for renewal of general printing and copying services for various cost centers for the period of July 1, 2004 through June 30, 2005 and the option to renew for one additional year, subject to the discretion of the administration, and approximately \$80,000 to be assigned among the four vendors throughout the year based on cost, service and print capabilities, for a total of \$200,000 per year.

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 Classified Staff Appointments.
- B. Ratification of Harper #512 IEA-NEA Appointments.
- C. Ratification of Public Safety–ICOPS Appointment.
- D. Ratification of Classified Staff Resignations.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

First Reading - Board Policy Changes to incorporate selected provisions from the Sarbanes-Oxley Act of 2002.

II. REASON FOR CONSIDERATION

Changes to Board Policy require two readings before they are incorporated into the Board Policy Manual. This is the first reading for a new section on Audit 07.01.19 and a revision to 13.01.00 Code of Ethics.

III. BACKGROUND INFORMATION

The American Competitiveness and Corporate Accountability Act of 2002, generally known as the Sarbanes-Oxley Act, were enacted in the wake of the Enron and other corporate accounting scandals. The major purpose of Sarbanes-Oxley is to broaden federal rules governing the oversight responsibility of boards of publicly traded companies.

While the majority of the provisions of Sarbanes-Oxley apply only to for-profit companies, non-profit leaders acknowledge that the door may have been opened for closer scrutiny of non-profit governing boards. In response to this concern, several prominent higher education and non-profit organizations have issue advisories and other forms of guidance as a service to the non-profit community.

Harper College staff has reviewed the advisories from National Association of College and University Business Officers (NACUBO) and Association for Community College Trustees (ACCT), as well as policies from other educational institutions.

The result of that review is the recommended changes to Board Policy as presented here.

Revised (see underlined text) Consent Agenda
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In addition to changes in Board Policy there will also be changes to Administrative procedures.

IV. RECOMMENDATION

The administration presents the attached:

New Section 07.01.19 Audit to the Board Policy Manual and a revision to 13.01.00 Code of Ethics for consideration.

WILLIAM RAINEY HARPER COLLEGE
POLICY STATEMENT

Title: **Audit**

No. 07.01.19

Approved:

Revised:

Section 201* - The President may not contract with the College's audit firm for nonaudit services without the prior approval of the Board.

Section 202* - The College should rotate the lead/coordinating and reviewing partners every five years.

Section 204* - The management letter will be submitted to the administration for review and response. The audit firm will then incorporate the administration's responses into the management letter. The management letter, with auditor's findings and administrative responses, will then be sent to the Board of Trustees with a copy to the President and Vice President of Administrative Services.

The Audit Committee should consider meeting with the audit firm outside the presence of management once the administration's response is included in the management letter and prior to submission to the entire Board of Trustees.

Section 206* - The College should avoid, if at all possible, the hiring from the external audit firm, a person who has worked on the College audit within the last year for the position of President, Vice President of Administrative Services or Controller.

Section 301* - The Audit Committee shall be composed of members of the Board, appointed by the Board Chair, and shall recommend audit policies and procedures to the Board for its review and consideration including the following:

- 1. The appointment, compensation and oversight of the work of any registered public accounting firm employed by the**

College. The Audit Committee should meet annually with the College's audit firm to review and discuss the financial reports and related audit activities.

2. Establishment of procedures for:

- a. The receipt, retention and treatment of complaints received by the College regarding accounting, internal controls and auditing matters.**
- b. The confidential, anonymous submission by employees regarding financial improprieties.**

1. The appointment, compensation, and oversight of independent counsel or other advisors as deemed necessary to carry out the Committee's duties.

Section 302* – Certification – The President and Vice President of Administrative Services shall certify along with the annual audit report that:

- 1. They have reviewed the report;**
- 2. Based on their knowledge, the report does not contain any untrue statement of a material fact or omission of a material fact that makes the statements misleading; and,**
- 3. Based on their knowledge, the financial statements present in all material respects the financial condition and results of operations.**

Section 402* - The Board may not allow for the creation of conflicts of interest or the appearance of conflicts of interest by providing loans to senior management.

Section 404* - The President and Vice President of Administrative Services shall ensure the establishment and maintaining of an adequate internal control structure and procedures for financial reporting.

