



Harper College  
1200 West Algonquin Road  
Palatine, Illinois

## Regular Board Meeting Agenda

March 29, 2005  
7:00 p.m.

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda**
- IV. **Educational Presentations**
  - Sheila Quirk: Baccalaureate Program Survey
- 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 – Special Meeting of the Education Officers Electoral Board of Community College District No. 512; February 22, 2005 Regular Board Meeting Exhibit IX-A.1
    2. Bills Payable, Payroll for February 18, 2005 and March 4, 2005; Estimated Payroll for March 18, 2005 Exhibit IX-A.2
    3. Bid Awards Exhibit IX-A.3
    4. Purchase Orders Exhibit IX-A.4
    5. Personnel Action Sheets Exhibit IX-A.5
    6. Tenure Status Report Exhibit IX-A.6
    7. 2007-2008 Academic Calendar Exhibit IX-A.7
  - B. **For Information**
    1. Financial Statements Exhibit IX-B.1
    2. Committee and Liaison Reports Exhibit IX-B.2
    3. Grants and Gifts Status Report Exhibit IX-B.3
    4. Summary of Items Purchased from State Contracts, Consortiums or Cooperatives Exhibit IX-B.4

\* 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: Second Reading of Modification to Section 01.25.10 on Board of Trustees Organizational Meeting Exhibit X-A
- B. RECOMMENDATION: Second Reading of Modification to Section 01.25.07 on Board of Trustees Election Canvassing Exhibit X-B
- C. RECOMMENDATION: Recognition of One Former and Two Current Trustees Exhibit X-C
- D. RECOMMENDATION: Acquisition of Bronze Sculpture for Harper College Art Collection Exhibit X-D

**XI. Announcements by the Chair**

- A. Communications
- B. Calendar Dates

(Note: \* = Required)

**On-Campus Events**

- April 2 7:30 p.m. - Harper Symphony Orchestra - Performing Arts Center
- April 6 7:00 p.m. - Edgar Gabriel's Odyssey - Classical and Rock Violin - Performing Arts Center
- April 8 8:00 a.m. - Pathways to the Future - A238 and A242
- April 8 6:00 p.m. - Doom Machale Indian/Pakistani *Rock the Night* - Bldg. J Theatre
- April 9 6:30 p.m. - *Jubilee* - Foundation Gala - Avanté
- April 9 7:30 p.m. - Hedwig Dance Company - Performing Arts Center
- April 12-14 10:00 a.m. - Spring Job Fair for Students - Building J Lobby
- April 16 7:30 p.m. - Loretta LaRoche of PBS presents *Life is Short - Wear Your Party Pants* - Performing Arts Center
- April 19 7:30 p.m. - Ralph Votapek, Pianist - Performing Arts Center
- April 19 11:00 a.m. - Fitness Center Open House - M162
- April 19-21 Wellness Week Events
- April 22-23 7:30 p.m. - Harper College Dance Company, *Prodigies* - Building J Theatre
- April 25-29 9:00 a.m.  
- 4:00 p.m. - *Mystical Arts of Tibet - Mandala Sand Painting* - Building A
- \*April 26 7:00 p.m. - Canvass, Organizational and Regular Board Meeting - Room W214-215

**Off-Campus Events**

- June 6, 2005 Foundation Golf Open - Boulder Ridge Country Club

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

**XIII. Adjournment**

**Minutes of the Special Board Meeting of Saturday, February 5, 2005**  
**Meeting of the Education Officers Electoral Board**

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

Minutes of the Special Board Meeting of Tuesday, February 5, 2005

CALL TO ORDER: The special meeting of the Education Officers Electoral Board of Community College District No. 512 was called to order by Chair Stone on Saturday, February 5, 2005 at 9:30 a.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Gillette, Howard and Stone  
Absent: None

Also present: Robert Breuder, President; Judy Thorson, V.P. Administrative Services; Phil Burdick, Director of Communications, Marketing Services; Donna Drake, Executive Assistant to VP of Administrative Services.

Guests: Ken Florey, Robbins, Schwartz, Nicholas, Lifton & Taylor; Amy Bonich, Court Reporter; Mr. & Mrs. John Bowman; Barb Goodman; David K. Hill; Dick Hoffman; Tim Kane, Chicago Tribune Philip Spiewak.

Cases on the Board  
Docket

Case No. 2005-1 - Thomas J. Bryers versus David K. Hill. Neither Thomas J. Bryers nor anyone representing Mr. Bryers was present. Mr. Hill was present, as was Barb Goodman, who was representing Mr. Hill.

Case No. 2005-2 - Jeffrey D. Ketelsen versus Dick Hoffman. Neither Jeffrey D. Ketelsen nor anyone representing Mr. Ketelsen was present. Mr. Hoffman was present, as was Barb Goodman, who was representing Mr. Hoffman.

Case No. 2005-3 - Jeffrey D. Ketelsen versus Philip Spiewak. Neither Jeffrey D. Ketelsen nor anyone representing Mr. Ketelsen was present. The candidate, Philip Spiewak, was present.

Case No. 2005-4 - Jeffrey D. Ketelsen versus Bill Graft. Neither Jeffrey D. Ketelsen nor anyone representing Mr. Ketelsen was present. Barb Goodman was present on behalf of Bill Graft.

Adoption of Rules

Chair Stone indicated the first order of business is the adoption of rules for the Electoral Board. These rules have been prepared by our attorneys, and we understand that they are standard rules used by electoral boards across the state, including the State Board of Elections, the Cook County Officers Electoral Board and the Chicago Board of Election Commissioners.

Copies of the proposed rules have been available on the table since 9:00 a.m. this morning, and were personally delivered to the parties and the Board members along with the call for this meeting.

Chair Stone asked if everyone had an opportunity to review the rules and, if so, were there any questions, comments or motions regarding those rules.

Member Howard moved, Member Gillette seconded the motion to adopt the rules.

In a voice vote, the motion carried and the rules were unanimously adopted. The Board's Secretary will maintain the official record of the Board's proceedings and any pleadings, motions and similar documents may be served on the clerk's office during regular hours or during the Board's hearing. Copies of any documents should be faxed or delivered to the School District's attorneys. The rules were entered into the Board's record of each case as Board's Exhibit 1.

Chair Stone indicated that the Electoral Board has, at its own expense, provided for the services of a certified court reporter to record these proceedings. Should any party be dissatisfied with the Board's decision, a complete record will be furnished to the Circuit Court at the Board's expense but subject to such limitations as may be provided in the Administrative Review Act. Any person is welcome to purchase a transcript from the court reporter, if needed.

The following documents were entered into the official record of each case: The call of meeting, the designation by Chief Judge Evans of place of holding court, returns of service of call on Member Gillette, Member Howard, Chair Stone, objectors and candidates.

Hearing no questions regarding the documents, the Secretary will enter them into the Board as Board exhibits. Without objection, any returns of service which arrive at a later date will be entered into the record automatically. The

Board will also enter into the record of the case the original objections and the original nomination papers as exhibits.

Consideration of  
Case 2005-1

Chair Stone stated the Board will now consider Case 2005-1, which is Thomas J. Bryers versus David K. Hill. We have received a letter withdrawing the objections from the Objector, Thomas K. Bryers, dated February 3, 2005, which was then entered into the record as the next Board exhibit. Based on the letter of withdrawal, counsel has prepared a decision. There was a brief discussion regarding the decision.

Member Gillette moved, Member Howard seconded to approve the decision as presented by the attorney that is therefore ordered, adjudged and decreed that the objection to the nominating petitions are withdrawn and the nominating papers are valid.

In a voice vote, the motion carried, and Chair Stone declared this matter is concluded.

Consideration of  
Case 2005-2

Chair Stone stated the Board will now consider Case 2005-2, which is that of Jeffry D. Ketelsen versus Dick Hoffman. (It should be noted that we received a letter from Jeffry D. Ketelsen dated February 3, 2005, withdrawing the objections and will now enter into the record as the next Board exhibit.)

Member Howard moved, Member Gillette seconded that the Board accept the recommendations of our attorney and certify that the objections of Jeffry D. Ketelsen to the nomination papers of Dick Hoffman are withdrawn and the nomination papers are therefore valid.

In a voice vote, the motion carried, and Chair Stone declared this matter is concluded.

Consideration of  
Case 2005-3

Chair Stone stated the Board will now consider Case 2005-3, which is that of Jeffry D. Ketelsen versus Philip Spiewak. We received a letter from Jeffry D. Ketelsen dated February 2, 2005, withdrawing the objections and will now enter into the record as the next Board exhibit.

Member Gillette moved, Member Howard seconded the decision that is therefore ordered adjudged and decreed that the objections of Jeffry D. Ketelsen to the nominating paper

of Philip Spiewak are withdrawn and the nomination papers are valid.

In a voice vote, the motion carried, and Chair Stone declared this matter is concluded.

Consideration of  
Case 2005-4

Chair Stone stated the Board will now consider Case 2005-4, which is that of Jeffry D. Ketelsen versus Bill Graft. We received a letter from Jeffry D. Ketelsen dated February 3, 2005, withdrawing the objections and will now enter into the record as the next Board exhibit.

Member Gillette moved, Member Howard seconded the decision that it is therefore ordered adjudged and decreed that the objections of Jeffry D. Ketelsen to the nominating papers of Bill Graft are withdrawn and the nominating papers are valid.

In a voice vote, the motion carried, and Chair Stone declared this matter is concluded.

Chair Stone asked if anyone had anything further they wished to have considered. Member Gillette stated, "I would like to thank all of the candidates for being candidates and everybody who partook of the Democratic election process for joining in."

ADJOURNMENT

It was moved by Member Howard and seconded by Member Gillette that the meeting be adjourned.

In a voice vote, the motion carried at 9:48 a.m.

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Chair

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Secretary

**Minutes of the Regular Board Meeting of Tuesday, February 22, 2005**

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

Minutes of the Regular Board Meeting of Tuesday, February 22, 2005

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, February 22, 2005 at 7:08 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

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

Also present: Robert Breuder, President; Joan Kindler, V.P. Student Affairs and Assistant to the President; David McShane, V.P. Information Technology; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Cheryl Kisunzu, Assistant V.P. Diversity/ Organizational Development; Linda Kolbusz, Associate V.P. Development, Governmental Relations; Sheila Quirk, Associate V.P. for Strategic Planning and Alliances; Catherine Brod, Assistant V.P. for Development; Deborah Abbott; Joe Accardi; Mike Alsup; Mike Barzacchini; Carol Blotteaux; Arlene Bublick; Phil Burdick; Paul Casbarian; Ned Coonen; Maria Coons; Daniel Corr; Janice Cutler; Rob Dix; Terry Engle; Terence Felton; Robert Getz; Sally Griffith; Vickie Gukenberger; Michael Harkins; Mike Held; Julie Hennig; Thea Keshavarzi; Laura LaBauve; Roberta Lindenthaler; Jeannine Lombardi; Jim Ma; Jennifer Mathes; Maria Moten; Michael Nejman; Yasmeen Schuller; Diana Sharp; Susanne Starck; Dennis Weeks and Deanna White. Students: Evan Potkanski; Cary Wolovich; Christopher Entwistle; Rebeka Risteska and Cassi Vestweber.

Guests: Tim Kane, Chicago Tribune; Mike Puente, Daily Herald; Philip McKenna, Kane, McKenna Capital, Inc.; Mark Michaels, IEA; Jeffry Ketelsen, Bradley Schuller, Phil Spiewak, citizens.

Cheryl Kisunzu led everyone in the Pledge of Allegiance.

Chair Stone announced that there were several changes to the Board Agenda. Revised Exhibit X-A includes the figures from the bond sale received from Kane McKenna. Revised Exhibits X-F and X-H reflect typographical corrections.

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

In a voice vote, the motion carried.

#### EDUCATIONAL PRESENTATIONS

There were no educational presentations.

#### STUDENT TRUSTEE REPORT

Student Member Plazak asked Student Senate President Rebeka Risteska to address the Board on behalf of the student body with regard to the topic of raising student tuition.

Ms. Risteska noted that, on February 18, the Student Senate voted to support a tuition increase for the upcoming year; the Resolution passed by a vote of 6 to 5. Heated discussion ensued, and concerns were brought forth about the financial course the College is taking. The quality of education and student life at Harper College is excellent; most students are extremely pleased with their experience. However, she noted there is a high concern over the financial burden that would be imposed on the student body if this trend of increasing tuition continues. As Student Senate President, she shared the concerns with the Board, with the hope that the College will pursue every avenue available for securing funding without raising tuition costs in the future.

On behalf of the students, Student Member Plazak thanked all those involved in making the positive changes to the Student Center in Building A. The freshly painted ceilings and walls, a new plasma TV, four new computers, new signage, clean carpets and furniture have all been positive changes that are very much appreciated.

Student Member Plazak noted upcoming events, including the Harper Ensemble Theater Company's *The Imaginary Invalid*. Chair Stone thanked him for his report.

#### PRESIDENT'S REPORT

Dr. Breuder introduced Mike Barzacchini, Director of Marketing, to give an overview of Harper's website.

#### History

- Fall 1993 - Information Technology (IT) connected Harper to the World Wide Web for the first time.
- Spring 1997 - Marketing Services built the first commercial web page.
- Fall 1997 - Harper's first internet course was launched.
- December 1997 - the site was redesigned to coincide with a number of different Library Services that went online.
- December 1998 - online course schedules were launched (one of the most popular features on the website).
- August 1999 - the Bookstore launched its online presence and web commerce presence.
- Fall 2002 - 63 online courses were developed and launched and content development in scholarships and financial assistance, ESL and other areas were added.
- Spring 2003 - website was redesigned to include Wojcik Conference Center and the Performing Arts Center.

Mr. Barzacchini noted that information on the website has grown dramatically since 1997 when it had 53 pages/437 files. It currently has 3,000+ pages/5,000+ files. He explained that the rapid progress and redesigns of the website were driven by the needs of the audiences and by innovation that was occurring on campus. Susanne Starck, Marketing Services, serves as a key resource for the majority of the College's web pages.

Mr. Barzacchini noted that they experience tremendous collaboration with the rest of the College. There is a lot of site testing to make sure that as much of the site as possible is accessible by all users. He listed examples of areas that have more decentralized content management and development, where Marketing Services simply collaborates and coordinates with them: Bookstore - ordering merchandise and books online; Library Services - accessing online databases, references, and/or tutorials; Human Resources - online employment site; Student Services - athletics, assessment and testing and advising.

Mr. Barzacchini demonstrated moving throughout the website, beginning with the Home Page. He noted that one of their biggest challenges is to provide self-service with simplicity and convenience, while they strive to serve hundreds of different types of audiences. With Harper's Home Page screen size, they struggle every time something new is added. They create a balance and try to keep in mind the person who is accessing the site for their one

specific purpose, and it has to be easy for them to use. He highlighted aspects of the website and noted the audiences each serves.

#### Engage vs. Publish Model

With regard to the summer InZone program, he noted that the web address [www.harpercollege.edu/summercamps](http://www.harpercollege.edu/summercamps) is used by a very action-oriented audience. Between December 22, 2004 and February 16, 2005, the site received 301 qualified inquiries. Parents asked the College to contact them when information became available on that site. The Continuing Education department contacted them, and consequently, over 1,000 downloads of information from that page took place in less than one week's time. It was a very interested audience, and they took the opportunity to engage, rather than simply publish information.

#### Learning Life Newsletter

Mr. Barzacchini noted that four years ago, the *Learning Life Newsletter* was started as a way to build community and engagement with adult learners. An expensive-to-print newsletter was distributed to 2,000 people; there was no way to track whether or not it was read. It was converted to an e-mail newsletter, and they began sending it to approximately 1,000 e-mail addresses of people who said they would like to receive the information from Harper College on an ongoing basis. Two years later, they have grown the subscriber base to over 12,000. The January issue showed a 17.8 percent open rate, which is way beyond national rates for opening of e-mail newsletters.

#### Current Uses

Yasmeen Schuller, Information Technology, shared additional information regarding the website. She noted that they have really worked to make the experience online, moving between IT content and other areas, as seamless as possible. It should not seem like the user is clunking back and forth from applications into content. She noted many of the more popular uses for the website: course searches, credit web registration and payment, continuing ed registration and payment, web grade inquiry for current grades and previous history, application process for employment, Box Office ticket sales and online parking ticket payment.

#### Future Plans

The future goal of Harper's web presence is to provide enhanced services, extended access and enriched

communications in a secure environment. Security is a very important aspect. They must use the latest technology.

The following steps will be taking place in the near future:

1. The launch of Portal - my.harpercollege.edu is the personalized authenticated part of the portal. When a person logs-in, it will know whether he or she is an employee, a student, or both. It will provide information that is specific to his or her needs, as opposed to going into the full opening page. It may possibly keep someone abreast of when finals are coming up, when a bill is due, etc.
2. HIP integration - one challenge is integrating everything with HIP and with existing web applications. It is all in one very neat, concise interface.
3. Harpercollege.edu integration - this will allow them to take advantage of the content management portion and the wonderful power that the Oracle portal gives. They can take all the content from the public website, put it into portal and display it in a non-authenticated format, which makes it much easier for people to see and for IT to maintain.
4. Phase II web based self-service applications - webmail, credit and CE web registration, grade inquiry. This will put many self-service applications within the portal.
5. Phase III - integration of ERP and self-service applications. As ERP is coming up, it has a lot of self-service applications and web interfaces which will allow IT to make it one interface. It should be more consistent and easier to use.
6. Phase IV - additional capabilities and services. There is a lot to take advantage of with portal and the applications server. Once the first piece is in, they will step back and see what more can be integrated to help people.

### Trends

In 2002, ninety-five percent of students registered by making a phone call or by walk-in registration. There would be a huge peak period, and it would be work-intensive to get everyone registered. In 2004, forty-four percent of students registered using web registration. The number for touch-tone has significantly decreased. Web registration provides a convenient location (home), convenient hours (7:00 am to 11:00 pm), and ease. The more Harper offers services that engage its students, the more loyal the students will be. They will want to return.

Ms. Schuller noted that a long-term goal is to achieve the one-stop experience for students and employees, a

personalized focused web page for each student and employee to access self-service applications and the content they need. Additional services such as webmail, calendar and specialized content engage the students and keep them coming back to Harper College. They want to provide what is most valuable to Harper students and employees.

She noted that, in addition to staying current with technology trends, they can determine what is of value by knowing the students and employees through usability testing. Marketing and IT have taken advantage of getting feedback from employees and students. When a web application is up for a redesign, it has gone through hours of testing and refitting to make sure it is meeting needs. When they receive an e-mail saying, "I don't really understand how to use this," they listen and ask "why?" When credit web registration came online, they received many e-mails saying things like, "Yeah, this is great, but I want to be able to pay online, too." So, they rushed web payment out. Students then e-mailed and said, "I really want to view my grades," so they added web grade inquiry. Feedback helps IT and Marketing decide what comes next.

Chair Stone thanked them for the informative presentation and added that Harper's website is the kind that most businesses wish they had. She commended them for all they have accomplished.

#### Enrollment

Dr. Breuder noted that, as of today, credit FTE is up 4.41 percent. They are at 8,406 FTE and anticipate reaching 8,613 by the end of the semester.

He noted that the Educational Foundation has brought in a great deal of money to help fund various initiatives, including frontloading the baccalaureate initiative. Dr. Breuder asked Catherine Brod to provide some information regarding the financial support of the Educational Foundation.

Ms. Brod noted that they are exceeding their goals for the Foundation, already having raised \$70,000 in underwriting and individual philanthropic, just a few months into the fundraising process. She called attention to the upcoming Harper Jubilee which will be held April 9 in Avanté. Three major elite corporate sponsors were highlighted: Northwest Community Hospital Healthcare, Alexian Brothers and David and Diane Hill from Kimball Hill. Ms. Brod noted that proceeds of the Jubilee will support the programs and scholarships in Avanté, particularly in healthcare.

Member Hill recommended that the website presentation be given to the Educational Foundation. Ms. Brod noted that the Foundation met today for the Resource for Excellence Grants; three major projects were funded: the Summer Bridge program for Under Prepared, First Time College Students; the Student Excel Leadership Series and Database Support for All Enrollment-Related Web Pages, to help during the transitional period between now and ERP.

Dr. Breuder stated that there are challenges inherent in raising money today, especially when there are so many noteworthy causes out there. The successes Harper College is enjoying as of late are a reflection of how people see William Rainey Harper College. They have strengthened Harper's image and enhanced its standing in the community. It is easier to raise funds when people have pride in that which they are selling.

Ms. Brod noted that they have recently received three new endowed scholarships, all of which have come from Harper employees (pro tech member, retired faculty and administrator). A minimum endowed scholarship is \$10,000.

Member Howard distributed a report on the Educational Foundation. She reiterated that they are exceeding their benchmarks, and it is due to their hard work and efforts. She noted that they continue to add members to the Foundation. They will continue to support College initiatives and add to scholarship aid for those students who need financial assistance to attend Harper. Member Howard noted that they expect all members of the Harper Board of Trustees to attend the Jubilee on April 9. She added that the Pacesetters Campaign invites every member of the Harper Board of Trustees and every member of the Harper College Educational Foundation to make a personal contribution. To date, they are at 98 percent participation. She thanked all those who have made contributions.

Chair Stone noted that there is a community night scheduled with Palatine in March, and one will be scheduled with Schaumburg in June. She added that there will be a pre-Gala event which will honor two retiring Trustees, Kris Howard and Dick Kolze.

#### HARPER EMPLOYEE COMMENTS

Arlene Bublick, chief negotiator for Harper College Adjunct Faculty Association, addressed the Board and read the following statement:

"We represent three units of Harper adjunct employees, and we are approximately 300 adjunct faculty members. We are the largest union on campus. I have been at Harper College as an adjunct faculty member for 21 years. I am here to speak on behalf of my colleagues about the status of our negotiations with the Harper administration. I consider myself a very optimistic person. I work hard at thinking positively. I just had my tenth grandchild. My optimism is being put to the test. The negotiations involve a great deal of effort and enormous number of hours on both the part of the Harper administration and our union. I would like to give you a clearer idea of the scale of the teams. I am part of a team of seven Harper adjunct from diverse departments that is meeting with three separate teams of Harper administrative personnel. There are at least four administrative people on each of the three Harper teams. We have been meeting regularly since last June, with little to show for all that time and effort. Like the Energizer Bunny, we are still going and will continue to do so. Adjuncts at Harper, as well as the Harper College Adjunct Faculty Association, are here to stay. It is our feeling that collaboration and teamwork between Harper and its adjuncts will lead not only to a speedier resolution, but also to a better one. One where we all win - administration, the adjuncts, the community, taxpayers and most of all, our students. We would like you to urge the administration to work cooperatively with us, rather than treating us like adversaries.

"What are some examples that we see of a more collaborative relationship? We previously have talked about consolidating negotiations as a critical example. Such action would be seen as a very positive step. Agreeing to negotiating full days on Saturdays, when none of our team is teaching, would have a major impact on speeding up negotiations. Agreeing to a contract clause guaranteeing non-discrimination on the basis of race, sex, religion, national origin, and other traditional distinctions as occurs in 90 percent of contracts state-wide would be considered an honorable action. Getting beyond these and other basic issues would demonstrate good faith and enable us to finally begin sincere negotiations on the critical issues of job security, wages, and benefits.

"Collaboration is supposed to be at the heart of Harper values. To paraphrase Harper's "greater than" slogan:

- Harper College working with some of its employees is greater than Harper College working alone.
- Harper College working with all of its employees is greater than that.
- Life is a constant series of comparisons
- There is always an advantage to be gained.
- Why not grab hold of the advantage.
- Harper can be greater than or less than.
- Why not be on the positive side of the equation.
- Why not be greater tomorrow than you are today.
- Harper College, go forward, support your adjuncts."

CITIZEN  
COMMENTS

There were no citizen comments.

CONSENT AGENDA

Member Murphy moved, Member Kelley seconded, approval of the minutes for the January 25, 2005 regular Board meeting; bills payable; payroll for January 21, 2005 and February 4, 2005; estimated payroll for February 18, 2005; bid awards; purchase orders; personnel action sheets; first reading on Board policy regarding election canvass; first reading relating to Board policy regarding 01.25.10 organization; first reading relating to Board Policy 13.35.03 political events on campus; 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.4, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Hill moved, Member Murphy seconded, to modify the motion to remove Exhibit IX-A.9 from the Consent Agenda, and to approve the Consent Agenda as modified.

Operating Fund	\$3,452,670.39
Tuition Refunds	1,645,669.74

The payroll of January 21, 2005 in the amount of \$1,674,095.39; and February 4, 2005 in the amount of \$2,182,185.26; and estimated payroll of February 18, 2005 in the amount of \$2,179,371.76.

#### Bid Awards

- Ex. IX-A.3.a Award bid Q00404 for the purchase of a modular EMC Clariion data storage array, software and installation services to provide a Storage Area Network (SAN) to Dell Computer Corp., the low bidder meeting specifications, in the amount of \$121,467.58.
- Ex. IX-A.3.b Award bid Q00400 for a fixed asset inventory of the College to RCI Appraisal Co. in the amount of \$23,500.
- Ex. IX-A.3.c Award bid Q00402 to College Class Schedule Specialists, the low bidder for printing of the Summer 2005 Continuing Education Course Schedule, which is a major publication promoting enrollment, in the amount of \$26,665.50.
- Ex. IX-A.3.d Award bid Q00403 to Warner Offset, Inc., the low bidder for printing of the Fall 2005 and Spring and Summer 2006 Credit Course Schedules, which are major publications promoting enrollment, in the amount of \$50,164.

#### Purchase Orders

There are no purchase orders.

#### Personnel Actions

##### Faculty Appointments

Patricia Bruner, Instructor-Graphic Arts, TM/PS, 01/31/05,  
\$47,117/year

Gregory Horeni, Instructor-Nursing, LS/HS, 03/01/05,  
\$44,240/year

##### Professional/Technical Appointment

Anna Weiss, Chemical Laboratory-Technician Assistant, p/t,  
TM/PS, 01/31/05, \$9,600/year

##### Classified Staff Appointments

Meg Coney, Executive Assistant, Strategic Alliances,  
02/02/05, \$39,000/year

Mary Ellen Davidsen, Office Assistant II, p/t, 01/29/05,  
\$10,530/year

Christina Kuenstler, Assessment/Testing-Proctor, p/t,  
Assessment Center, 01/24/05, \$14,543/year  
Ryan Larkin, Library Assistant I, p/t, LIB SER, 01/26/05,  
\$12,646/year  
Jennifer Mina, Office Assistant I, p/t, OSFA, 01/18/05,  
\$14,950/year  
Arthur Pappas, Accounts Payable Clerk II, ACCT SER,  
02/07/05, \$30,000/year

Harper #512 IEA-NEA Appointments

Carlos Flores, Weekend Custodian, p/t, PHY PLT, 01/22/05,  
\$4,208/year  
Bertha Garay, Custodian, PHY PLT, 01/24/05, \$21,341/year

Administrator Retirements

David McShane, Vice President, Information Technology, IT,  
06/29/07, 15 years  
Judith Thorson, Vice President, Administrative Services,  
08/30/07, 11 years

Faculty Retirement

JoAnn Smith, Instructor-Computer Information Systems,  
BUS/SS, 05/31/05, 2 years

Classified Staff Retirement

Carol Schweitzer, Admissions/Record Assistant, ADM PRO,  
07/01/05, 22 years

Faculty Resignation

Adam Rubin, Instructor-Mathematics, TM/PS, 05/20/05, 3  
years

Classified Staff Resignations

Christine Burkhart, Executive Assistant, Strategic Alliances,  
02/28/05, 14 years 2 months  
Karen DeSalvo, Office Assistant II, p/t, BUS/SS, 02/05/05, 2  
years 2 months  
Kimberly Ruud, Assessment/Testing Proctor, p/t,  
Assessment Center, 12/04/04, 1 year 4 months  
Leticia Villanueva, Accounts Payable Clerk II, ACCT SER,  
12/08/04, 5 years 1 month

Harper #512 IEA-NEA Resignations

Robert Hester, Custodian, PHY PLT, 01/06/05, 4 months  
Mark Mayer, Custodian, PHY PLT, 01/15/05, 5 months  
Robert Schwarz, Custodian, PHY PLT, 01/31/05, 2 months  
Modification to section 01.25.07 on Board of Trustees  
Election Canvassing.

First Reading: Board  
Policy Regarding

## Election Canvass

First Reading: Board  
Policy Regarding  
01.25.10 Organization

Modification to section 01.25.10 on Board of Trustees  
Organizational Meeting.

First Reading: Board  
Policy Regarding  
13.35.03 Political Events  
on Campus

Modification to section 13.35.03 on Political Events on  
Campus.

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

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

Nays: None

Motion carried. Student Member Plazak voted aye.

Disposal of Obsolete  
and Unrepairable  
Personal Property  
Owned by the College

Member Kolze moved, Student Member Plazak seconded,  
approval of the disposal of obsolete and unrepairable  
personal property owned by the College through donation,  
a sealed bid sale, an open sale or an auction, sale to a scrap  
dealer, or other appropriate means for disposal of the  
property, as outlined in Exhibit IX-A.9 (attached to the  
minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette noted that he has requested additional  
information regarding the quality and condition of the items  
being disposed. He was told that the condition of all items  
was poor and that he will receive a list after the items are  
disposed. He feels that he cannot personally vote to give  
away items that were purchased with taxpayers' money  
without more information.

Thea Keshavarzi explained that a complete inventory was  
taken; however, people in the College began swapping their  
equipment that was in worse shape with the equipment that  
was on the disposal list. The swaps were still taking place  
up until yesterday. They currently have a preliminary  
inventory; however, they are going to use the final inventory  
list that will be made up by the auctioneer when they auction  
the obsolete equipment. Ms. Keshavarzi noted that some of  
the equipment is being given to a school in Guatemala; the  
remaining inventory will be auctioned off. The auctioneers  
feel that it will be very successful.

In response to Member Kelley, Vice President Thorson  
explained that, for example, they have a number of dental

chairs that many people might say are still in good condition. However, the College does not have a need for the dental chairs anymore, and they have no place to store them. There are many things on the list that are no longer of value to the College.

In response to Member Hill, Ms. Keshavarzi noted that there were 36 pages of items and every single item, room by room, was notated.

Chair Stone asked that the Board be provided with a report which lists the items that were finally disposed of in auction and the proceeds received from the auction. Ms. Keshavarzi noted that they will provide the report.

Member Howard noted that the disposal list is unusually large this year because of the move into Avanté. She reminded everyone that part of Harper's excellence is keeping state-of-the-art for a quality teaching and learning experience for the students.

Dr. Breuder added that, over the last six years, he has really pressed the staff to get rid of items for which they no longer have a need. If something is deplorable and/or it has no functional value, keeping it takes away from the image of the institution.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

Member Howard highlighted some of the upcoming campus events celebrating the 25th anniversary of Women's History Month. The theme this year is *Women Change History*. She distributed fliers.

Chair Stone thanked Member Gillette for representing Harper College in Washington at the ACCT legislative event. All Trustees have received his report.

NEW BUSINESS:  
Resolution to Issue

Member Hill moved, Member Gillette seconded,

\$2,040,000 Limited  
Tax Funding Bonds

approval of the Resolution to Issue Limited Tax Bonds and to pay all associated costs of issuance, as outlined in Revised Exhibit X-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Phil McKenna, President of Kane McKenna Capital, Inc., addressed the Board. Dr. Breuder noted that Kane McKenna has been Harper's financial adviser for a number of years and advised on this particular bond issue. Mr. McKenna noted that the Resolution before the Board tonight is the result of an electronic auction bid. A date and time period was set, and underwriters from across the country were invited to enter an electronic site to make bids, with the lowest bid being the winning bid.

He explained that numbers obviously cannot be finalized until the bids are received. Therefore, Exhibit A was revised to reflect a change from the estimated \$2,050,000 figure to the actual \$2,040,000 because of the lower interest rate of the winning bid. Four bids were received representing seven firms. The lowest bid was received from J. P. Morgan Securities at 2.56 percent. Mr. McKenna noted that this is a very good interest rate; therefore, he highly recommends it to the Harper College Board of Trustees.

Structure

This is the sixth different series of general obligation limited tax bonds that the district has had over the last eight or nine years. They do not provide for an additional property tax levy. Back in 1994, the State legislature passed a provision that allowed them to keep whatever their outstanding debt service base was at that point in time - for Harper College, that was \$2,119,000. They are allowed to issue more bonds against that base, and it is a policy that was adopted by the Board a number of years ago. Approximately every two years, a bond issue is sold to provide for capital or other needs of the institution in order to be able to keep the financial integrity of the institution without any tax increase. In this case, the district has bonds with a three-year maturity, which is consistent with financial policy to retire debt as soon as possible. It also provides flexibility, because two to three years from now, the College potentially will be looking for other capital items and will not want to raise taxes in connection with that.

Credit Rating

Mr. McKenna noted that they went back to Moody's Investors Service, and along with conversations with Dr.

Breuder and Judy Thorson, they confirmed the Aaa rating of the district. It is hard to emphasize enough what the Aaa rating means. He noted that, to the best of his knowledge and ability, and to the best of Moody's knowledge and ability, there are only a few community colleges in the entire country that have the highest rating possible - Aaa. In comparison, Mr. McKenna noted that College of Lake County is rated Aa. The State of Illinois is NOT rated Aaa. Only two counties in Illinois are rated Aaa - Lake County and DuPage County. Approximately 15-20 municipalities in the State of Illinois are rated Aaa. College of DuPage recently received a Aaa rating.

He noted that Moody's report is included in the Board packet. He highlighted several points from the report:

- "The assignment of the highest quality rating reflects the district's substantial and economically diverse tax base, consistently sound financial operations, supported by healthy reserves, and a favorable debt profile."
- "The district's strong financial operations are evidenced by historically conservative budgeting practices and the accumulation of sizable operating reserves, which Moody's believes will remain healthy, given a strong management team. The district has consistently achieved healthy operating surpluses and a substantial 37.2 percent of general fund revenues as of the most recent fiscal year. While property tax revenues are limited by virtue of the property tax extension limitation law (tax caps), the district is able to support continued budgetary growth through annual tuition increases. Tuition, currently at \$71 per credit hour, is typical for comparable districts, with planned \$4 annual increases, keeping per capita rates well under state guidelines. Tuition revenues are further enhanced by steady enrollment growth, full time equivalent (FTE) count of 9,137 in the current year represents a 5.4 percent increase from the prior years."

Mr. McKenna pointed out that Moody's comments are not all 100 percent positive, which is typical.

- "While *the district's overall debt burden* is slightly above average at 3.8 percent . . . " despite that, ". . . the sizeable tax base, limited borrowing needs of the district, Moody's believes the district's debt profile will remain favorable due to expected tax base growth and capital needs of the district . . . " Mr. McKenna explained that the district's overall debt burden includes all of the overlapping taxing districts - Cook County, all the high

school districts, elementary districts, and underlying districts - not just Harper by itself.

Mr. McKenna noted that he calculated what would happen if Harper did not have the Aaa rating, but rather the Aa rating. Hypothetically, if they took the issues outstanding right now, put them in today's market and refunded them, dropping them down just one grade from Aaa to the Aa, the differential of interest costs to the citizens would be \$1.1M.

He noted that the interest rates that they received on these bonds are better than the average across the country and the average in Illinois for any other Aaa rated bank qualified sale. That is a testimony to the fact that Harper has had its name in the marketplace, that it has had wonderful business with Moody's, that it is recognized very favorably in the newspaper in the area, it has had good management - all of those things put together. Mr. McKenna added that he wants to do everything possible to help Harper keep its Aaa rating - it is very important.

In conclusion, Mr. McKenna stated that it is his recommendation that the Board adopt the Resolution and accept the bid of J. P. Morgan. Once approved, the interest rate will be locked in. Vice President Thorson, Mr. McKenna and Chapman & Cutler will take care of the closing mechanics. Closing would occur approximately March 10.

Member Hill stated that he has never seen better than a 31 basis point bid between the highest and the second highest. He asked what caused the incredible gap. Mr. McKenna gave a non-speculative reason and a speculative one. Non-speculative reason: after its merger with BankOne First Chicago, J. P. Morgan has been under a lot of pressure to go back to what First Chicago used to do, which was to bid on all bank-qualified State of Illinois credits. As part of the merger pressure, they are more active in this so-called small bank qualified market. Speculative reason: there were three other sales at approximately the same time within a couple of hours by competitive sale method. Harris won one of the bids and Griffin, Kubik won another one. Those were the two other local firms that bid. Typically, if they have won a bid and they have not placed all the bonds, they are most likely not going to be quite as aggressive in the bid. Harper's was the third out of four that sold this morning. J. P. Morgan has expressed an interest in doing more business with the College in the last two years. Hypothetically, when someone

is looking to do more business with an institution, they are going to aggressively bid on things.

In response to Member Hill, Mr. McKenna explained that the \$1.1M differential between Aaa bond and Aa bond is the composite interest savings.

In response to Member Kelley, Mr. McKenna explained that a ballpark figure for the costs, fees and expenses for the bond issuance is approximately \$35,000 to \$37,000. An additional \$5,000 is put in for a cushion and for rounding purposes. At bond closing, \$40,000 will be set aside for expenses. After expenses, there will be \$2M net to the College.

Chair Stone thanked Mr. McKenna.

Member Hill called the question.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

Associate of Arts in  
Teaching (AAT) Degree  
Program in Mathematics

Member Howard moved, Member Gillette seconded, approval of the new AAT degree program in Secondary Mathematics for implementation in Fall 2005, as outlined in Exhibit X-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Murphy added that he applauds this example of Harper College being responsive to needs in the community.

In a voice vote, the motion carried.

Affiliation Agreement  
with Advocate Illinois  
Masonic Center

Member Gillette moved, Member Murphy seconded, approval of the Affiliation Agreement between Harper College and *Advocate Illinois Masonic 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).

In a voice vote, the motion carried.

Proposed Tuition and

Chair Stone asked that Board members comment only

Renovation Fee  
Increases for FY 2005/06

when recognized by the Chair with regard to Exhibit X-D.

Member Kolze moved, Member Howard seconded, approval of the **District Resident** tuition increase of \$4.00 per credit hour from \$71 to \$75 per credit hour and an increase in the renovation fee from \$5 to \$7 and an increase in the technology fee from \$5 to \$7 per credit hour for FY 2005-2006 effective summer 2005. The **Non-Resident** rate is set at the formula plus the **District Resident** rate per credit hour or \$275 per credit hour for FY 2005-06 effective Summer 2005. The **Out-of-State** rate is set at the per capita formula of \$344 per credit hour for FY 2005-2006 effective Summer 2005. The **International Student** rate is set at \$344 per credit hour for FY 2005-2006 effective Summer 2005.

This recommendation is based on the following losses sustained in the last four years FY2003 to FY 2006:

State Funding	\$2,900,000
PTAB	\$5,340,000
Deferred Maint.	<u>\$ 119,000</u>
Total Losses	\$8,359,000

And, a 23% enrollment increase since 1998;

And, minimal or no funding for facilities maintenance and renovation from the state;

And, the ongoing impact of a tax cap that does not reflect real costs borne by community colleges.

Over the past four years, the College has been challenged to meet growing enrollment and demand for new programs, services and facilities, while enduring substantial cuts in state revenue, PTAB losses and funding limits imposed by the tax cap.

Unfortunately, these trends show no sign of abating and, in fact, are likely to worsen in the years ahead creating additional budget deficits. Without careful and prudent financial management, the College will have no choice but to draw down our reserves as other public institutions have been forced to do.

The danger of doing that is obvious, as the state and federal governments have learned. We must not repeat their mistakes. This Board must continue to embrace wise and forward looking financial planning and have the strength and resolve to, at times, make difficult decisions to make sure

Harper can serve our community with the very best programs and services.

The Board's wise and conservative financial management has been noted by Moody's Investors Service in their reaffirmation of the College's exceptional Aaa bond rating. On February 8, 2005, they wrote:

"The district's strong financial operations are evidenced by historically conservative budgeting practices and the accumulation of sizable operating reserves, which Moody's believes will remain healthy, given a strong management team. Assignment of the highest quality rating reflects the district's substantial and economically diverse tax base; consistently sound financial operations supported by healthy reserves; and a favorable debt profile," as outlined in Exhibit X-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder explained that he sent a great deal of information to Board members showing the rationale for this increase. He called attention to a graph received from the State Board of Education showing the relationship between tuition and State appropriations. From 2002 to 2003, tuition increased significantly to counteract the significant decrease in State appropriations. The picture is not pretty, as reflected in the article entitled "Tuition Continues Trajectory" in the February 21, 2005 issue of the *Daily Herald*. Dr. Breuder noted that Rebeka Risteska's comments struck a chord. They know the students' concerns, and they share those concerns. Nobody in education wants to see these types of tuition increases and fee increases.

Tuition at public universities has risen 40 percent since 2002, as the State's support of higher education dropped 13 percent. In comparison, Harper's tuition (tuition only) is up 22.4 percent; tuition and fees combined are up 28 percent, which is considerably below the public universities. Dr. Breuder read highlights of the *Daily Herald* article.

The College has looked at cutting costs to the full extent possible and continues to find ways to eliminate expenses. In the end, it is about generating more revenue, which is why growing enrollment is so pivotal. They must increase margin share to be able to generate the only source of revenue that seemingly the College can continue to count on. Dr. Breuder noted that the amount of money generated with this tuition increase will not solve Harper's financial problems

next year. The preliminary budget draft before him right now shows that they will have a shortfall of \$3M next year in the 01 fund. If tuition is increased by \$4 (if approved this evening), it will generate \$1.1M; however, they will still be short \$2M. If the technology fee is increased tonight, it will generate another \$500,000-\$600,000; they will still be short \$1,500,000. Dr. Breuder added that, in the 02 Fund where the renovation fee sits, there will be a \$1.4M shortfall. The increase tonight will generate \$500,000-\$600,000; however, they will still be short by \$900,000.

He noted that President's Council has their work cut out for them - to figure out how to balance this budget by July 1. In higher education, they are service oriented, which means the bulk of money goes into salaries and benefits - at Harper College, that means 81 percent. A big chunk of money gets sent over to NICOR, ComEd, insurances, etc. There is not much money to play with to balance the budget in the end.

Dr. Breuder explained to the Student Senate President and Student Trustee that, even if the tuition and fee increases are supported tonight, they still have some monumental challenges to figure out how to pay for everything. They will continue to try to bring in more students (obviously because they bring in more money), but they also must provide quality service for them, because the College's academic reputation is being acknowledged. Services must continue to be expanded and programs must be increased to provide for the needs of the community. All of that costs money.

Member Murphy noted that he voted against the tuition increase last year with the expectation that the surplus at the end of the year would exceed the expected revenue generated by the increase. That has turned out to be the case. He noted that the documentation provided to the Board from Dr. Breuder shows a compelling case, and he supports some of what is being proposed tonight. In his opinion, the renovation and technology fee increases are reasonable; they are targeted. However, he feels that the College can afford to forego a tuition increase for one year, giving a reprieve to the students. He does not feel it will have a dramatic effect on the bottom line. He intends to vote "no" on this basis.

Student Member Plazak noted that the Harper College Student Senate has agreed to support the proposed tuition and fee increases for FY 05-06 by a vote of 6 to 5. He had the opportunity to speak with Harper students and

representatives from other Illinois community colleges and found that most view this tuition increase as routine. By one vote, the students agreed to make up for Illinois' lack of funding yet again. He added that students will take on the extra pressure, because they do not have much of a choice. However, raising tuition year after year is not the long-term answer to this problem. Pressure belongs off of Harper's campus - it belongs in Springfield. Student Member Plazak added that he is pleased with the financial responsibility of the institution, and he commends those responsible for its continued success. However, the community deserves real solutions to the problems, not just another quick fix.

Speaking from her experience as a long-standing Board member, and seeing years when they struggled with major deficit issues, Member Howard is in support of having modest tuition increases every year as necessary. Costs increase every year due to inflation, staying state-of-the-art, purchasing outstanding equipment and hiring excellent faculty and staff. Board members do not ever want to vote to raise student tuition. In the past, they went through a period of not increasing tuition, and after four years they were forced to do a big jump. It came as a shock and penalized those students who were starting Harper then. The students, and the College, can plan better with expected gradual increases. Member Howard reminded everyone that Harper's tuition is still a bargain.

Member Howard agrees that the State of Illinois is not meeting its obligation to community colleges or to higher education. When community colleges were originally established, the intent was that the State would pay 33 percent of the costs. That has happened only six years out of forty. She feels that if they choose not to raise tuition one year, as Mr. Murphy suggested, they would have to make an even bigger jump next year, and it will be more of a disservice to students. She is strongly in support of continuing the gradual annual increases. Harper's obligation to its students is to have the highest quality education and excellent facilities. It would be more of a disservice if they cut so much that they could not offer an excellent education. Additionally, Member Howard reminded everyone that the College will be conducting union negotiations in the next few years. Understandably, faculty and administrators will want some increases, because they also have to face inflationary costs and the higher cost of living in this area. It is a hard vote, but increasing tuition is the responsible thing to do to

keep Harper a top quality institution and a great asset to the community.

Member Gillette noted that Harper College is supposed to be a non-profit institution, yet they have been able to store a large surplus at the end of each of the last two years. He believes that increasing tuition to build up reserves for a future problem is keeping students away. More ammunition to this belief is the booklet handed out at the ACCT convention, *Keeping America's Promise*. It pointed out very strongly that there are some ethnic people who do not accept charity, who will not accept grants and who will not accept scholarships. They insist on paying their own way, and if their own way is too expensive, they stay away. He wants to give more students a chance to come to Harper; therefore, he will not support the increase in tuition.

Member Kelley explained that, at first he felt he could not support the \$4 fee increase in addition to the \$4 tuition increase. However, after receiving more information, he feels differently. Harper's enrollment is up 4.5 percent, which is the leading percentage change among all of their peers - McHenry, Elgin, DuPage, Oakton and Lake County. He believes students are coming to Harper because they have an opportunity to seek a high quality education, and it is still affordable. He does not doubt that there may be more students who would come if the tuition was not as expensive as it is; however, he does not know whether they would come if the quality of education dropped. That is his concern if they choose not to increase tuition. Additionally, he is concerned about the condition of the facilities. The \$2 renovation fee is sorely needed with the increased square footage. Member Kelley noted that the student approval was a significant factor in his decision. He will be supportive of the increase.

Member Kelley also noted that, although it is projected that the College may have a \$300,000 - \$400,000 "profit" for the fiscal year ending 2005, the College is in a position to fund a retirement program to the tune of \$750,000. Under the new Government Accounting Standards, he feels all not-for-profit or governmental institutions will be asked to more accurately state their pension obligations. It would be fiscally imprudent on Harper's part to ignore that fact at this point. The only way to fund pension obligations is to increase the tuition and fees at this rate. He added that the \$4 annual tuition increase that was put into place by the Board seven or eight years ago was one of the best things they could have done.

With regard to State obligations, Member Kelley noted that when he attended Harper College, 34 percent of the funding came from the State of Illinois; it is now down to 7.7 percent. He added that he applauds the administration for taking the steps necessary for keeping Harper financially solvent.

Member Kolze noted that it is a difficult decision to increase tuition every year; however, there are not many alternatives. He noted that some school districts have entered into this downward spiral, and they are in very serious trouble. He feels that if the Board were to vote against the tuition increase this year, with the uncertainties facing the College, it could cause them to fall into that downward spiral. The increase is critical to Harper's financial future and also to its future with respect to quality offerings to serve the community. He will support the increase.

Member Hill noted that most of his points have been made by other Board members. He noted that over the last seven or eight months, he has learned a great deal about the uncertainties of managing this not-for-profit organization in a way that maximizes quality education and minimizes the costs associated with it, while minimizing tuition increases. He will be voting in support of the tuition increase. Member Hill added that, if he is a part of the new Board, he will be asking for a series of studies to help guide this type of decision-making. After studying comparable tuition costs, he feels that the value of a Harper College education is immense.

Chair Stone stated that her colleagues have been very eloquent as they talked about facts and figures and the difficulty of this decision. Her comments will be from the perspective of a single mom - a single mom who always had to watch the checkbook and sometimes say the unpopular things. Joe and Rebeka and all of their fellow students are very close to her heart. She wishes she could tell them what they would like to hear, that there would be no tuition increase. However, the Board would be doing the students and the institution a terrible disservice by heading into that downward spiral where other districts have gone.

Chair Stone noted that the newspaper articles reflect the difficulties of school districts all around. Whether she is still on this Board or whether she has retired, she does not want to ever look back and think that she was one of the Trustees that made decisions that took this institution down. That is why she will vote for Harper's financial solvency, with the

hope that at some point the State of Illinois solves its financial crisis.

Member Howard added that they have worked very hard to strengthen the Harper College Educational Foundation and increase the amount of financial aid available for students. They have worked at the national level to increase funding for PELL grants and other student assistance.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

Proposed Credit  
Course Fee Increases  
for FY 2005-2006

Member Kelley moved, Member Gillette seconded, approval of the Proposed Fee Changes for 2005-06 effective with the 2005 Summer semester, as outlined in Exhibit X-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette complimented the administration on eliminating the fee from the ESL vocabulary course.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Plazak voted aye.

Second Reading - Board  
Policy Changes to  
Incorporate Selected  
Provisions from the  
Sarbanes-Oxley Act of  
2002

Member Kelley moved, Member Kolze seconded, approval of the following addition: New Section 07.01.19 Audit to the Board Policy Manual and a revision to 13.01.00 Code of Ethics, as outlined in Revised Exhibit X-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Kelley noted that he has been involved with this for several months, spending time with Dr. Breuder, Vice President Thorson and the KPMG auditor. They have come up with a good policy which is slightly modified from what was initially proposed. Chair Stone thanked Member Kelley for his involvement.

Member Gillette complimented the administration and everyone who worked on the policy. Although it does deviate from the recommendation from ACCT, Member Gillette feels that it follows the spirit, which is important. He added that there is no obligation by the administration or the Board to adopt a policy equivalent to the Sarbanes-Oxley Act, but by doing so, it gives the public much more trust in Harper as a whole. Member Gillette asked if the Board could be provided with a report reflecting similar policies, equivalent to the Sarbanes-Oxley Act, adopted by surrounding districts. He explained that he would like to compare and benchmark Harper's adopted policy against the adopted policies of others. He suggested they receive it at next year's Board retreat. Chair Stone noted that they will look into it.

In a voice vote, the motion carried

Board Canvass Meeting  
Change of Dates

Member Gillette moved, Student Member Plazak seconded, to change the April meeting date for the Election Canvass from April 21, 2005 at 6 p.m. to Tuesday, April 26, 2005 at 7 p.m. The Election Canvass Meeting will be followed by the Organizational Meeting which will then be followed by the Regular Board Meeting, as outlined in Exhibit X-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Stone noted that this change is due to technological advances that will enable them to do a more efficient job with regard to the Board canvass.

In a voice vote, the motion carried.

Consideration of  
Sabbatical Leaves for  
Faculty

Member Howard moved, Member Gillette seconded, to grant the following faculty members a sabbatical leave for the requested time period, as outlined in Revised Exhibit X-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Karen Lustig	LSHS	Fall 2005	\$44,715
Elizabeth Minicz	AELS	Fall 2005	\$37,488
Peggy Kazkaz	AELS	Fall 05 and Spring 06 (1/2 salary)	\$ 46,146
			*\$128,349

\*In addition to these costs, the College will hire part-time faculty at a cost of approximately \$46,810 to teach, in the absence of the faculty on leave.

Member Howard noted that she is very impressed with the quality of the applications. Member Murphy noted that he is enthusiastic about the non-native and ESL focus of the sabbaticals.

In a voice vote, the motion carried

ANNOUNCEMENTS BY  
CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. Chair Stone noted that Spring Break is March 26 through April 3. The next Regular Board meeting is March 29 at 7:00 p.m. The election canvass, Board Organization Meeting and Regular Board meeting will be on April 26.

OTHER BUSINESS

Member Gillette asked if the administration could conduct a study to determine if Harper could offer the first courses in English and Math to adults over 26 years old during the unused afternoon time on campus at a bargain rate. Vice President Skold noted that, at the request of the Board, they will be having a presentation at the March meeting regarding the different types of modalities and some of the more innovative things the College is doing in terms of schedules. In response to Chair Stone, Member Gillette stated he would hold off on his request until after the presentation.

ADJOURNMENT

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

In a voice vote, the motion carried at 9:32 p.m.

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Chair

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Secretary

## BOARD REQUESTS

### FEBRUARY 22, 2005 REGULAR BOARD MEETING

1. Member Hill recommended that the website presentation be given to the Educational Foundation.
2. Chair Stone asked that the Board be provided with a report which lists the items that were finally disposed of in auction and the proceeds received from the auction. Ms. