



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

December 21, 2004
7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Educational Presentations**
- No Presentations this month
- 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 – November 30, 2004 Regular Board Meeting Exhibit IX-A.1
 2. Bills Payable, Payroll for November 26, 2004; Estimated Payrolls Exhibit IX-A.2
for November 27, 2004 through December 24, 2004
 3. Bid Awards Exhibit IX-A.3
 4. Purchase Orders Exhibit IX-A.4
 5. Personnel Action Sheets Exhibit IX-A.5
 6. President's Contract Exhibit IX-A.6
 - 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
 4. Summary of Items Purchased from State Contracts, Consortiums Exhibit IX-B.4
or Cooperatives

* 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: Adoption of the Tax Levy Resolution (Tax Levy Hearing) Exhibit X-A
- B. RECOMMENDATION: Abatement of Taxes Exhibit X-B
- C. RECOMMENDATION: Enterprise Resources Planning (ERP) Software Acquisition Exhibit X-C
- D. RECOMMENDATION: Enterprise Resources Planning (ERP) Implementation Services Exhibit X-D
- E. RECOMMENDATION: Oracle Credit Corporation Municipal Payment Plan Agreement Exhibit X-E
- F. RECOMMENDATION: Change of Board Meeting Date Exhibit X-F
- G. RECOMMENDATION: Affiliation Agreement Between William Rainey Harper College and Central DuPage Hospital for the Cardiac Technology Program Exhibit X-G
- H. RECOMMENDATION: Establishment of Funding Bond Hearing Date Exhibit X-H
- I. RECOMMENDATION: Resolution Detailing Claims Against the District Exhibit X-I

XI. Announcements by the Chair

- A. Communications
- B. Calendar Dates

(Note: * = Required)

On-Campus Events

December 24 through January 2 - the College will be closed for the holiday break. Classes resume on January 3, 2005.

- *January 25 7:00 p.m. - Regular Board Meeting - Room W214-215
- *February 22 7:00 p.m. - Regular Board Meeting - Room W214-215
- *March 29 7:00 p.m. - Regular Board Meeting - Room W214-215

Off-Campus Events

- April 9, 2005 6:30 p.m.- Foundation Gala - Avanté
- June 6, 2005 Foundation Golf Open - Boulder Ridge Country Club

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

XIII. Adjournment

Minutes of the Regular Board Meeting of Tuesday, November 30, 2004

<u>INDEX</u>	<u>PAGE</u>
ROLL CALL - Regular Board Meeting	1
APPROVAL OF AGENDA	1
PRESENTATIONS	2
- ICCB Learning Award - HVAC	2
- NCCE Award - InZone Program	2
- Update on Diversity Issues	2
- Sabbatical Presentation	6
STUDENT TRUSTEE REPORT	9
PRESIDENT'S REPORT	9
- ERP Update	9
- Future Agenda Items	9
- Enrollment	9
HARPER EMPLOYEE COMMENTS	10
CITIZEN COMMENTS	11
CONSENT AGENDA	
Minutes, Bills Payable, Payrolls, Financial Statements, Grants/Gifts Report	11
Bid Award	12
Purchase Order	13
Personnel Actions	14
NEW BUSINESS	
- National Incident Management System	15
- Recommendation to Retain Advanced Practical Solutions, LLC	15
- Affiliation Agreements	17
ANNOUNCEMENTS BY CHAIR	18
Communications	18
Calendar Dates	18
OTHER BUSINESS	18
ADJOURNMENT	18
SUMMARY OF BOARD REQUESTS	19

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, November 30, 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, November 30, 2004 at 7:04 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

Chair Stone noted that, in the absence of Richard Gillette, William Kelley will act as Secretary pro tem.

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

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; Sheila Quirk, Associate V.P. for Strategic Planning and Alliances; Catherine Brod, Assistant V.P. for Development; Joe Accardi; Mike Alsup; Larry Bielawa; Carol Blotteaux; Phil Burdick; Paul Casbarian; Daniel Corr; Laura Crane; Rob Dix; David Dwyer; Denise Evans; Terence Felton; Robert Getz; Sally Griffith; Michael Held; Julie Hennig; Kathi Holper; Thea Keshavarzi; Laura LaBauve; Terry Lindsay; Jim Ma; Jennifer Mathes; Russ Mills; Jeanne Pankanin; Diana Sharp; John Shola; Debbie Walenga; Dennis Weeks and Deanna White. HCAFA Members: Arlene Bublick; Janice Cutler, Anna Lewis. Student: Christopher Entwistle.

Guests: Tim Kane, Chicago Tribune; Mark Michaels, Illinois Education Association; William Graft, Harper College Educational Foundation; Andy Erla, citizen.

Catherine Brod led everyone in the Pledge of Allegiance.

APPROVAL OF AGENDA Member Howard moved, Member Hill seconded, approval of the Agenda.

In a voice vote, the motion carried.

PRESENTATIONSICCB Learning Award -
Heating/Air-Conditioning

Sally Griffith addressed the Board to recognize John Shola from Harper's Heating and Air Conditioning program. She displayed an award the program recently received, *Award for Excellence in Learning Centered Instruction*, from the Illinois Community College Board. She explained that, after noticing that the program was not conducive for many students, Mr. Shola completely changed the program to an open-entry/open-exit, self-paced individualized program. It is now a flexible program that fits many different lifestyles; students can come and work at their own pace. Over the last five years, they have seen a 47 percent increase in enrollment and a 93 percent increase in completions of certificates and degrees. It is a very effective program. Ms. Griffith thanked Mr. Shola for his efforts in the Heating and Air Conditioning Program at Harper College.

Chair Stone noted that this is an example of serving the community in the way it needs to be served.

NCCE Award -
InZone Program

Russ Mills noted that InZone, the kids program offered at Harper in the summer, recently received an *Exemplary Program Award* from the National Council for Continuing Education and Training. He introduced Debbie Walenga, who has run the program for several years. The award was given to InZone because of its creativity, sustainability and its impact on the community. Over the last year, they had over 7,000 enrollments, which equates to 2,500 kids taking classes at Harper. Over 150 classes were offered in the enrichment area and 25 classes in the sports area.

Member Howard noted that her granddaughter has attended InZone for four different summers and has adored it. Mr. Mills noted that there are many families who know Harper because of the InZone program.

Dr. Breuder noted that it is obviously a good way for Harper College to get into the minds and hearts of young people early, so that when it is time to go on to college, Harper is on their radar screen.

Update on Diversity
Issues

Cheryl Kisunzu read the College mission statement: "Harper College is a comprehensive community college, dedicated to providing excellent education at an affordable cost, promoting personal growth, enriching the local community, and meeting the challenges of a global society." She noted that the context of the following "Thought for the Day" (author unknown) frames the opportunities and the

challenges for Harper's diversity initiative: *If we could shrink the earth's population to a village of precisely 100 people with all existing human ratios remaining the same, it would look like this - there would be 57 Asians, 21 Europeans, 14 from the Western Hemisphere and 8 would be Africans; 51 would be female, 49 would be male; 70 would be non-white, 30 would be white; 70 would be non-Christian, 30 would be Christian; 70 would be unable to read, one would have a college degree."*

Ms. Kisunzu noted that, throughout the nation, recruitment of a diverse workforce is a primary initiative. Harper's commitment to focus on the recruitment of diverse faculty and administrators is congruent with the Illinois Community College Board's objectives.

Overview of Harper's Diversity Initiatives

- Harper hosted its first regional symposium where guest educators from the community joined the internal Harper community to discuss 21st century realities, which characterized diversity and academia. The keynote speaker was Dick Gregory, civil rights activist.
- Diversity workshops have been expanded to include all searches.
- Intent has been established to ensure that qualified applicants are screened in, and not screened out, as a result of conscious or unconscious biases.
- A mentoring program was implemented for those diverse faculty and administrators who are hired, which responds to the need for retention of these diverse hires, as well as their recruitment.

Laura LaBauve-Maher announced that the Center for Multicultural Learning (CML) had a very successful second year, marked by rapid growth in all areas of the program.

Highlights of the Center for Multicultural Learning

- Student traffic was increased by 46 percent.
- Through reorganization, a new position was created - the Diverse Program Specialist (shared with Student Activities).
- Over 2,500 students, faculty, staff and community members were reached through diverse programming.
- Three more faculty have successfully completed the faculty fellows program, and three more will be selected in December. A total of seven faculty fellows have used their curriculum of diversity.

- A presentation was done by several of the faculty fellows at the National Association of Student Personnel Administration Regional Conference. Ms. LaBauve-Maher noted that the Vice President of Student Affairs for Overland College, a four-year college, was at the presentation and observed that Harper's Program for Multicultural Faculty Fellows is indeed a best practice worthy of being replicated at its institution. He further noted his intent to visit Harper to find out more about the specifics. He noted that Harper is ahead of the time.
- With the generous support of the Harper College Educational Foundation, the CML was able to award 16 scholarships to under-represented first generation minority students to participate in the second year of the REACH program retention efforts for academic completion at Harper.
- As a result of the Fall Orientation 101 course and the special workshops and intervention provided to these students, 100 percent of the students were retained for the fall semester; 61.5 percent were retained fall to spring and 83 percent of the students retained in the program achieved a GPA of 2.0 or higher. There is currently a cohort of 18 students in the REACH program.

Cultural Awareness Programming

Ms. LaBauve-Maher explained that Harper College has had a long tradition of celebrating diversity through cultural awareness programming.

- In addition to Black History Month and Asian Pacific Islander Month, Harper hosted Hispanic Heritage Month and Rainbow Week.
- Three hundred faculty, staff and students attended a discussion on creating a campus climate all can enjoy, hosted at Harper College.
- They also had a discussion for faculty on racism and white privilege. Overall, 21 cultural events were planned by the CML.

Ms. LaBauve-Maher reported that they recently received a \$45,500 grant from Higher Education Cooperation Act (HECA) in order to continue work with the Minority Student Transfer Center, located in the CML.

Ms. Kisunzu noted that multicultural education is important for all students, and the World Cultures and Diversity graduation requirement is a formal recognition by Harper of

this understanding. The anticipated date for implementation is fall 2005.

She noted that Harper's Educational Foundation Board is very intentional with respect to diversity. Their own recruitment initiative included strategically identifying members of the community who could support their objectives. Seven diverse members, either women or people of color, were added to their Board.

Ms. LaBauve-Maher noted that, through collaborative efforts of IT and Enrollment and Marketing, Harper's financial aid website is now translated into Spanish, and is currently being translated into Polish. With the generous support of the Harper College Educational Foundation Resources for Excellence Grant, the Library was able to increase its multicultural holdings by increasing its overall book periodical and video holdings. The Office of Access and Disability Services (ADS) hosted two fundraisers last year and worked with the Harper College Educational Foundation to create an alumni scholarship and emergency fund to help students with disabilities.

Initiatives for 2004/05

- The CML is working with faculty from AELS, Math and Student Development to create a summer bridge program for under-prepared first generation students transitioning between high school and college. They are currently creating the structure of the program and will be presenting the recommendation to President's Council in spring, with the expected date of implementation August 2005.
- The Diversity Committee is currently reviewing the Diversity Plan and looking at the potential of full incorporation into the Strategic Long-Range Plan.
- In an effort to continue the growth of the cultural awareness programming, the CML has planned a Native American Week for this year and worked with the Latinos Unidos Student Organization to celebrate Day of the Dead with a greater community. Additionally, they are planning a Kwanzaa celebration on December 6.

Ms. Kisunzu noted that cultural competencies are essential for all of Harper's employees. This spring, they are planning to pilot a professional development experience for public safety officers, which could be potentially expanded to all employee groups. They will continue to strategically build a positive presence or reputation for diversity in the community

and in the nation through the 2005 Diversity Symposium, which will have Latino education as its primary focus.

Ms. Kisunzu announced that Dr. Breuder received and accepted an invitation to present at the annual meeting of the American Association for Collegiate Registrars and Admissions Officers, which will be held in New York in March 2005. The focus will be the President's role in leading an institution's proactive response to diversity, specifically within the context of the Harper story.

Member Kelley thanked them for their informative presentation. Their efforts and accomplishments in diversity are so greatly appreciated; they are enriching the Harper community.

Member Kolze noted that it is gratifying to see the emphasis that has been placed on diversity issues. It indicates a lot of leadership on the part of many.

In response to Member Hill, Ms. Kisunzu explained that the focus on diversity at Harper College was formally put into action approximately four years ago with the identification of the Diversity Plan, the incorporation of the Diversity Committee, the addition of Ms. LaBauve's position, and the President's restructuring of Ms. Kisunzu's position. It has been a formal four-year window. However, the commitment has been expressed in the mission and various experiences throughout the history of the College.

Ms. Kisunzu added that it is powerful to see that the response to diversity is no longer individuals, but consistent with the leadership, it is now a response of the institution.

Member Howard noted that Harper College has always had a commitment to serve the entire community. They have become much better organized and much more sophisticated in how to do it, and they have a strategic plan with all the action steps. It has brought them forward significantly in the last four years.

Sabbatical Presentation

Dr. Breuder asked Kathi Holper to share the results of her sabbatical. Ms. Holper explained that the term "Generation 1.5" has been given to those young students who have left their own countries during early adolescence and completed their high school education in English in American high schools. They are between their parents (first generation) and those that are born here (second generation); therefore,

they are Generation 1.5. For a variety of reasons, political, economic and/or religious, the parents decided that their children would have a better chance in life if they lived in the United States. Research has shown that those students often have problems related to literacy skills in English, as well as critical thinking strategies. At such a vulnerable time in their lives, these students want to understand and speak English like the other kids in their school. They do not want to be seen as different or foreign, so their main focus is to sound American and fit in with the crowd. Therefore, the development of more sophisticated proficiency in reading, writing and English falls by the wayside.

During the spring semester of this past year, Ms. Holper visited all of the ESL classes in Districts 211 and 214. Even though their own teachers had talked constantly to the students about their need to develop their abilities in reading and writing in order to be successful in college, it became clearer to students after visiting with Ms. Holper. Students responded very well to her.

During her time in their classes, Ms. Holper explained the testing procedure at Harper for both math and English courses so that students would understand that their English preparation in high school should be taken seriously. The students asked Ms. Holper many questions about college in general - the amount of homework, tuition, financial aid, scholarships, and whether they could eat in the classrooms. With no one in their families who has completed university education in the United States, the kids have countless questions about higher education here.

Ms. Holper showed the students some textbooks and novels that are used in the advanced ESL classes, and she explained the amount of reading that would be expected of students within a week. They were amazed that students were expected to get through that much work. Ms. Holper explained their need to be able to compete with American students in English 101 and 102 classes.

In addition to talking to the students and their instructors, Ms. Holper collected writing samples from each of the students, corrected them as if the students were in one of her classes at Harper, and then went back and discussed problems she saw in the essays with each student personally. She noted that the high school teachers have spoken very highly of a Harper presence in their classes. Therefore, her department has decided to send one of the full-time faculty members to

each of the high schools in the coming spring semester to do similar work.

Ms. Holper added that Generation 1.5 students often cause some behavior problems in traditional ESL classes at Harper. There are some teachers who prefer not to have them mixed with traditional ESL students who have newly arrived from other countries. She can understand the teachers' point of view; however, she has great compassion for this group of students. She imagines how her own children would have reacted if she had decided to transplant them from what they have always known in their lives here to some other country where they did not know the language or the cultural expectations. Young children adapt quite easily to new environments--teenagers do not.

She added that a lot of anger and resentment is seen in the Generation 1.5 group--anger at their families, their teachers and their own problems with English. They miss their friends in their own countries, they miss their language and most of all, they miss their ability to fit in and know the rules of their culture. Ms. Holper noted that she once gave an assignment to students in a writing class to describe the worst day of their lives. Within one class, she had several Generation 1.5 students who wrote about their first day in an American high school. They wrote about how they were treated negatively or how they felt different because of their dress or their hairstyle. They wrote about sitting in classes not understanding one word of English, waiting for the day to end.

Ms. Holper explained that the sabbatical allowed her to reach out to a group of ESL students who are in trouble. By visiting them in their own schools and explaining the expectations of Harper or any other college, she feels hopeful that she helped their teachers explain the importance of studies now to prepare them for college. She wanted the students to know that they are most welcome at Harper.

Chair Stone noted that Ms. Holper is to be congratulated for what she has done. She asked if there was anything more the Board can do to assist in these efforts.

Member Murphy stated that this sabbatical has had a very real and dramatic impact on the people in this area. Ms. Holper has done a wonderful thing.

In response to Member Howard, Joan Kindle noted that a major part of the initiative for the CML is to focus on helping students acclimate, involving the celebration of all cultures so that they are not as foreign.

STUDENT TRUSTEE REPORT

There was no student trustee report.

PRESIDENT'S REPORT

ERP Update

Dr. Breuder asked Terence Felton to give a brief update on the ERP system status. Dr. Breuder noted that the Board will receive the ERP system acquisition as an agenda item at the December meeting.

With regard to the implementation piece, terms and conditions, Mr. Felton stated that they are almost finished negotiating price.

- GFOA is leading the negotiations. They have finalized the cost of the software and the third party products.
- For the past few months, they have been negotiating the implementation services.

Dr. Breuder explained that, once the Board approves the acquisition, Harper's real work begins. It is a two year process (or greater), and it will literally turn the institution inside out and upside down. They understand that the end result is clearly to the advantage of Harper and its ability to serve students.

Agenda Items

Dr. Breuder noted that, at their recent retreat, the Board made a request to have an overall picture of the kinds of agenda items that are forthcoming within a 12-month window. He distributed a document to Board members, noting that they are the "big-ticket" items, not small items that would come on a regular agenda.

Enrollment

Dr. Breuder noted that, as of today, they crossed an enrollment of 9,126, which is a 5.001 percent increase. He reminded everyone that three days before the College was opened in the fall, enrollment was at 7,200 FTE; it is now close to 9,200 FTE or 2,000 students full-time processed during the course of the semester. He noted that this demonstrates the flexibility of Harper's programming and the fluidity of the intake that happens at Harper.

In response to Member Hill, Dr. Margaret Skold explained that they are currently looking at a variety of subject areas with regard to making them more flexible or conducive to students' varied lifestyles. They do have some open entry/open exit work in the Computer Information Systems area and in all the basic education areas. They are building a matrix that will help to be able to design templates that would guarantee opportunities for completion in various blocks of time or days of the week for a 12-16 week component. Member Hill noted that there are many other things he would like to know about, but not at the full Board meeting. Chair Stone suggested that perhaps it could be addressed as an educational presentation in the future.

HARPER EMPLOYEE COMMENTS

Arlene Bublick, acting Chair of the newly-formed Harper College Adjunct Faculty Association (HCAFA), addressed the Board. She explained that the size of their combined bargaining units is 300 members, one and one-half times the number in the full-time faculty union. At last month's Board meeting, a report was given stating that Harper is now recognized for excellence in education. The adjunct faculty is a large part of the reason for that recognition.

Ms. Bublick requested the help of the Board in moving negotiations along more expeditiously and economically. College administrators have been meeting with the HCAFA since June 29 to negotiate the first contract covering six-hour adjunct faculty members. Considering the fact that they have met 19 times for a total of more than 51 hours; four college negotiators are present at each negotiating session; the College has spent more than 204 hours at the table so far; and they have spent several hundred hours preparing for and caucusing on negotiations - it is estimated that greater than \$15,000 has been spent on negotiations so far. Unfortunately, they have reached tentative agreements on only five minor sections and one article. At this rate, the College can expect to spend well over \$100,000 in administrator time to negotiate the first contract.

What is holding up negotiations?

- The first response by the College was to reject all the language of the complete proposal, even non-binding simple language, i.e. the introduction which describes that the contract was a contract between the College and the association, nothing more. They continue to fight over language that is common to their contracts with other Harper units and other schools. (She encouraged

- After the HCAFA proposed consolidation of negotiations with two additional groups of adjunct faculty (all three-hour adjuncts as well as part-time librarians and counselors), the administration rejected the consolidation on three separate occasions.

Why consolidate?

- To reduce the cost of the negotiating process. At the current pace of negotiations for just the six-hour adjuncts, it could cost the College more than \$100,000. It would not be a prudent use of taxpayers' money to repeat this cost two more times.
- There will be uniformity between at least three adjunct bargaining units covering the largest number of employees at the school. Without consolidating, the divisive approach will create many problems.

On behalf of the HCAFA, Ms. Bublick asked the Board to intercede in the negotiations and advise the administrators to consolidate the negotiations with the six-hour and three-hour adjuncts, and the 12 part-time librarians and counselors immediately. She asked them to direct the administrators to work quickly and constructively toward an agreement that meets the values expressed in the Core Value Statement of Harper College.

Chair Stone thanked Ms. Bublick for her remarks.

CITIZEN COMMENTS

There were no citizen comments.

CONSENT AGENDA

Member Kolze moved, Member Howard seconded, approval of the minutes for the October 26, 2004 regular Board meeting; bills payable; payroll for October 15, 2004; October 29, 2004; and November 12, 2004; estimated payrolls for November 13, 2004 through November 30, 2004; bid awards; purchase orders; personnel action sheets; career advisory appointments; and for information: financial statements, committee and liaison reports, grants and gifts status report, and summary of items purchased from state contracts, consortiums or cooperatives, 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	\$4,203,032.57
Tuition Refunds	618,098.84

The payroll of October 15, 2004 in the amount of \$2,243,899.63; October 29, 2004 in the amount of \$2,249,629.29; November 12, 2004 in the amount of \$2,263,210.64 and estimated payroll of November 13, 2004 through November 30, 2004 in the amount of \$2,252,246.52.

Bid Awards

Ex. IX-A.3.a Award bid Q00395 for the purchase and installation of 21 benches for Avanté to Henricksen & Company, the low bidder, in the amount of \$21,925.00.

Ex. IX-A.3.b Award bid Q00391 for two microscope slide cabinets, one plant cell model, one animal cell model, one plant mitosis model set, six digital micro pipets, seven electronic balances, three heavy duty laboratory blenders, one high-volume air sampler, one air pollution sampling pump, and six spectrophotometers will be awarded to Fisher Scientific Co., LLC, the low bidder, in the amount of \$10,337.89; four disarticulated human skeletons and six disarticulated human skulls to Carolina Biological Supply Co., the low bidder, in the amount of \$5,259.09; two human kidney, nephron and glomerulus models to Wards Natural Science Est., Inc., the low bidder, in the amount of \$694.00; and one free-standing human urinary system and one gravity convection oven to VWR International, Inc., the low bidder, in the amount of \$660.11, for a total award of \$16,951.09.

Ex. IX-A.3.c Award bid Q00390 to Workplace Solutions for Employee Assistance Program in the amount of \$7,740 for fiscal year 2004/05, \$15,480 for fiscal year 2005/06 and approve the option, subject to the discretion of the administration, to renew the agreement at a two percent price increase each year for fiscal years 2006/07 through 2008/09.

Purchase Orders

Ex. IX-A.4.a Approve issuance of a purchase order to The Gale Group for purchase of the

Literature Resource Center Database Digital Archives Collection which is accessed via the World Wide Web, and for associated annual Access & Update fees, in the amount of \$21,302 per year for three years from October 25, 2004 through October 24, 2007 for a total of \$63,906.

- Ex. IX-A.4.b Approve issuance of a purchase order to Harry J. Kloeppel & Associates, Inc. for the purchase and installation of three demonstration tables for biology labs, an additional student table for one of the physical science labs, inserts for existing tables in the anatomy and physiology lab and an additional cabinet for one of the biology prep rooms, all in Avanté, in the amount of \$13,100.
- Ex. IX-A.4.c Approve issuance of a purchase order to ProQuest Information and Learning for renewal of subscriptions to newspapers on microfilm in the amount of \$15,542.04.
- Ex. IX-A.4.d Approve issuance of a purchase order to Starbucks Coffee Company for the purchase and installation of a Verismo 701 semi automatic espresso machine for use in Avanté in the amount of \$10,830.
- Ex. IX-A.4.e Approve issuance of a change order to purchase order #024881 issued to NCS Pearson, Inc. for the production and mailing of Forms 1098-T, in the amount of \$2,040, for a new total of \$14,680.
- Ex. IX-A.4.f Approve issuance of a purchase order to PeopleAdmin, Inc. for a two-year license fee and support for an Internet based recruiting system, in the amount of \$44,500.

Personnel Actions

Supervisory/Confidential Appointment

Maxine Souza, Credentials Analyst, REG OFF, 11/15/04,
\$39,900/year

Classified Staff Appointments

Kelly Bogenski, Accounting/Payroll Assistant, p/t, ACCT
SER, 11/16/04, \$30,160/year

Lisa Simon, Limited Enrollment Applications Clerk, p/t, ADM
PRO, 11/08/04, \$19,453/year

Harper #512 IEA-NEA Appointments

Dennis Baez, Custodian, PHY PLT, 10/25/04, \$21,341/year

Misael Gonzalez, Weekend Custodian, p/t, PHY PLT,
10/30/04, \$4,810/year

Willie McClarty, Custodian, PHY PLT, 11/01/04,
\$21,341/year

Kevin Patel, Weekend Custodian, p/t, PHY PLT, 11/06/04,
\$4,810/year

Joyce Reeves, Custodian, PHY PLT, 11/08/04, \$21,341/year

Robert Schwarz, Custodian, PHY PLT, 11/08/04,
\$21,341/year

Professional/Technical Resignation

Lara Trapp, ESL Registration and Tutoring Coordinator,
AE/LS-ESL, 11/05/04, 3 years 11 months

Harper #512 IEA-NEA Resignation

Robert Anderson, Weekend Custodian p/t, PHY PLT,
07/01/04, 5 years 11 months

Approval of the Career Advisory Committee appointments
for the 2004-2005 academic year.

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

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

Nays: None

Motion carried.

Member Howard called attention to her report from the Harper College Educational Foundation. She noted that three new Board members were welcomed recently: Carol Beese, Rita Canning and Diane Hill. Member Howard noted that the Educational Foundation was mentioned several times throughout the presentation on diversity earlier in the Board meeting. The fundraising efforts of the Educational Foundation make it possible for Harper College to undertake special initiatives.

On behalf of the Board, Chair Stone expressed sincere thanks to the Educational Foundation for their efforts in supporting diversity initiatives. She suggested that the Board write a letter of appreciation to the Educational Foundation.

NEW BUSINESS:

National Incident Management System (NIMS)

Member Howard moved, Member Kolze seconded, adoption of the Resolution for National Incident Management System as its management model for handling natural or manmade disasters, as outlined in Exhibit X-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard explained that the College has a very sophisticated system for dealing with emergencies and evacuation, and their people are well trained.

In response to Member Hill, Mike Alsup stated that they work very closely with the Palatine Emergency Management Agency and the Cook County Sheriff's Police. He added that they take requests when contacted regarding the use of Harper College facilities, and they will consider the feasibility of assisting.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Recommendation to Retain Advanced Practical Solutions, LLC

Member Hill moved, Member Kolze seconded, to retain Advanced Practical Solutions, LLC, for consulting services with regard to state agency and legislative monitoring of the Illinois General Assembly, and to authorize the Chair to sign a contract, pending attorney review, in the amount of \$5,000 per month for 12 months (January 1, 2005 to December 31, 2005) for a total of \$60,000, plus expenses pre-approved by the President, and for an option to renew for an additional two years at the same cost, at the discretion of the President in consultation with the Chair, as outlined in Exhibit X-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Murphy, Dr. Breuder explained that he received the name of this organization from a member of

the Educational Foundation. It was highly recommended for the purpose of helping the College work with State government in the area of capital needs. While Harper has had a grant sitting at the State, they have been unable to have it released, even though it has been authorized. The College has additional needs in the capital arena. Dr. Breuder added that the current administration at the State level has been very sparse in the release of capital dollars for projects. He noted that, after meeting with the principal in the firm, he was impressed with his abilities, and he feels he has the standing and connections necessary to help Harper College work its capital development agenda in Springfield.

Dr. Breuder noted that he and Chair Stone did a reference check to make sure the lobbyist would be able to work successfully with Harper. All three people contacted were unequivocal in their observation that the principal in this firm was very well positioned in the State, had credibility, had standing and could be of substantive assistance to Harper College.

In response to Member Murphy, Chair Stone stated that they are satisfied; they received information that caused them to feel that there were no current legal issues. It was made clear that the situation was very clearly disclosed to the Governor of Illinois at the time that the principal of the firm worked in the Governor's campaign.

Member Howard stated that the taxpayers in Harper's district send a lot of money to Springfield. It is entirely appropriate that some of the money, in terms of State appropriations, be used in this district. Harper College serves hundreds of thousands of residents; it is a very good way to get payback to a broad section of the population.

Dr. Breuder shared that this is not the first time Harper College has hired a lobbyist. The firm Dorgan-McPike was hired in December 2000 for the same reason, to help Harper with some capital needs at the State level. There are two major projects sitting on the short list that Harper would like to protect: the Campus Life Center and renovations of Buildings G and H. The two projects total \$45M in State funding, and the College is obliged to put 25 percent on top of that in the pot. That money has already been set aside. Dr. Breuder reminded everyone that every other community college in the State shares the same need for funding. It is going to become increasingly difficult to get the money out of Springfield.

Member Kelley stated that he recognizes the capital projects are extremely meritorious, and he knows that Harper has spent a long time waiting for them. The Harper community would be well served by funding the immediate projects and other ones on the drawing board. However, he is uncomfortable with the idea of one branch of government paying private lobbyists to lobby another branch of government.

In response to Member Hill, Dr. Breuder stated that Dorgan-McPike helped the College sustain its presentation on the short list of the capital development or the State's ICCB/IBHE capital list. At the time it was the Science Center, and then it was later substituted for the Campus Life Center.

Member Murphy noted that he spoke with people in this business and found that the entity is uniquely positioned to help Harper College in this regard with this Governor. He also found out that the monthly rate is within the normal range and is a typical rate.

Upon roll call, the vote was as follows:

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

Motion carried.

Affiliation Agreements with Children's Memorial Hospital and Loyola University Medical Center

Member Kelley moved, Member Murphy seconded, approval of the Affiliation Agreements between Harper College and *Children's Memorial Hospital and Loyola University Medical Center* as submitted, and authorization for the Dean of Life Science and Human Services to sign all of the above, as outlined in 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 Hill, Howard, Kelley, Kolze, Murphy and Stone
Nays: None

Motion carried.

Dr. Breuder noted that he recently met with the President of Advocate Good Shepherd Hospital. She confirmed that their greatest manpower needs going forward are in the area of nursing. Two other major medical centers in the area also affirmed the need for baccalaureate degree nurses. Another area of need is in diagnostic imaging, which encompasses CAT scan, radiology, MRI, etc. Dr. Breuder noted that the decision a year ago to take shell space in Avanté and convert it into a diagnostic imaging center was, in fact, the right thing for the College to do. They spent \$600,000 to prepare the facility to enable them to turn out a larger number of people in this particular discipline area. They are being trained in a way where they can cross pollinate - they can move from one area to another with little difficulty by getting an additional competency credential. It makes them very mobile, very flexible and very attractive to healthcare providers within the district. Dr. Breuder noted that he was pleased to hear that information directly from a healthcare provider that has a distinguished reputation in the Northwest Suburbs. Chair Stone reiterated that it confirms the decisions made were correct.

ANNOUNCEMENTS BY
CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. Chair Stone called attention to the many wonderful music programs that will be presented in the Performing Arts Center. The next Regular Board meeting is December 21. January 25 will be the first meeting in 2005.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

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

In a voice vote, the motion carried at 8:05 p.m.

Chair

Secretary

BOARD REQUESTS

NOVEMBER 30, 2004 REGULAR BOARD MEETING

1. On behalf of the Board, Chair Stone expressed sincere thanks to the Educational Foundation for their efforts in supporting diversity initiatives. She suggested that the Board write a letter of appreciation to the Educational Foundation.
2. Member Hill noted that there are many other things he would like to know about with respect to flexible programming. Chair Stone suggested that perhaps it could be addressed as an educational presentation in the future.

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I.	BILLS PAYABLE	
	Operating Fund	\$ 2,999,837.86
	Tuition Refunds	\$ 141,285.84
II.	PAYROLL	
	11/26/2004	\$ 2,234,308.93
III.	ESTIMATED PAYROLL	
	11/27/2004 – 12/24/2004	\$ 3,924,030.80

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

December 21, 2004

SUMMARY OF BIDS

- Exhibit IX – A.3.a The administration recommends that the Board award Q00396 for the purchase and installation of vinyl composition tile in Buildings A and C to Vortex Enterprises, Inc., the low bidder, in the amount of \$21,213.
- Exhibit IX – A.3.b The administration recommends that the Board award Q00394 to Universal Asbestos Removal, Inc., the low bidder that submitted a complete bid for asbestos abatement in Buildings A and C, in the amount of \$60,000 and consulting fees not to exceed \$8,500, for a total award of \$68,500.
- Exhibit IX – A.3.c The administration recommends that the Board award Q00392 for the purchase and installation of lighting fixtures for the Bookstore to ALL Tech Lighting, Inc., the low bidder, in the amount of \$52,947.
- Exhibit IX – A.3.d The administration recommends that the Board award Q00393 for the purchase and installation of two bakery hoods to Oak-Tin Heating & Cooling, Inc., the low bidder in the amount of \$48,235.
- Exhibit IX – A.3.e The administration recommends that the Board award bid request Q00398 for the purchase of four dugouts for the baseball and softball fields to APS Concrete Products, Inc., the low bidder, in the amount of \$60,030.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00396 for the purchase and installation of vinyl composition tile in Buildings A and C as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$21,213 are provided in the 2004/05 Operations and Maintenance Restricted Fund budget, under account number 0392-039-584-00-9116.

III. INFORMATION

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

Vortex Enterprises, Inc.	\$21,213.00
Libertyville Tile & Carpet, Ltd.	22,567.00
Floorcovering Professionals, Inc.	32,300.00
Office Equipment Company of Chicago	35,576.55

This request is for replacement of the vinyl composition tile that is to be removed from the third floor hallway of Building A and the second floor hallway of Building C during the asbestos abatement project. Much of the current tile is damaged. Repair of damaged expansion joints within the areas is included.

This is an approved Life Safety project.

IV. RECOMMENDATION

The administration recommends that the Board award Q00396 for the purchase and installation of vinyl composition tile in Buildings A and C to Vortex Enterprises, Inc., the low bidder, in the amount of \$21,213.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00394 for asbestos abatement in Buildings A and C as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$68,500 are provided in the 2004/05 Operations and Maintenance Restricted Fund budget, under account number 0392-039-534-00-9116.

III. INFORMATION

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

Colfax Corporation	\$49,451	No bid 1 item
LVI Environmental Services, Inc.	55,600	No bid 1 item
Universal Asbestos Removal, Inc.	60,000	
Holian Asbestos Removal & Encapsulation Corp.	63,000	
Champion Environmental Services, Inc.	68,800	
EHC Industries, Inc.	72,350	
The Luse Companies, Inc.	81,763	

This request is for asbestos abatement in the third floor hallway and the basement mechanical room of Building A, as well as in the second floor hallway of Building C and on the bridge connecting the two buildings. Replacement of the pipe insulation in the basement mechanical room of Building A is included.

This request is also for consulting fees of not to exceed \$8,500 for a licensed Asbestos Project Manager to oversee the abatement and a

licensed Air Sampling Professional to conduct air monitoring and analysis during the abatement.

This is an approved Life Safety project.

IV. RECOMMENDATION

The administration recommends that the Board award Q00394 to Universal Asbestos Removal, Inc., the low bidder that submitted a complete bid for asbestos abatement in Buildings A and C, in the amount of \$60,000 and consulting fees not to exceed \$8,500, for a total award of \$68,500.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00392 for the purchase and installation of lighting fixtures as requested by Auxiliary Services for the Bookstore.

II. BUDGET STATUS

Funds in the amount of \$52,947 are provided in the 2004/05 Auxiliary Fund budget, under account number 0562-074-584.

III. INFORMATION

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

ALL Tech Lighting, Inc.	\$52,947
HNG Electric, Inc.	54,400
Adlite Electrical Company, Inc.	69,887
SMC Electrical Corporation	85,648

This request is for the Bookstore to replace all of the light fixtures and change the light fixture layout for 6,800 square feet of retail space. The new light fixtures will improve the light levels in the Bookstore and meet the design requirements of the new fixture floor plan that was approved by Board action April 27, 2004. The new design will allow for the flexibility of shifting floor plans to enable the Bookstore to meet the future needs of the College as enrollment increases.

IV. RECOMMENDATION

The administration recommends that the Board award Q00392 for the purchase and installation of lighting fixtures for the Bookstore to ALL Tech Lighting, Inc., the low bidder, in the amount of \$52,947.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00393 for the purchase and installation of two bakery hoods as requested by Physical Plant for the Utilities department.

II. BUDGET STATUS

Funds in the amount of \$48,235 are provided in the 2004/05 Operations and Maintenance Restricted Fund budget, under account number 0392-039-587-00-9318.

III. INFORMATION

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

Oak-Tin Heating & Cooling, Inc.	\$48,235
P & W Heating & Cooling, Inc.	48,276
HVAC Consultants, Inc.	59,800

This request is for the replacement of two kitchen exhaust hoods located in the basement of Building A in classrooms 006 and 023. Both classrooms are used for culinary classes in the Hospitality Management program.

Currently, 20-year-old heat ventilation hoods are in the rooms. The hoods are not recommended for grease exhaustion purposes, have frequently broken down and are now beyond repair. The new hoods will meet both the National Fire Protection Association code and the building code and will provide a safe classroom environment.

IV. RECOMMENDATION

The administration recommends that the Board award Q00393 for the purchase and installation of two bakery hoods to Oak-Tin Heating & Cooling, Inc., the low bidder in the amount of \$48,235.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00398 for the purchase of four dugouts for the baseball and softball fields as requested by the Wellness and Human Performance Division for the baseball and softball programs.

II. BUDGET STATUS

Funds in the amount of \$60,030 are provided in the 2004/05 Auxiliary Enterprise Fund budget, \$30,000 under account number 0136-075-585 and \$30,030 under account number 0569-077-585.

III. INFORMATION

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

APS Concrete Products, Inc.	\$60,030
JE Hill Precast	74,783
Smith Carolina Corp.	84,042

This request is for two precast concrete dugouts for the baseball field and two precast concrete dugouts for the softball field. The dugouts will be used by Men's Baseball, Women's Softball, sports camps, and physical education classes. Having enclosed dugouts is a condition, within the bylaws of the National Junior College Athletic Association Region IV, for hosting regional and sectional competition. The College does not currently meet this condition. Enclosed dugouts are necessary to adequately protect facility users from severe weather conditions that are typical in this area.

Precast concrete dugouts are being recommended because of their appearance, durability and ease of installation. The dugouts will have a precast finish that will be stained to fit into the color scheme of the campus. They are constructed of steel reinforced concrete. Each fully constructed dugout will be placed directly onto a prepared crushed stone base, allowing adequate drainage and support.

IV.

RECOMMENDATION

The administration recommends that the Board award bid request Q00398 for the purchase of four dugouts for the baseball and softball fields to APS Concrete Products, Inc., the low bidder, in the amount of \$60,030.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

December 21, 2004

SUMMARY OF PURCHASE ORDERS

- Exhibit IX – A.4.a The administration recommends that the Board approve issuance of a purchase order to R. J. Galla Co., Inc. for Excess Workers Compensation Insurance in the amount of \$41,884, and approve issuance of a purchase order to Cannon Cochran Management Services, Inc. (CCMSI) for third party administration of Workers Compensation claims in the amount of \$16,485, for a total of \$58,369.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to R. J. Galla Co., Inc. for Excess Workers Compensation Insurance, and for issuance of a purchase order to Cannon Cochran Management Services, Inc. (CCMSI) for third party administration of Workers Compensation claims as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$58,369 will be provided, \$29,184.50 in the 2004/05 and \$29,184.50 in the 2005/06 Trust and Agency Fund budget, under account number 1292-039-523.

III. INFORMATION

At the December 18, 2003 meeting of the Board of Trustees, approval was given for the College to begin self-insuring its Workers Compensation Insurance program. As part of the program, approval was given to purchase Excess Workers Compensation Insurance from R. J. Galla Co., Inc. and to retain CCMSI as Third Party Administrators (TPA) to oversee claim handling.

Consent Agenda
Exhibit IX – A.4.a
 December 21, 2004

The following is a summary of cost projections and actuals for Workers Compensation for the 2004 calendar year as well as cost projection information for the 2005 calendar year:

	2004 Estimate \$300,000 SIR	2004 Actual as of 10/31/04 \$300,000 SIR	2005 Estimate \$300,000 SIR	2005 Estimate \$350,000 SIR
Excess Workers Compensation Premium	\$ 44,562	\$ 44,562	\$ 55,239	\$ 41,884
TPA	16,450	16,450	16,450	16,485
Loss Control	7,500	7,500	7,500	7,500
Assess/Fees	3,000	3,000	3,000	3,000
Retained Losses	\$308,344	\$343,820	\$325,000	\$325,000*

*The \$325,000 in Estimated Retained Losses is based on a trend analysis of six years from 1998/99 through 2003/04.

Had the College not changed to the self-insured program, the Workers Compensation Insurance premium would have been \$523,944.

The current excess policy premium is \$44,562. R. J. Galla Co. was asked to approach the market for quotes on coverage for January 1, 2005 through January 1, 2006 with \$300,000 retention, the current retention rate of the College. R.J. Galla Co. was able to get quotes from two carriers. A summary of the quotes is listed below:

	\$300,000 Retention	\$350,000 Retention
Midwest Employers Casualty Co.		\$73,392
Safety National Casualty Corp.	\$55,239	\$41,884

In an effort to retain the business, Safety National quoted on the \$300,000 retention but, as most others in the industry, they are no longer writing excess Workers Compensation at that level. The College insurance consultant recommended moving to the

\$350,000 retention level with Safety National. The premium will be \$41,884.

Part of the proposal for third party claims administration was an option to renew at the current rate for an additional two years at the discretion of the administration. CCMSI has been very aggressive in working with the College to hold costs at the lowest level possible. It is the recommendation of the administration that the College retain CCMSI for the 2005 calendar year at an approximate cost of \$16,485

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to R. J. Galla Co., Inc. for Excess Workers Compensation Insurance in the amount of \$41,884, and approve issuance of a purchase order to Cannon Cochran Management Services, Inc. (CCMSI) for third party administration of Workers Compensation claims in the amount of \$16,485, for a total of \$58,369.

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 Faculty Appointment.
- B. Ratification of Harper #512 IEA-NEA Appointment.
- C. Ratification of Administrator Resignation.
- D. Ratification of Faculty Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

President's Employment Contract

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

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

IV. RECOMMENDATION

The Chair of the Board of Trustees recommends the President's contract be extended through June 30, 2007, as detailed in the Twelfth Addendum to the President's Employment Contract, and recommends that the Board Chair and Secretary be authorized to execute the Twelfth Addendum to the President's Employment Contract on behalf of the Board of Trustees.

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

Exhibit IX-B.1
December 21, 2004

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 11/30/2004	Market Value
Certificates of Deposits							
PMA/Arkansas Valley State Bank	03/01/04	12/09/04	283	1.30	15,188.81	1,500,000.00	
PMA/North Houston Bank	11/19/04	12/20/04	31	2.04	1,733.21	1,000,000.00	
PMA/Associated Bank	11/19/04	12/20/04	31	2.04	1,736.01	1,000,000.00	
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/Heritage Bank of Central Illinois	08/16/04	05/31/05	288	2.13	33,761.83	2,000,000.00	
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	
Harris Bank	08/16/04	08/03/05	352	2.37	23,088.73	1,000,000.00	
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	
PMA/First Natl Bank of Oneida	08/30/04	09/29/05	395	2.41	39,290.41	1,500,000.00	
PMA/Inter Savings Bank	08/30/04	10/13/05	409	2.41	40,724.39	1,500,000.00	
LaSalle Bank	11/10/04	11/10/05	365	2.60	39,541.67	1,500,000.00	
PMA/Midamerica Natl Bank	11/16/04	11/22/05	371	2.75	42,052.46	1,500,000.00	
PMA/Chocie Financial Group	11/16/04	11/30/05	379	2.80	58,353.30	2,000,000.00	
Harris Bank	11/29/04	11/30/05	366	2.90	32,424.36	4,500,000.00	
PMA/Southern New Hampshire	11/04/04	11/09/06	735	2.91	89,448.59	1,500,000.00	
PMA/Corus Bank	11/04/04	11/09/06	735	2.91	88,566.77	1,500,000.00	
PMA/Natl Bank of Commerce	11/10/04	11/30/06	750	3.07	95,592.63	1,500,000.00	
	Weighted Average:	2.22				47,500,000.00	47,500,000.00 *

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

Exhibit IX-B.1
December 21, 2004

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 11/30/2004	Market Value
FNMA Discount	07/21/04	01/05/05	168	1.78	12,277.44	1,499,722.56	1,508,824.80
Fed Home Loan Bank Callable	11/10/04	05/23/06	559	2.87	44,682.29	1,500,000.00	1,496,250.00
FNMA Discount Note	11/29/04	12/22/04	23	2.00	1,916.67	1,500,000.00	1,498,200.00
FNMA Discount	06/23/04	05/27/05	338	2.19	30,597.45	<u>1,499,402.55</u>	<u>1,511,793.00</u>
	Weighted Average: 2.21					5,999,125.11	6,015,067.80
Illinois Funds		Monthly Average		1.75		<u>4,445,678.40</u>	<u>4,445,678.40</u>
TOTALS AS OF:	12/21/2004				\$	<u>57,944,803.51</u>	<u>57,960,746.20</u>

*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
FY2004/2005 BUDGET AND EXPENDITURES
November 30, 2004

Dec. 21, 2004
Exhibit IX-B.1

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Institutional						
Admin Services	11,173,425.00	3,935,280.29	2,975,960.59	62,909.97	27.20%	8,134,554.44
Sub-Total	\$11,173,425.00	\$3,935,280.29	\$2,975,960.59	\$62,909.97	27.20%	\$8,134,554.44
President						
Development Office	410,673.00	144,639.03	185,171.99	212,768.05	96.90%	12,732.96
Pres/Brd of Trustees	341,971.00	120,442.19	146,346.56	164,968.80	91.04%	30,655.64
Strategic Alliance	182,528.00	64,286.36	70,325.66	70,327.83	77.06%	41,874.51
Assoc VP Development	186,814.00	65,795.89	76,825.57	99,578.10	94.43%	10,410.33
Sub-Total	\$1,121,986.00	\$395,163.47	\$478,669.78	\$547,642.78	91.47%	\$95,673.44
Student Affairs						
Student Activities	431,240.00	151,882.73	149,351.54	189,013.60	78.46%	92,874.86
Student Development	3,704,090.00	1,304,580.50	1,393,744.38	1,489,824.04	77.85%	820,521.58
Wellns/Human Perform	1,795,577.00	632,402.22	653,125.17	680,422.87	74.27%	462,028.96
Sub-Total	\$5,930,907.00	\$2,088,865.45	\$2,196,221.09	\$2,359,260.51	76.81%	\$1,375,425.40
VP Academic Affairs						
Acad Enrich/Lang Std	4,313,424.00	1,519,187.93	1,731,082.13	1,744,232.39	80.57%	838,109.48
Academic Affairs	937,278.00	330,109.31	109,697.07	109,370.25	23.37%	718,210.68
Assoc VP Aca Affairs	321,992.00	113,405.58	109,714.55	145,864.75	79.37%	66,412.70
Bus/Social Sciences	5,475,167.00	1,928,353.82	2,065,557.29	1,894,969.33	72.34%	1,514,640.38
Dean of Cont Educ	507,295.00	178,669.30	178,554.56	217,911.60	78.15%	110,828.84
Liberal Arts	5,672,278.00	1,997,776.31	2,123,122.86	2,044,481.50	73.47%	1,504,673.64
Life Sci/Hum Services	4,519,402.00	1,591,733.38	1,607,592.31	1,749,466.33	74.28%	1,162,343.36
Resource for Learning	2,139,053.00	753,374.47	812,873.65	808,219.96	75.79%	517,959.39
Tech/Math & Phy Sci	4,730,859.00	1,666,208.54	1,856,414.33	1,774,263.85	76.74%	1,100,180.82

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
VP Aca Affairs	274,157.00	96,558.10	100,347.74	112,076.70	77.48%	61,732.56
Sub-Total	\$28,890,905.00	\$10,175,376.74	\$10,694,956.49	\$10,600,856.66	73.71%	\$7,595,091.85
VP Admin Services						
Admin Services	1,676,502.00	590,464.00	651,573.59	848,327.24	89.47%	176,601.17
Sub-Total	\$1,676,502.00	\$590,464.00	\$651,573.59	\$848,327.24	89.47%	\$176,601.17
VP Diversity/Org Dev						
Human Res/Int. Affairs	495,016.00	174,344.64	138,177.96	1,096.20	28.14%	355,741.84
Asst VP Diversity/Org	579,686.00	204,165.41	223,985.75	263,236.70	84.05%	92,463.55
Sub-Total	\$1,074,702.00	\$378,510.04	\$362,163.71	\$264,332.90	58.29%	\$448,205.39
VP Info Technology						
Info Technology	5,683,085.00	2,001,582.54	2,235,697.25	2,337,197.39	80.47%	1,110,190.36
Sub-Total	\$5,683,085.00	\$2,001,582.54	\$2,235,697.25	\$2,337,197.39	80.47%	\$1,110,190.36
VP Mktg & Advancement						
VP Enroll/Marketing	1,872,659.00	659,550.50	907,269.18	868,764.60	94.84%	96,625.22
Enrollment Svcs	1,556,586.00	548,229.59	620,532.77	651,832.30	81.74%	284,220.93
Pub/Comm Services	1,480,746.00	521,518.74	515,788.08	631,958.73	77.51%	332,999.19
Sub-Total	\$4,909,991.00	\$1,729,298.83	\$2,043,590.03	\$2,152,555.63	85.46%	\$713,845.34
Grand Total:	\$60,461,503.00	\$21,294,541.36	\$21,638,832.53	\$19,173,083.08	67.50%	\$19,649,587.39

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

- Richard Gillette: ICCTA Report

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Grants and gifts status report.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

HARPER COLLEGE
Listing of
GRANT PROGRAMS
July 1, 2004 – June 30, 2005

NOTE: CHANGES ARE IN BOLD

Reported: December 21, 2004

GRANT NAME DIVISION/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> Scholar-in-Residence International Studies CML D. Sharp	Dr. Ederson Augusto Zanetti from Cuiaba, Brazil. Matching funds required	CIES \$11,600*	01/01/05 05/30/05
<u>CONTINUATION</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. (Received additional funds - \$22,738)	DCEO \$212,578	07/01/03 12/31/04
<u>NEW</u> Academic Success Programming for Underrepresented Minority Students Center for Multicultural Learning L. LaBauve-Maher	To ensure that undergraduate students have access to programming and support that will better ensure their academic successes.	HECA \$45,500	08/26/04 08/31/05
<u>NEW</u> Nontraditional Scholarship Grant Career Programs 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 assist with local economic development efforts within Business & Industry Centers.	ICCB \$90,202	07/01/04 06/30/05

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS -ENDS
<u>RENEWAL</u> P-16 Initiative Career Programs J. Hennig	State Allocation Grant to pay for tuition for high school students taking college credit.	ICCB \$75,682	07/01/04 06/30/05
<u>RENEWAL</u> Perkins III Career Programs J. Hennig	Career and Technical education	ICCB \$303,004	07/01/04 06/30/05
<u>RENEWAL</u> Program Improvement Grant Career Programs 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 and Family Literacy programs in Illinois.	ICCB \$48,145	11/01/03 12/31/04
<u>CONTINUATION</u> FY05 Adult Education and Family Literacy Grant AE/LS D. Corr	Supports Adult Education Development Programs (State Basic \$149,681 State Performance 109,808 State Public Assistance 21,130 Federal Basic 156,725 EL/Civics 38,144)	ICCB \$475,488	07/01/04 06/30/05
<u>NEW</u> Paraprofessional Test Prep Course Continuing Education R. Mills/N. Nerstrom	To assist paraprofessionals in reviewing basic skills in reading, writing, and mathematics; learning test taking strategies geared toward standardized tests, in compliance with the No Child Left Behind Act.	ICCB \$13,200	07/01/04 06/30/05
<u>NEW</u> Postsecondary Career and Technical Education - Continuous Quality Improvement Grant Career Programs J. Hennig	To develop, enhance or implement a process and/or system that provides regular and systematic program evaluation and improvement related to career and technical education administration, programs and services.	ICCB \$10,000	10/30/04 06/30/05

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS -ENDS
<u>NEW</u> Career and Technical Education – Performance Enhancement Grant Career Programs J. Hennig	To develop, implement and improve computerized automated degree and certificate audit systems to Recognize and promote student success.	ICCB \$10,000	10/30/04 06/30/05
<u>NEW</u> Tech Prep Support Grant Career Programs J. Hennig	To fund innovative activities initiated by Illinois community colleges in support of goals and objectives of Tech Prep.	ICCB \$47,143	07/01/04 06/30/05
<u>NEW</u> Healthcare Innovation Pilot AE/LS D. Corr	For the development and implementation of “bridge programs” to transition AED and ESL students into healthcare occupations.	ICCB \$68,500	07/01/04 06/30/05
<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	11/01/03 10/31/04
<u>RENEWAL</u> Disabled Student Project Access & Disability Services T. Thompson	To provide services to students with disabilities.	IDHS \$134,754	07/01/04 06/30/05
<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
<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
<u>RENEWAL</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavin	Provides technical assistance to A & D Service Programs	USDE/St. Paul Technical \$77,500	07/01/04 06/30/05

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS -ENDS
<u>RENEWAL</u> Midwest Center of Post- Secondary Outreach Access & Disability Services T. Thompson/D. Gavin	Provides technical assistance to A & D Service Programs	USDE/St. Paul Technical \$42,000	07/01/04 06/30/05
<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 – 07/31/05)	USDJ \$88,740 (\$42,043 per officer x 3)	07/01/04 06/30/05

Total as of December 21, 2004

\$1,937,927

***NOTE 1: Harper and the College of Lake County are partnering again in a Fulbright Scholar-in-Residence program. \$11,600 has been awarded, and will go directly to the Fulbright Scholar, who is Dr. Zanetti from Brazil. Harper and CLC will each contribute \$10,600 toward this program.**

NOTE 2: The Northwest Suburban Education to Careers Partnership has been transferred to School District 214, and won't be in the FY05 grants awarded. The FY04 total for this Partnership equaled: \$1,749,533.

DESCRIPTION OF ABBREVIATIONS

ACHA American College Health Association
 AE/LS Academic Enrichment and Language Studies
 CIES Council for International Exchange Scholars
 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 November Fundraising Report FY05

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Planned Gifts	Total
Memorial	8	\$1,170.00	\$0.00	\$0.00	\$0.00	\$1,170.00
Personal Solicitation	6	\$10,500.00	\$36,000.00	\$0.00	\$200,000.00	\$246,500.00
Pacesetter Campaign FY05	7	\$4,100.00	\$3,000.00	\$0.00	\$0.00	\$7,100.00
Resources for Excellence Employee Campaign FY04	7	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Scholarship Stewardship Reports	2	\$5,300.00	\$0.00	\$0.00	\$0.00	\$5,300.00
Stewardship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Unsolicited	4	\$5,200.00	\$0.00	\$300.00	\$0.00	\$5,500.00
Calendar Year-End Direct Mail FY05	8	\$1,065.00	\$0.00	\$0.00	\$0.00	\$1,065.00
Grand Totals	43	\$28,345.00	\$39,000.00	\$300.00	\$200,000.00	\$267,645.00

**Harper College Educational Foundation
Year to Date Fundraising Report (as of 11/30/2004)**

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Planned Gifts	Total
Board Solicited	1	\$95.29	\$0.00	\$0.00	\$0.00	\$95.29
Golf Open 2004	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Harper Symphony Orchestra	4	\$375.00	\$0.00	\$0.00	\$0.00	\$375.00
Harper Quest Celebration Events Memorial	29	\$6,367.33	\$74,450.00	\$22,000.00	\$0.00	\$102,817.33
Margaret Scott	33	\$4,850.00	\$550.00	\$0.00	\$0.00	\$5,400.00
Pacesetter Campaign FY04	60	\$1,708.22	\$0.00	\$0.00	\$0.00	\$1,708.22
Personal Solicitation	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Proposal	12	\$11,500.00	\$51,500.00	\$0.00	\$200,000.00	\$263,000.00
Pacesetter Campaign FY05	4	\$9,000.00	\$2,000.00	\$0.00	\$0.00	\$11,000.00
Resources for Excellence Employee Campaign FY04	15	\$10,172.70	\$3,500.00	\$0.00	\$0.00	\$13,672.70
Jeremy Rifkin Event	36	\$155.00	\$20.00	\$0.00	\$0.00	\$175.00
Scholarship Stewardship Reports	15	\$174.00	\$0.00	\$0.00	\$0.00	\$174.00
Special Initiatives	10	\$18,624.00	\$0.00	\$0.00	\$0.00	\$18,624.00
Stewardship	4	\$4,516.42	\$0.00	\$0.00	\$0.00	\$4,516.42
Tradition of Excellence 2003	5	\$2,158.00	\$0.00	\$0.00	\$0.00	\$2,158.00
Unsolicited	1	\$520.00	\$0.00	\$0.00	\$0.00	\$520.00
Calendar Year-End Direct Mail FY05	8	\$6,825.00	\$0.00	\$300.00	\$0.00	\$7,125.00
Grand Totals	247	\$78,205.96	\$132,020.00	\$22,300.00	\$200,000.00	\$432,525.96

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

There are no purchases against consortiums or cooperatives this month.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Adoption of Levy Resolution

II. REASON FOR CONSIDERATION

Approval by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute the adoption of the Levy Resolution.

III. BACKGROUND INFORMATION

The provisions of the Illinois Community College Act, 110-ILCS 805/3-20.5, require that the board of each community college district annually ascertain, as nearly as practical, how much money must be raised by special tax for Education; Operations and Maintenance; Tort Liability Insurance, Workers' Compensation and Occupational Diseases Insurance, and Unemployment Insurance; Medicare Insurance; Financial Audit; and Life Safety purposes for the next year. Such amounts shall be certified and returned to the County Clerks on or before the last Tuesday in December annually.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the Levy Resolution for 2004.

ADOPTION OF LEVY RESOLUTION

Member _____ moved, seconded by Member _____

BE IT RESOLVED that the following Resolution and Certificate of Tax Levy for 2004 be approved and adopted by the Board of Trustees of William Rainey Harper College, Community College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, and that the Certificate of Tax Levy be filed with the County Clerks' Offices of Cook, Kane, Lake and McHenry Counties, State of Illinois, in accordance with the provisions of 110-ILCS 805/3-20.5 of the Illinois Community College Act:

We hereby certify that we require the sum of **\$28,804,075** to be levied as a special tax for Educational purposes on the equalized assessed value of the taxable property of our district for the year of 2004.

We hereby certify that we require the sum of **\$12,194,210** to be levied as a special tax for Operations and Maintenance purposes on the equalized assessed value of the taxable property of our district for the year 2004.

We hereby certify that we require the sum of **\$2,327,070** to be levied as a special tax for Tort Liability Insurance purposes, Workers' Compensation and Occupational Diseases Insurance purposes, Unemployment Insurance purposes and Tort Liability Prevention Items on the equalized assessed value of the taxable property of our district for the year 2004.

We hereby certify that we require the sum of **\$125,000** to be levied as a special tax for Financial Audit purposes on the equalized assessed value of the taxable property of our district for the year 2004.

We hereby certify that we require **\$710,000** to be levied as a special tax for Medicare Insurance and Social Security purposes on the equalized assessed value of the taxable property of our district for the year 2004.

Exhibit X-A
December 21, 2004

We hereby certify that we require the sum of **\$700,000** to be levied as a special tax for Energy Conservation, Health or Safety, Environmental Protection or Handicapped Accessibility purposes on the equalized assessed value of the taxable property of our district for the year 2004.

Bond and Interest levy to be determined by each of the County Clerks.

December 21, 2004

Board Chairman

Board Secretary
Community College Dist. #512
Cook, Kane, Lake and McHenry Counties
State of Illinois

CERTIFICATE OF COMPLIANCE WITH
THE TRUTH IN TAXATION LAW

I, the undersigned, do hereby certify that I am Chairman of the Board of Trustees of William Rainey Harper Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois; and

I do further certify that the Board of Trustees of said district adopted a "Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2003," at a regularly convened meeting held on the 26th day of October 2004, said date being at least thirty (30) days preceding the adoption of the aggregate tax levy of the district; and

I do further certify that public notice of the intention of the district to adopt an aggregate tax levy was published on December 7, 2004, in accordance with the provisions of the *Cook County Truth in Taxation Law*, in newspaper of general circulation in William Rainey Harper Community District #512, a copy of which published certificate is attached hereto; and

I do further certify that a public hearing on proposed tax levy was held in said district on December 21, 2004; and

I do further certify that the aggregate tax levy of the district was adopted on December 21, 2004 after public notice and a hearing, all in accordance with the *Cook County Truth in Taxation Law*.

Chairman
Board of Trustees
William Rainey Harper Community College
District No. 512
Counties of Cook, Kane, Lake and McHenry
State of Illinois

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT:

Abatement of Taxes levied for 2004 to pay the debt service on \$4,070,000 General Obligation Bonds, Series 2001 (Alternate Revenue Source) and authorization to transfer \$527,395 from the Auxiliary Fund to the Bond and Interest Fund to provide funds for the abatement.

II. REASON FOR CONSIDERATION

The purpose of this abatement is to cover the debt service costs for the purchase of 650 Higgins from revenues generated. The Board of Trustees approved this funding approach at the time they authorized selling the Alternate Revenue Bonds.

III. BACKGROUND INFORMATION

The Board of Trustees, as part of the plan to purchase 650 Higgins, approved the sale of \$4,070,000 Alternate Revenue Bonds. As a condition of this action, it was agreed that the levy covering the payment of debt service for these bonds would be abated each year and that funds necessary to cover the debt payment would be transferred each year from the revenues generated in the Auxiliary Fund to the Bond and Interest Fund. This recommendation is in keeping with the intended plan.

IV. RECOMMENDATION

It is recommended that the attached resolution abating the tax levied for 2004 to pay the debt service on the \$4,070,000 General Obligation Bonds, Series 2001 (Alternate Revenue Source) be approved and the transfer of \$527,395 from the revenues generated in the Auxiliary Fund to the Bond and Interest Fund be authorized.

RESOLUTION abating the tax heretofore levied for the year 2004 to pay debt service on General Obligation Bonds (Alternate Revenue Source), Series 2001, of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois.

* * *

WHEREAS, the Board of Trustees (the "*Board*") of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois (the "*Issuer*"), by resolution adopted on the 8th day of March, 2001 (the "*Bond Resolution*"), did provide for the issue of \$4,070,000 General Obligation Bonds (Alternate Revenue Source), Series 2001 (the "*Bonds*"), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, any capitalized term used but not defined in this Resolution shall have the meaning as defined in the Bond Resolution; and

WHEREAS, the Issuer will irrevocably set aside Pledged Revenues in the Bond Fund for the purpose of paying the debt service due on the Bonds during the next succeeding Tax Year; and

WHEREAS, it is necessary and in the best interests of the Issuer that the tax heretofore levied for the year 2004 to pay such debt service on the Bonds be abated:

NOW, THEREFORE, Be It and It is Hereby Resolved by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, as follows:

Exhibit X-B

December 21, 2004

Section 1. Deposit Authorized. The Board hereby authorizes and directs that the sum of \$527,395 be irrevocably transferred forthwith from the tuition and fees charged by the Issuer for participation in the Issuer's TECH Program to the Alternate Bond and Interest Fund of 2001 for the purpose of paying the debt service due on the Bonds on June 1, 2005, and December 1, 2005.

Section 2. Abatement of Tax. The tax heretofore levied for the year 2004 in the Bond Resolution is hereby abated in its entirety.

Section 3. Filing of Resolution. Forthwith upon the adoption of this resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerks of Cook, Kane, Lake and McHenry Counties, Illinois, and it shall be the duty of said County Clerks to abate said tax levied for the year 2004 in accordance with the provisions hereof.

Section 4. Effective Date. This resolution shall be in full force and effect forthwith upon its adoption.

Adopted December 21, 2004.

Chairman, Board of Trustees

Secretary, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Approval to enter into contract agreements to purchase Harper's next generation Enterprise Resources Planning (ERP) software system and related software provided by the following software vendors: Oracle Corporation, Vertex, Inc., CollegeNet, Inc. and Miami University.

II. REASON FOR CONSIDERATION

Harper once again is positioned for major advances in Technology. Since the 1990's, Harper has matured in the use of technology because of the support from the Board of Trustees and because the college community embraces its use. Technology has become an integral component of the campus infrastructure and permeates all aspects of the operations from instructional delivery to basic business functions. Imbedded in the technology infrastructure are business software systems that manage data and provide information to the campus community. These software systems are commonly identified as Enterprise Resource Planning (ERP) systems.

Approximately twelve (12) years ago, Harper acquired its current ERP system, and that system has served the College well. Technology has significantly evolved over the past 12 years, and the current system has significant limitations and lacks necessary technological improvements. As a result, productivity, customer self-service and overall functionality are severely impacted. These limitations affect areas of the college that need to be responsive to the increased customer demands and that are needed to support a number of Harper's strategic initiatives.

To that end, a proposal was presented to the Board of Trustees at the March 25, 2003 Regular Board Meeting to replace the current ERP system. The consensus at the meeting was to commence the process of researching for and ultimately acquiring a new ERP system.

Included in the proposal was a proposed budget of \$8,000,000. Because this project is a technology initiative, Technology Plan funding sources were reviewed as the mechanism to fund this ERP initiative. The initial

Technology Plan and associated funding sources, comprised of technology fees and general revenue bonds, were approved at the April 12, 1995 Special Board Meeting. Adjustments to the technology recycle schedule and the completion of many significant Technology Plan initiatives allows for the realignment of these funds to support both the new ERP project and limited annual Technology Plan initiatives.

III. BACKGROUND INFORMATION

With tentative approval from the Board of Trustees at the March 25, 2003 Regular Board meeting, a project plan, "ERP – The Next Generation" was developed and the acquisition process began. However, the size and complexity of this project necessitated seeking procurement expertise. The Board of Trustees at the Regular Board Meeting of November 13, 2003, approved the administration to contract with the Government Finance Officers Association (GFOA) to provide this expertise. GFOA identified a number of deliverables that would assist Harper in the procurement process and in contract negotiations. In tandem with the above activities, a team consisting of key individuals from across campus was given the responsibility to develop requirements (3,689 in total) that would assist in selecting the ERP system. These activities culminated in the development of Request for Proposal (RFP).

The RFP was released on March 1, 2004, to the vendor community. Harper innovatively used an existing software package (Blackboard) to manage the RFP process via the Internet. Blackboard is the same software used by Academic Affairs for on-line course management. Many of the inherent features made it a very useful tool in conducting this phase of the project. The utilization of Blackboard was unique for a number of reasons. The primary reason was the opportunity for administrative staff to become acquainted with electronic procurement (e.Procurement) methods. Reducing the volume of paper and mailing costs, timeliness of responses for the submission of electronic communications, and 24 X 7 availability for vendor interaction were additional benefits.

In addition to the RFP submission, vendors were required to acquaint the Harper College campus community with their proposed software solution by conducting week-long demonstrations that adhered to a predefined script. Key individuals from each business unit, as well as other staff members as appropriate, attended sessions relative to their particular job functions and responsibilities. The required outcome was for the attendee's to submit an evaluation that was integral to the vendor selection process. These key individuals will continue to provide their input as members of various project teams during the implementation

phase. During the demonstration week, each vendor conducted sessions with Harper's executive team also following a predefined demonstration script.

This significant investment in human resources and time resulted in the identification of two of the four vendors being invited back for discovery sessions. The two vendors then returned for a one-day visit with the Harper Executive Team and GFOA. At the completion of the follow-up visit, GFOA compiled the additional inquiries identified during the discovery sessions to which each vendor was required to respond and submit a "best and final offer." Once this information was received and reviewed. Additional concerns were identified, and GFOA compiled and requested responses and a second "best and final offer." This second best and final offer and related responses were reviewed by GFOA who then provided counsel to the Executive Team. The Executive Team after much deliberation recommended to the President that Harper should have GFOA begin contract negotiations with the Oracle Corporation as the vendor to provide Harper with the next ERP system.

GFOA conducted contract negotiations with Oracle that resulted in securing software pricing of benefit to Harper. Further, as with all vendors, certain Harper requirements could not be met entirely with a single vendor. Therefore, third party vendors are also required. The third party vendors are Vertex, Inc., for their Payroll Tax Table services; CollegeNet, Inc. for room scheduling and usage software Resource25, Schedule25; and Miami University for transcript and degree audit software, DARWin. The third party software pricing, terms and conditions were also negotiated by GFOA. GFOA has reviewed the results of the Oracle and third party negotiations. GFOA recommends that Harper accept the negotiated prices.

Harper's ERP project has four major components. The first and most significant is the Software Acquisition component that is represented in this exhibit. The second component, Implementation Services, is integrally tied to the first component and is submitted for approval in Exhibit X-D. That exhibit is contained in this month's Board meeting material. The third and fourth components, Hardware Acquisition and Backfill/Consulting Assistance, will be presented at a future Board meeting once the implementation schedule is developed and the Implementation Vendors have been engaged.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends the Board approve the purchase of software for the proposed ERP system and to authorize the Chair of the Board to sign contracts after final review by Harper's legal counsel as follows:

From Oracle Corporation for ERP software system that includes the Student Information System (SIS), Human Resource Information System (HRIS), Financial Information System (FIS), Oracles Technology Solution Suite, Business Collaboration Suite and the first year of maintenance in the amount of \$2,331,518;

From Vertex, Inc. for their Payroll Tax Table services and first year of support in the amount of \$11,250;

From CollegeNet, Inc. for room scheduling and usage software Resource25, Schedule25, and the first year of maintenance in the amount of \$49,293;

From Miami University for transcript and degree audit software, DARWin, implementation, training and first year of support in the amount of \$63,657, for the total of \$2,455,718.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Approval to enter into contract agreement with Greenbrier & Russel, Inc., and Oracle Consulting to provide Harper implementation services for the installation of the Oracle Enterprise Resource Planning (ERP) System that includes Student Information System (SIS), Financial Information System (FIS), Human Resource Information System (HRIS), Oracle Technology Suite and Business Collaboration Suite.

II. REASON FOR CONSIDERATION

The proposed advanced Enterprise Resource Planning (ERP) system solution provides a high level of business intelligence and work flow that will be new to the Harper College campus community. The proposed ERP project has broad scope, sophistication, complexity, and significant cost.

In order to implement the proposed ERP solution, a robust methodology that promotes integration of the technical aspects with process redesign and workforce transition is required. Specifically, implementation help is needed in areas such as: process redesign; data standardization; file and table building; report design and writing; data conversion; interface design, development and implementation; test planning and execution; documentation; go-live support; training; change management, and transition planning.

III. BACKGROUND INFORMATION

Implementation services are integral to the ERP solution and were included in the Request for Proposal requirements. These services were requested in-order to assist Harper with implementing the selected ERP suite of software. The delivery of the implementation services is based upon a statement of work (SOW) that will extend over a twenty-four (24) month period.

The RFP required implementation services be provided by the selected vendor in partnership with an implementation vendor or by an independent

implementation vendor. This exhibit is for the second component of the RFP; namely, the Implementation Services. These services are integrally tied to the first component as submitted for approval in Exhibit X-C. Oracle's proposal recommends Greenbrier & Russell as the primary implementation vendor in partnership with Oracle Consulting. After extensive evaluation and with the recommendation of GFOA, Harper favors the partnership between Greenbrier & Russel Inc. and Oracle Consulting. Greenbrier & Russel, Inc. was engaged by Oracle from the onset of the release of the RFP, and Greenbrier & Russel attended Oracle's product demonstrations and subsequent discovery sessions. Greenbrier & Russel, Inc. will be the primary implementation provider with Oracle Consulting implementing the Student Information System modules.

The result of the negotiations conducted by GFOA and Harper with Greenbrier & Russel, Inc., and Oracle Consulting combined are as follows:

Service	Costs
Installation / configuration / data conversion - Greenbrier & Russel	\$2,225,600
- Oracle Consulting	\$1,499,000
Training Harper Employees – Oracle/G&R	\$ 285,502
Travel - Greenbrier & Russel	\$ 133,536
- Oracle Consulting	\$ 237,000
Total	\$4,380,638

Payment for services rendered will be approved based on the Statement of Work (SOW) deliverables for each vendor.

This purchase complies with State Statute and Board Policy

V. RECOMMENDATION

The administration recommends that the Board approve entering into contracts for professional services to implement the proposed Enterprise Resource Planning System Software (see Exhibit X-C) and to authorize the Chair of the Board to sign contracts after final review by Harper's legal counsel with Greenbrier & Russel, Inc., for installation and configuration, data conversion, training, and travel for the Financial and HR systems modules in the amount of \$2,359,136 and to Oracle Consulting for installation and configuration, data conversion, training and travel for the Student Information Systems Modules in the amount of \$2,021,502 for a total implementation cost of \$4,380,638.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Oracle Credit Corporation Municipal Payment Plan Agreement

II. REASON FOR CONSIDERATION

The Board of Trustees must approve any contracts between the College and outside entities in excess of \$10,000.

III. BACKGROUND INFORMATION

The College has been negotiating with Oracle Corporation to purchase specified ERP software over the past months. One of the objectives was to pay for the software modules as they were installed. Oracle's counter offer was a 19 month interest free payment plan through Oracle Credit Corporation. The College attorney has reviewed the terms of conditions of the agreement and has confirmed that they will be able to offer the required legal opinion when the transaction is complete.

IV. RECOMMENDATION

The administration recommends that the Board approve the attached Municipal Payment Plan, pending final review by the College attorney, the College Bond Counsel and authorize the Chair of the Board of Trustees to sign the agreement.

RESOLUTION AUTHORIZING AND APPROVING
MUNICIPAL PAYMENT PLAN AGREEMENT IN CONNECTION WITH
THE COMPUTER SOFTWARE LICENSE AND SERVICES AGREEMENT
FOR THE BOARD OF TRUSTEES OF
WILLIAM RAINEY HARPER COMMUNITY COLLEGE DISTRICT NO. 512
COOK COUNTY, ILLINOIS

WHEREAS, it is deemed advisable, necessary and in the best interests of William Rainey Harper Community College District No. 512, Cook County, Illinois ("College") that a computer software license and services be leased for the College in accordance with the specifications therefore reviewed by the Board of Trustees and on file with the Secretary of the Board; and

WHEREAS, the College has the power to obtain personal property, when authorized by an affirmative vote of 2/3 of the members of the Board of Trustees, by lease with an option to purchase for a period not to exceed five (5) years, pursuant to the provisions of Section 805/3-38 of the Public Community College Act (110 ILCS 805/3-38); and

WHEREAS, Oracle Credit Corporation ("Oracle") has agreed to lease a computer software license and certain services to the College pursuant to such an agreement on terms which are lawful and acceptable to the Board of Trustees.

NOW, THEREFORE, Be It Resolved by the Board of Trustees of William Rainey Harper Community College District No. 512, Cook County, Illinois, as follows:

Section 1. Incorporation of Preambles. The above preamble recitals are hereby incorporated into the text of this Resolution as if set out herein in full.

Section 2. Authorization of Municipal Payment Plan Agreement. The Board of Trustees hereby finds and determines that it is in the best interests of the College to enter into, and does hereby approve, the Municipal Payment Plan Agreement with Oracle Credit Corporation which was presented to the Board of Trustees at this meeting, a copy of which is attached to this Resolution as Exhibit A and is made a part hereof.

Section 3. Execution of Municipal Payment Plan Agreement. The College President or his designee is hereby authorized and directed to execute the Municipal Payment Plan Agreement and to do all things necessary and essential to effectuate the provisions of said Agreement, including the execution of any documents and certificates incidental thereto or necessary to carry out the provisions thereof.

Section 4. No Conflict of Interest. It is hereby found and determined that no person holding any office of the College, either by election or appointment, is in any manner interested in the Municipal Payment Plan Agreement, either directly or indirectly, in his own name or in the name of any other person, association, trust or corporation.

Section 5. Further Authority. The College President or his designee is hereby authorized and directed to, take such further action, and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution, and to carry out, comply with and perform the duties of the District with respect to the Municipal Payment Plan Agreement.

Section 6. Designation as Qualified Tax-Exempt Obligations. The Board hereby designates the Municipal Payment Plan Agreement as a Qualified Tax-Exempt Obligation pursuant to Section 265(b)(3)(B) of the Internal Revenue Code, and authorizes the College President or his designee to execute appropriate certifications in connection therewith.

Section 7. Repealer and Effective Date. All resolutions or other proceedings in conflict herewith are, to the extent of such conflict, hereby repealed, and that this resolution be effective forthwith upon its adoption.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

AYES: _____

NAYS: _____

The Resolution was thereupon declared adopted and the Secretary was directed to record same in full in the Minutes of the meeting of the Board, which was done.

Adopted: December 21st, 2004

BOARD OF TRUSTEES OF
WILLIAM RAINEY
HARPER COMMUNITY
COLLEGE
DISTRICT NO. 512

By: Laurie Stone, Chairperson

Attest:

Richard Gillette, Secretary

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

April Board Meeting Change of Dates

II. REASON FOR CONSIDERATION

The Board Calendar adopted last year designated April 11, 2005 as the date for the Canvass of the Board Elections and April 19, 2005 as the date for the Organizational Meeting and Regular Board Meeting.

III. BACKGROUND INFORMATION

Since the establishment of the Board Calendar there has been a change in election law that has extended timelines for both the Board Canvass and the Organizational meeting. The law now allows for provisional ballots and gives the counties an extra two weeks to count provisional ballots and report election results. This two week delay in getting election results has caused the change. In the past, the Canvass had to be held within 7 days of the election, that has been changed to within 21 days of the election. The Organizational Meeting needed to be held within 14 days of the election, that is now within 28 days of the election.

IV. RECOMMENDATION

The administration recommends that the Board change its April meeting date for the Election Canvass from April 11, 2005 at 6 p.m. to Thursday, April 21, 2005 at 6 p.m. and to change the Organizational Meeting and Regular Board meeting from April 19, 2005 at 7 p.m. to April 26, 2004 at 7 p.m.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreements between clinical agencies and Harper College are used for students in the Health Career Programs. The Affiliation Agreement between Harper College and *Central Dupage Hospital* for the Cardiac Technology Program is 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, *Central Dupage Hospital*, whereby they require Board or appointed designee signature.

III. BACKGROUND INFORMATION

The facilities and educational opportunities available at *Central Dupage 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 *Central Dupage 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

Resolution to establish a hearing date for the sale of Limited Tax Funding Bonds (BINA Hearing).

II. REASON FOR CONSIDERATION

January 1, 1997 the Bond Issue Notification Act (BINA) became law. This law requires that a public hearing be held prior to the selling of general obligation limited bonds. It also requires 30 days between the Notice of Publication of the hearing and the actual sale date of the Bonds at the February 22, 2005 Board Meeting.

III. BACKGROUND INFORMATION

The College has a bond selling strategy, which utilizes the Debt Service Extension Base available under the tax cap legislation. Debt from prior year bonds sales has been paid down and it is now time to sell between \$2,000,000 to \$2,500,000 in funding bonds to utilize the available debt service extension base.

IV. RECOMMENDATION

The administration recommends that the attached resolution providing for the establishment of a Funding Bond hearing date of January 25, 2005 and the required public notice be adopted.

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, held at the Wojcik Conference Center, Room 214-215, William Rainey Harper College, 1200 W. Algonquin Road, Palatine, IL in said Community College District at 7 o'clock P.M., on the 21st day of December, 2004.

* * *

The meeting was called to order by the Chairman, and upon the roll being called, _____, the Chairman, and the following Trustees at said location answered present: _____

The following Trustees were absent: _____

The Chairman announced that the Bond Issue Notification Act requires that a public hearing be called and held in connection with the sale of bonds in the amount of \$2,500,000 for the purpose of paying claims against the District and that the Board of Trustees would consider the adoption of a resolution calling such public hearing.

Whereupon Trustee _____ presented and the Secretary read in full a resolution as follows:

RESOLUTION calling a public hearing concerning the intent of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, to sell \$2,500,000 Limited Tax Funding Bonds.

* * *

WHEREAS, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois (the "*District*"), is a duly organized and existing community college district created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Public Community College Act of the State of Illinois (the "*Act*"), and all laws amendatory thereof and supplementary thereto, including the Local Government Debt Reform Act of the State of Illinois, as amended; and

WHEREAS, the Board of Trustees of the District (the "*Board*") intends to sell bonds in the amount of \$2,500,000 for the purpose of paying claims against the District (the "*Bonds*"); and

WHEREAS, the Bond Issue Notification Act of the State of Illinois, as amended, requires the Board to hold a public hearing concerning the Board's intent to sell the Bonds before adopting a resolution providing for the sale of the Bonds:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by reference.

Section 2. Public Hearing. The Board hereby calls a public hearing to be held at 7 o'clock P.M. on the 25th day of January, 2005, in the Wojcik Conference Center, Room W-214-215, 1200 W. Algonquin Road, Palatine, Illinois, in the District, concerning the Board's intent to sell the Bonds and to receive public comments regarding the proposal to sell the Bonds (the "*Hearing*").

Section 3. Notice. The Secretary of the Board (the "*Secretary*") shall (i) publish notice of the Hearing at least once in the *Daily Herald*, the same being a newspaper of general circulation in the District, not less than 7 nor more than 30 days before the date of the Hearing and (ii) post at least 96 hours before the Hearing a copy of said notice at the principal office of the Board.

Section 4. Form of Notice. Notice of the Hearing shall appear above the name of the Secretary and shall be in substantially the following form:

**NOTICE OF PUBLIC HEARING CONCERNING THE INTENT OF
THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 512,
COUNTIES OF COOK, KANE, LAKE AND MCHENRY AND STATE OF ILLINOIS
TO SELL \$2,500,000 LIMITED TAX FUNDING BONDS**

PUBLIC NOTICE IS HEREBY GIVEN that Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois (the "*District*"), will hold a public hearing on the 25th day of January, 2005, at 7 o'clock P.M. The hearing will be held in the Wojcik Conference Center, Room W-214-215 at William Rainey Harper College, 1200 W. Algonquin Road, Palatine, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds of the District in the amount of \$2,500,000 for the purpose of paying claims against the District.

By order of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois.

DATED the 21st day of December, 2004.

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

Note to Publisher: Please be certain that this notice appears above the name of the Secretary of the Board.

Section 5. Hearing Requirements. At the Hearing, the Board shall explain the reasons for the proposed bond issue and permit persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits. The Board shall not adopt a resolution selling the Bonds for a period of seven (7) days after the final adjournment of the Hearing.

Section 6. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 7. Repeal. All resolutions and parts thereof in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted December 21, 2004.

Chairman, Board of Trustees

Secretary, Board of Trustees

Trustee _____ moved and Trustee _____
seconded the motion that said resolution as presented and read by the Secretary be adopted.

After a full discussion thereof, the Chairman directed that the roll be called for a vote upon the motion to adopt said resolution as read.

Upon the roll being called, the following Trustees voted

AYE: _____

NAY: _____

Whereupon the Chairman declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois (the “Board”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 21st day of December, 2004, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION calling a public hearing concerning the intent of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, to sell \$2,500,000 Limited Tax Funding Bonds.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the Public Community College Act of the State of Illinois, as amended, and the Bond Issue Notification Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 21st day of December, 2004.

Secretary, Board of Trustees

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, held in the Wojcik Conference Center, Room W-214-215, William Rainey Harper College, 1200 W. Algonquin Road, Palatine, Illinois, in said Community College District at 7 o'clock P.M., on the 25th day of January, 2005.

* * *

The meeting was called to order by the Chairman, and upon the roll being called, _____, the Chairman, and the following Trustees at said location answered present: _____

The following Trustees were absent: _____

At _____ o'clock P.M., the Chairman announced that the next agenda item for the Board of Trustees was a public hearing (the "*Hearing*") to receive public comments on the proposal to sell \$2,500,000 Limited Tax Funding Bonds (the "*Bonds*") for the purpose of paying claims against the District and explained that all persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto.

The Chairman opened the discussion and explained that the reasons for the proposed issuance of the Bonds were as follows: _____

Whereupon the Chairman asked for additional comments from the members of the Board of Trustees. Additional comments were made by the following:

(If no additional comments were made, please so indicate with the word "none.")

Written testimony concerning the proposed issuance of the Bonds was read into the record by the Secretary and is attached hereto as *Exhibit I*.

(If no written testimony was received,
please so indicate with the word "none.")

Whereupon the Chairman asked for oral testimony or any public comments concerning the proposed issuance of the Bonds. Statements were made by the following:

(If no additional statements were made,
please so indicate with the word "none.")

The Chairman then announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed issuance of the Bonds.

Trustee _____ moved and Trustee _____ seconded the motion that the Hearing be finally adjourned.

After a full discussion thereof, the Chairman directed that the roll be called for a vote upon the motion.

Upon the roll being called, the following Trustees voted

AYE: _____

NAY: _____

Whereupon the Chairman declared the motion carried and the Hearing was finally adjourned.

Other business not pertinent to the conduct of the Hearing was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois (the “*Board*”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 25th day of January, 2005, insofar as the same relates to a public hearing concerning the intent of the Board to sell \$2,500,000 Limited Tax Funding Bonds.

I do further certify that the deliberations of the Board at said meeting were conducted openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the Public Community College Act of the State of Illinois, as amended, and the Bond Issue Notification Act of the State of Illinois, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board in the conduct of said meeting.

I do further certify that notice of said public hearing was posted at least 96 hours before said public hearing at the principal office of the Board and that attached hereto as *Exhibit A* is a true, correct and complete copy of said notice as so posted.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 25th day of January, 2005.

Secretary, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to Establish Claims Against the District

II. REASON FOR CONSIDERATION

The prior exhibit established a Bond Issue Notification Act hearing date, so that the College could sell funding bonds under the available Debt Extension Service base. Another requirement for the selling of a funding bond is that the District has debt as defined by law related to these bond sales.

III. BACKGROUND INFORMATION

In earlier exhibits the Board approved the contracts with Oracle and Greenbriar and Russell for the purchase and implementation of the ERP system. The Board has approved a Municipal Payment Plan Agreement for the Oracle software acquisition. This agreement was reviewed by bond counsel and he has judged that it meets the qualifications of debt under the bond laws. This resolution establishes the Municipal Payment Plan Agreement and three purchase orders for third party software as the debt for this bond sale.

IV. RECOMMENDATION

The administration recommends the Board adopt the attached resolution as prepared by bond counsel to establish claims against the district.

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, held at Wojcik Conference Center, Room 214-215, William Rainey Harper College, 1200 W. Algonquin Road, Palatine, Illinois in said Community College District at 7 o'clock P.M., on the 21st day of December, 2004.

* * *

The meeting was called to order by the Chairman and upon the roll being called, _____, the Chairman, and the following Trustees at said location answered present: _____

The following Trustees were absent: _____

The Chairman announced that in view of the financial condition of the District, the Board of Trustees would consider the adoption of a resolution setting forth and describing in detail outstanding claims against the District, declaring its intention to issue funding bonds to pay said claims against the District and directing that notice of such intent be published.

Whereupon Trustee _____ introduced and the Secretary read in full a resolution as follows:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, and to issue bonds for the purpose of funding and paying claims against Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and directing that notice of such intention be published as provided by law.

* * *

WHEREAS, pursuant to the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended (the "*Act*"), Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois (the "*District*"), is authorized to issue bonds (the "*Bonds*") to fund and pay claims against the District (the "*Claims*"); and

WHEREAS, the District has presently outstanding and unpaid Claims in the aggregate amount of not less than \$2,500,000, all of the Claims having been heretofore authorized and allowed for proper community college purposes; and

WHEREAS, there are not sufficient funds on hand and available with which to pay the Claims, and the Board of Trustees of the District (the "*Board*") has determined and does hereby determine that it is necessary and in the best interests of the District that the Claims be funded and paid from proceeds of the Bonds in the principal amount of \$2,500,000; and

WHEREAS, before the Bonds can be issued pursuant to the Act, the Board must examine and consider the Claims and must adopt a resolution declaring the Claims to be authorized and allowed for proper community college purposes, set forth and describe in detail the Claims, declare its intention to issue the Bonds for the purpose of paying the Claims and direct that notice of such intention to issue the Bonds be given as provided by law; and

WHEREAS, the Board has examined and considered the Claims:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. The Claims. The Claims are set forth and described in detail as follows:

CollegeNET, Inc.	12/06/04	\$ 49,291.55
Miami University	12/06/04	\$ 44,049.75
Oracle Credit Corporation	12/21/04	\$ 1,905,898.70
Vertex, Inc.	12/06/04	\$ 11,250.00

and it is hereby found, determined and declared that the Claims are presently outstanding and unpaid, were heretofore authorized and allowed for proper community college purposes and constitute valid and binding unpaid obligations of the District.

Section 3. Declaration of Intent. The Board does hereby determine and declare its intention to avail of the provisions of Article 3A of the Act and to issue the Bonds in the amount of \$2,500,000 for the purpose of paying the Claims.

Section 4. Notice of Intent. In accordance with the provisions of Section 5 of the Local Government Debt Reform Act of the State of Illinois, as amended, notice of said intention to avail of the provisions of Article 3A of the Act and to issue the Bonds for the purpose of paying the Claims shall be given by publication of such notice once in the *Daily Herald*, the same being a newspaper of general circulation in the District.

Section 5. Form of Notice. The notice of intention to issue the Bonds shall be in substantially the following form:

**NOTICE OF INTENTION OF
COMMUNITY COLLEGE DISTRICT NO. 512,
COUNTIES OF COOK, KANE, LAKE AND MCHENRY AND STATE OF ILLINOIS,
TO ISSUE \$2,500,000 FUNDING BONDS**

PUBLIC NOTICE is hereby given that on the 21st day of December, 2004, the Board of Trustees (the "*Board*") of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois (the "*District*"), did adopt a resolution declaring its intention and determination to issue bonds in the aggregate amount of \$2,500,000 for the purpose of paying presently outstanding and unpaid claims against the District, all of which unpaid claims have been heretofore authorized and allowed for proper community college purposes and it is the intention of the Board to avail of the provisions of Article 3A (Sections 3A-6 to 3A-9, inclusive) of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and to issue said bonds for the purpose of funding and paying said unpaid claims.

A petition may be filed with the Secretary of the Board within thirty (30) days after the date of publication of this notice signed by not less than 28,064 voters of the District, said number of voters being equal to ten percent (10%) of the registered voters of the District, requesting that the proposition to issue said bonds be submitted to the voters of the District. If such petition is filed with the Secretary of the Board within thirty (30) days after the date of publication of this notice and not later than the 18th day of January, 2005, an election on the proposition to issue said bonds shall be held on the 5th day of April, 2005. If such petition is filed with said Secretary of said Board of Education within said thirty (30) day period, but after the 18th day of January, 2005, an election on the proposition to issue said bonds shall be held on the 21st day of March, 2006. The Circuit Court may declare that an emergency referendum should be held prior to either of said election dates pursuant to the provisions of Section 2A-1.4 of the Election Code of the State of Illinois, as amended. If no such petition is filed within said

thirty (30) day period, then the District shall thereafter be authorized to issue said bonds for the purpose hereinabove provided.

By order of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois.

DATED this 21st day of December, 2004.

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

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

Note to Publisher: Please be certain that this notice appears over the names of the Chairman and Secretary of the Board.

Section 6. Further Proceedings. If no petition signed by the requisite number of voters is filed with the Secretary of the Board within thirty (30) days after publication of said notice of intention to issue the Bonds, the Board shall, by appropriate proceedings to be hereafter taken, fix the details concerning the issuance of the Bonds and provide for the levy of a tax to pay principal and interest on the same.

Section 7. Severability. If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Resolution.

Section 8. Repealer and Effective Date. All resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted December 21, 2004.

Chairman, Board of Trustees

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

NO PETITION CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees (the “*Board*”) of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois (the “*District*”), and as such official I do further certify that pursuant to a resolution entitled:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, and to issue bonds for the purpose of funding and paying claims against Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and directing that notice of such intention be published as provided by law.

duly adopted by the Board on the 21st day of December, 2004, notice of intention of the District to issue \$2,500,000 Funding Bonds was published on the 6th day of January, 2005, in the *Daily Herald*, the same being a newspaper of general circulation in the District, and was not posed electronically on the District’s World Wide Web pages.

I do further certify that no petition has ever been filed in my office as Secretary of the Board or has ever been presented to me as such official requesting that the proposition to issue said bonds be submitted to the voters of the District, but that I provided a petition form regarding the same to every individual requesting one.

IN WITNESS WHEREOF, I hereunto affix my official signature, this _____ day of _____, 2005.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
 COUNTY OF _____)

PETITION

We, the undersigned, do hereby certify that we are voters of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and as such voters, we do hereby request that the following proposition be submitted to the voters of said Community College District: "Shall the Board of Trustees of William Rainey Harper Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, be authorized to issue \$2,500,000 bonds for the purpose of paying claims against said Community College District as provided for by Article 3A (Sections 3A-6 to 3A-9, inclusive) of the Public Community College Act of the State of Illinois, as amended?"; and we do hereby further request that the Secretary of said Board of Trustees of said Community College District certify said proposition to the County Clerks of The Counties of Cook, Kane, Lake and McHenry, Illinois, for submission to said voters at the next election at which said proposition lawfully may be submitted to said voters:

SIGNATURE	STREET ADDRESS OR RURAL ROUTE NUMBER	CITY, VILLAGE OR TOWN	COUNTY
_____	_____	_____	County,
Illinois			
_____	_____	_____	County,
Illinois			
_____	_____	_____	County,
Illinois			
_____	_____	_____	County,
Illinois			
_____	_____	_____	County,
Illinois			
_____	_____	_____	County,
Illinois			
_____	_____	_____	County,
Illinois			
_____	_____	_____	County,
Illinois			
_____	_____	_____	County,
Illinois			

The undersigned, being first duly sworn, deposes and certifies that he or she is at least 18 years of age, his or her residence address is _____ (Street Address), _____ (City, Village or Town), _____ (County), _____ (State), that he or she is a citizen of the United States of America, that the signatures on the foregoing petition were signed

in his or her presence and are genuine, that to the best of his or her knowledge and belief the persons so signing were at the time of signing said petition registered voters of said Community College and that their respective residences are correctly stated therein.

Signed and sworn to before me this
____ day of _____, 20__.

Notary Public

My commission expires _____

(NOTARY SEAL)