*** Section numbers refer to Sections in the Sarbane-Oxley Law.**

WILLIAM RAINEY HARPER COLLEGE

POLICY STATEMENT

Title: Code of Ethics

No. 13.00.01

Approved:

Revised:

Honesty, integrity and caring are essential qualities of an educational institution, and the concern for values and ethics is important to the whole educational experience. Individual students, faculty and staff members, as well as the College's formal organizations, must assume responsibility for these qualities. It is the declared policy of William Rainey Harper College that the Board of Trustees and its employees should exercise their judgment and perform their duties in the best interests of the College. Board members and employees of the College are required at all times to perform their duties in such a manner that they present a proper and ethical image to the community and avoid even the appearance of impropriety. To this end and to assure that personnel positions in the College will not be used for improper personal or private gain, the Board of Trustees requires that its actions and the actions of its employees be consistent with College policy and procedures.

Nothing in this policy shall in any way restrict the application of or take precedence over any state statute or common law provision with respect to conflict of interest, malfeasance, misfeasance, or nonfeasance in office.

In the best interests of the College, all Board members and employees shall adhere to reasonable ethical standards, including the following principles:

A. Board Members and Employees

1. No Board of Trustee member or employee shall use or permit to be used College equipment, materials, services, or other property for personal convenience, benefit, or profit.
2. No Board of Trustee member or employee shall influence or seek to influence or participate in the purchase of products, services, letting of contracts or other transactions of the College when such influence or participation may result in personal gain.
3. No Board of Trustee member or employee shall practice dishonest or demeaning behavior.
4. **No Board of Trustee member or employee shall fraudulently influence, coerce, manipulate or mislead an engaged auditor in the performance of an audit for the purpose of rendering the financial statements materially misleading.**

B. Board Members

No Board of Trustee member shall be interested directly or indirectly in any contract, work or business of the College except as permitted by law.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

First Reading of a modification to Section 11.11.13 on Tax Sheltered Annuities and Deferred Compensation Plan.

II. REASON FOR CONSIDERATION

Changes to Board Policy require two readings before they are incorporated into the Board Policy Manual. This is the first reading for a modification to section 11.11.13 on Tax Sheltered Annuities and Deferred Compensation Plan.

III. BACKGROUND INFORMATION

In April 2002, the College instituted a 457(b) Plan for administrators as a prototype. Other employee groups have requested that this plan be expanded to cover their employees. The trial period is now complete and the plan is ready to be rolled out to all employee groups.

IV. RECOMMENDATION

The administration recommends expanding the 457(b) plan to cover all employee groups with the exception of students.

WILLIAM RAINEY HARPER COLLEGE

POLICY STATEMENT

Title: **Tax Sheltered Annuities and
Deferred Compensation Plan**

No. 11.11.13

Approved:

Revised:

11.11.13 Tax Sheltered Annuities and Deferred Compensation Plan –
Changed as of 4-25-02

Salary reductions for tax-sheltered annuities shall be available to all, except student employees.

~~An IRC Section 457(b) deferred compensation plan shall be available to Harper Administrators.~~

The plans are administered in accordance with IRC Section 403(b) and 457(b).

The College has no liability for any losses arising from depreciation or other decline in the value of any investments employees acquire under these plans.

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

Exhibit IX-B.1
August 24, 2004

	<u>Outstanding Investments</u>	<u>Earned To Date</u>
EDUCATION FUND	\$ 23,015,215	30,283
OPERATIONS, & MAINT. FUND	9,163,641	12,058
OPERATIONS, & MAINT. FUND (Restricted)	1,956,033	2,574
BOND & INTEREST	4,393,956	5,782
AUXILIARY ENTERPRISES	1,951,718	2,568
RESTRICTED FUNDS	7,123,509	9,373
WORKING CASH FUND	11,785,342	15,507
AUDIT FUND	234,829	309
LIABILITY, PROTECTION & SETTLEMENT	<u>338,569</u>	<u>445</u>
Total	<u>\$ 59,962,811</u>	<u>78,899</u>

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

Exhibit IX-B.1
August 24, 2004

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 7/31/2004	Market Value
Certificates of Deposits							
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/Choice Financial Group	07/18/04	01/20/05	183	1.85	9,298.29	1,000,000.00	
PMA/Cole Taylor Bank	07/20/04	01/20/05	183	1.85	4,646.89	500,000.00	
Harris Bank	07/21/04	02/03/05	197	1.93	15,638.71	1,500,000.00	
PMA/NCB,FSB	07/19/04	02/17/05	211	2.19	19,077.84	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	
Harris Bank	07/21/04	07/20/05	364	2.32	34,995.82	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: 1.54					53,500,000.00	53,500,000.00 *
FNMA Discount	07/21/04	01/15/05	168	1.78	12,277.44	1,499,722.56	1,499,722.56
FNMA Discount	06/23/04	05/27/05	338	2.19	30,597.45	1,499,402.55	1,499,402.55
Illinois Funds	Monthly Average			1.23		3,463,685.49	3,463,685.49
TOTALS AS OF:	7/31/2004				\$	59,962,810.60	59,962,810.60

*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

NOTE: CHANGES ARE IN BOLD

Reported: August 24, 2004

GRANT NAME DIV/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES 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
<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
<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
<u>NEW</u>			
Nontraditional Scholarship Grant J. Hennig	Tuition assistance to students entering non-traditional occupations.	ICCB \$ 6,250	07/01/04 06/30/05
<u>RENEWAL</u>			
Business/Industry Workforce Preparation Corporate Services L. Danaher	State Allocation Grant To provide local economic development in workforce training	ICCB \$90,202	07/01/04 06/30/05
<u>RENEWAL</u>			
P-16 Initiative J. Hennig	State Allocation Grant To pay for tuition for H.S. students taking college credit	ICCB \$75,682	07/01/04 06/30/05
<u>RENEWAL</u>			
Perkins III J. Hennig	Career and Technical Education	ICCB \$303,004	07/01/04 06/30/05
<u>RENEWAL</u>			
Program Improvement Grant J. Hennig	Supports improvement in career and technical educational programs.	ICCB \$31,566	07/01/04 06/30/05
<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

GRANT NAME DIV/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
<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>RENEWAL</u> Disabled Student Project Access & Disability Services T. Thompson	To provide services to students with disabilities	IDHS \$134,754	07/01/04 06/03/05
<hr/>			
<u>RENEWAL</u> Displaced Homemakers Women's Program K. Canfield	Career, educational and personal support for Women's Program participants	IDOL \$58,410	07/01/04 06/30/05
<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
<hr/>			
<u>RENEWAL</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kevin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical \$77,500	07/01/04 06/30/05
<hr/>			
<u>RENEWAL</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kevin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical \$42,000	07/01/04 06/30/05
<hr/>			
<u>CONTINUATION</u>			
COPS Public Safety M. Alsup	Universal Hiring Program Hire 3 full time officers (Full grant is \$225,000 spread over three years – 08/01/02-7/31/05	USDJ \$88,740 (\$42,043 per officer x 3)	07/01/04 06/30/05

Total as August 24, 2004

***\$1,279,258**

***NOTE: Several grants still not approved/pending. Waiting for State notification for FY05.**

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
IDHS	Illinois Department of Human Services
IDOL	Illinois Department of Labor
NSF	National Science Foundation
TMPS	Technology, Math & Physical Science
USDE	United States Department of Education
USDJ	United States Department of Justice

Harper College Educational Foundation July Fundraising Report FY05

Appeal ID	Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Golf04	Golf Open 2004	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
HarperQuest	Harper Quest Celebration Events	7	\$0.00	\$65,500.00	\$22,000.00	\$0.00	\$87,500.00
Memorial	Memorial	7	\$3,075.00	\$500.00	\$0.00	\$0.00	\$3,575.00
Pacesetter04	Pacesetter Campaign FY04	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PerSol	Personal Solicitation	2	\$1,000.00	\$3,000.00	\$0.00	\$0.00	\$4,000.00
Proposal	Proposal	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
PSFY05	Pacesetter Campaign FY05	1	\$72.70	\$0.00	\$0.00	\$0.00	\$72.70
RFE04	Resources for Excellence Employee Campaign FY04	6	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
Stewardship	Stewardship	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Unsolicited	Unsolicited	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Grand Totals:		28	\$9,432.70	\$69,000.00	\$22,000.00	\$0.00	\$100,432.70

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Annual Hearing of Budget for FY 2004-2005.

II. REASON FOR CONSIDERATION

State law requires that the Board of Trustees adopt a legal budget before September 30th of any given year.

III. BACKGROUND INFORMATION

The administration has presented a preliminary budget to the Board of Trustees in June. The budget has been on public display for a minimum of 30 days as required by law and properly advertised.

IV. RECOMMENDATION

It is the recommendation of the administration to adopt the FY 2004-2005 legal budget as presented.

ADOPTION OF BUDGET RESOLUTION

Member _____ moved, seconded by Member _____
WHEREAS, the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, caused to be prepared in tentative form a budget for the fiscal year July 1, 2004 to June 30, 2005, and the Secretary of this Board has made the same conveniently available for public inspection for at least thirty (30) days prior to final action thereon:

AND WHEREAS, a public hearing was held as to such budget on the 24th day of August, 2004, notice of said hearing being published in the Arlington Heights Herald, Barrington Herald, Buffalo Grove Herald, Daily Courier News, Des Plaines Herald, Elk Grove Herald, Hanover Park Herald, Hoffman Estates Herald, Mount Prospect Herald, Palatine Herald, Rolling Meadows Herald, Schaumburg Herald, Streamwood Herald, and Wheeling Herald, newspapers published or distributed in this College district, at least thirty (30) days prior thereto as required by law, and all other legal requirements having been complied with:

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, as follows:

- Section 1. That the fiscal year of the College district be and the same is hereby fixed and declared to begin on the 1st day of July, 2004 and end on the 30th day of June, 2005.

Exhibit X-A
August 24, 2004

Section 2. That the following budget containing an estimate of amounts available in the Education; Operations and Maintenance; Restricted Purposes; Audit; Liability, Protection and Settlement; Bond and Interest; Operations and Maintenance Restricted; and Auxiliary Enterprises Funds, each separately, and of expenditures from each of the aforementioned funds, be and the same is hereby adopted as the budget of this community college district for the said fiscal year.

August 24, 2004

Board Chairman

Board Secretary

CERTIFICATION

THE UNDERSIGNED DO HEREBY CERTIFY that they are respectively, the Secretary of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, State of Illinois, and the Chief Fiscal Officer thereof.

IT IS HEREBY CERTIFIED that attached hereto is a true, correct, complete and certified copy of the budget resolution as adopted on August 24, 2004 by the Board of Trustees of said Community College District for the fiscal year beginning July 1, 2004 and ending June 30, 2005, and an estimate of revenues, by source, anticipated to be received by the College in the 2005-06 fiscal year, which estimate of revenue is hereby certified as being true and correct by the Chief Fiscal Officer of said College District.

IN WITNESS WHEREOF, we have affixed our official signatures to this Certification as of August 24, 2004.

Secretary, Board of Trustees

Chief Fiscal Officer

Exhibit X-A
August 24, 2004

Illinois Community College Board

FISCAL YEAR 2005 RESOLUTION

The Board of Trustees of Harper College formally adopted the Fiscal Year 2005 Budget with the following resolution:

See Attached

A copy of the adopted budget is enclosed.

ATTEST:

Secretary, Board of Trustees

Chairman, Board of Trustees

(For Board Chair)

WILLIAM RAINEY HARPER COLLEGE

ANNUAL BUDGET HEARING

The following steps should be taken by the Board of Trustees in order to complete the Budget hearing and to adopt the Budget resolution.

1. The Chair of the Board calls the Regular Meeting to order in the usual manner. Usually all business is processed up to New Business.
2. After completion of all Consent Agenda Items, the Chair declares the meeting recessed until after the Public Hearing for the Budget.
3. The Chair calls to order the Public Hearing on the Budget (copy of legal Budget attached).
4. The President, or his designee, should briefly review the legal Budget for the 2003-2004 fiscal year. All persons present should be offered an opportunity to comment on the provisions thereof. The Board's authority to adopt the legal Budget as presented is not abrogated by what may occur at the hearing. Objections and suggestions raised should be considered by the Board. If their suggestions are found to have merit, these can be taken into consideration in modifying the final Budget as approved.
5. Upon conclusion of the Budget Hearing, the Chair declares the hearing closed.
6. The Chair reconvenes the Regular Board Meeting.
7. If the Board determines there are no objections or suggestions to be considered, the Board adopts the legal Budget for the funds identified in the Budget Resolution. (The resolution may be read in its entirety if the Board so desires).

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreements between clinical agencies and Harper College are used for students in the Health Career Programs. The Affiliation Agreements between Harper College and *Resurrection Health Care* and the Business Associate Addendum with *Rush Oak Park Hospital* are presented for Board review.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The facilities and educational opportunities available at *Resurrection Health Care and Rush Oak Park Hospital* are consistent with the clinical objectives of the Harper College Health Career Programs.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreements between Harper College and *Resurrection Health Care and the Business Agreement with Rush Oak Park Hospital* be approved as submitted and authorize the Dean of Life Science and Human Services to sign all of the above.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Adjunct Faculty Compensation Schedule for 2004-2005

II. REASON FOR CONSIDERATION

Board Policy Manual 5.1.10D states that the Board of Trustees will establish a separate compensation schedule for adjunct faculty members.

III. BACKGROUND INFORMATION

Adjunct faculty are compensated in accordance with the same schedule used for full-time faculty overload pay.

IV. RECOMMENDATION

It is recommended that the attached salary schedule be adopted for adjunct faculty for the fall 2004, spring 2005, summer 2005.

ADJUNCT COMPENSATION SCHEDULE

Fall 2004, Spring 2005, Summer 2005

Classroom Instruction Pay Schedule*

Regular classroom instruction for scheduled Credit Classes.

LEVEL	BA or LESS	MA	MA + 15	MA + 30	PhD or MA + 60
	1	2	3	4	5
0 - 3	\$610	\$630	\$650	\$670	\$690
4 - 6	\$630	\$650	\$670	\$690	\$710
7 +	\$650	\$670	\$690	\$710	\$730

Counseling & LRC Function Schedule*

Hourly rate of pay for Student Development and Library Services faculty functions.

LEVEL	BA or LESS	MA	MA + 15	MA + 30	PhD or MA + 60
	1	2	3	4	5
0 - 3	\$26.91	\$27.79	\$28.68	\$29.56	\$30.44
4 - 6	\$27.79	\$28.68	\$29.56	\$30.44	\$31.32
7 +	\$28.68	\$29.56	\$30.44	\$31.32	\$32.21

Developmental Functions Schedule*

Hourly rate for activities of a non direct instructional nature, such as tutoring and assessment assistance.

LEVEL	BA or LESS	MA	MA + 15	MA + 30	PhD or MA + 60
	1	2	3	4	5
0 - 3	\$19.06	\$19.69	\$20.31	\$20.94	\$21.56
4 - 6	\$19.69	\$20.31	\$20.94	\$21.56	\$22.19
7 +	\$20.31	\$20.94	\$21.56	\$22.19	\$22.81

*The amount listed will be paid for each contact hour consistent with the number of credit hours assigned to a course. In cases where contact hours exceed the number of credit hours, the above amount will be paid for the first contact hour exceeding the number of credit hours and one half (1/2) of the above rate will apply to any additional contact hours in excess of the credit hours.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

ICCB Project Application Request for approval 2005 Parking Lot Rehabilitation Project, Lots 1 and 4 in the amount of \$700,000.

II. REASON FOR CONSIDERATION

ICCB rules require that an application for capital renewal grant projects be submitted and approved by ICCB.

III. BACKGROUND INFORMATION

The College's existing parking lots are 20-30 years old and have had regular maintenance. Portions of the parking lots have deteriorated to a point that regular maintenance is not effective. The repairs will also include providing drainage to portions of the parking lots which suffer from ground water pressure.

Hard surface parking is a requirement for the campus in order to provide hazard free areas to park as well as a safe walking surface for individuals to walk to perimeter concrete sidewalks to the buildings of the campus.

IV. RECOMMENDATION

It is the recommendation of the administration to approve the attached application to ICCB for approval for the 2005 Parking Lot Rehabilitation Project, Lots 1 and 4 in the amount of \$700,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Voting Delegate to the Association of Community College Trustees (ACCT) **Annual Convention

II. REASON FOR CONSIDERATION

Appointment of a voting delegate requires Board approval.

III. BACKGROUND INFORMATION

The Association of Community College Trustees **annual convention is scheduled for October 6-9, 2004 in New Orleans, Louisiana. The ACCT requires that each member college designate a representative to vote on behalf of their college. The Illinois Community College Trustees Association encourages participation by Illinois community colleges so that issues vital to Illinois are addressed effectively at the national level.

**The following is taken from the ACCT Home page on their website: "Beginning with ACCT's meeting in New Orleans, the board has decided to change the name of the association's annual meeting to the "Annual Community College Leadership Congress." The name change is designed to give greater priority and visibility to the association's focus on supporting exemplary trusteeship, and on helping trustees to hone their policy-development and leadership skills."

IV. RECOMMENDATION

It is recommended that a Board member be designated and appointed as the 2004 ACCT Leadership Congress voting delegate for Harper College.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Approval of the contract between iParq and Harper College for utilization of iParq resources to manage the Harper College Parking Enforcement program.

II. REASON FOR CONSIDERATION

The Department of Public Safety is directed, through Board Policy to maintain a program for “the general safety of the College community and the efficient operation of the campus, regulations governing traffic and parking shall be established.”

Recently, Harper College lost the ability to carry on its long-standing practice of utilizing Village of Palatine ordinances and its parking enforcement system. Because of this our ability to “ensure the general safety of the College and the efficient operation of the campus” has been compromised.

III. BACKGROUND INFORMATION

For many years the Harper College Department of Public Safety has utilized the ordinances of the Village of Palatine to fulfill the Board mandate to ensure the general safety of the College community and the efficient operation of the campus by enforcing (Village of Palatine) regulations governing traffic and parking in Palatine at Harper College.

Members of the Department of Public Safety utilize enabling legislation in the Illinois Community College Act. That legislation appears here verbatim:

(110 ILCS 805/3-42.2) (from Ch. 122, par. 103-42.2)

Sec. 3-42.2. To establish parking regulations, to regulate, and control the speed of, travel on all paths, driveways and roadways which are owned and maintained by, and within the property of, the community college district, to prohibit the use of such paths, driveways and roadways for racing or speeding purposes, to

exclude therefrom traffic and vehicles, and to prescribe such fines and penalties for the violation of such traffic regulations as cities and villages are allowed to prescribe for the violation of their traffic ordinances.

Fines and penalties recovered under this Section shall be paid, collected and used in accordance with the policy of the local community college board.

The local community college board may enforce the provisions of this Section by use of members of the Security Department of the community college or by agreeing in writing with a municipality, county or the State for its law enforcement officers to provide such enforcement. (Source: P.A. 81-311.)

The Village has decided to go to an electronic ticket format which requires computers and printers in squad cars as well as software to generate the ticket. Since almost all of Harper's enforcement efforts are from officers on foot – the Palatine Police solution will not work for us.

Additionally, the cost to equip our squad cars with the necessary software and hardware is prohibitive with an unacceptable return on our investment.

We then began to explore other solutions. After conducting research it appears we have two opportunities. We can purchase a complete hardware/software parking enforcement system solution or we can lease one.

A purchased system was priced about three years ago and, at that time, was in the area of \$80,000 for hardware, software and training. That price did not include the necessary IT/IS support to bring the system on-line or maintain it.

Recently we discovered a vendor who leases the required hardware and software as well as handles appeals, collectibles, collections and scofflaws. This vendor conducts the majority of its business via the Internet however it does maintain programs to handle voice transaction as well as paper ones.

The hardware/software is configured to our business rules utilizing vendor staff and resources. All data is stored on the vendors file servers and all ticket transactions are processed between the vendor and the violator.

We anticipate no additional staff will be required to operate the system. Additionally, no new hardware/software will be required. The system is entirely web-based.

We intend initially to utilize three modules of the *i*parq array – Administration, Parking Enforcement and Citation payment. In addition we will utilize *i*parq staff to complete necessary integration, setup, installation and training for our staff. The cost for this work is a one-time fee of \$8,000. We have negotiated with *i*parq representatives to take these fees from the ticket payments they receive until paid in full.

We will lease three handheld, ruggedized, personal data assistants (PDA's) and printers to store enforcement information and print tickets at a cost of \$300 per month for each unit or a monthly lease total of \$900. Through negotiation, this cost will be deducted each month from the fines collected.

Since the system is web-based using *i*parq software and hardware we incur costs associated with each ticket generated. Those costs, as the system would be configured right now, are \$.99 per ticket and pass-through fees on credit card transactions (2.35% or \$.79 per payment transaction on a \$20 ticket). Deducting these fees will show a net revenue per citation of \$17.52.

Although our enforcement goal is voluntary compliance with our parking regulations we know, based upon past enforcement data, if 50% of all fines were collected, and we deduct first year set up and lease fees in the amount of \$18,800, the College would see a net revenue increase of \$38,140 from parking enforcement.

These are dollars that prior to this proposal went to the Village of Palatine. This system, using conservative numbers, will yield \$38,140 new dollars in the first year with no outright capital expenditure. Revenue is anticipated to increase in future years.

If we later used more *i*parq services we could anticipate higher costs. Examples of additional services would be the linkage between the violator's database at *i*parq and the College's ERP. This would allow automated placement of "holds" on violator college records until the enforcement action is resolved. Another example would be utilizing *i*parq's parking sticker issuance module.

The following companies were contacted and, although some provide some like services, none are entirely web-based, a critical aspect required to keep our costs low:

T2
Cardinal Tracking
ParkAdmin
Com Plus
Citation Management
Clancy Systems
Turbo Data

IV. RECOMMENDATION

The Administration recommends that the Board of Trustees approve the contract between Harper College and iParq pending final attorney review.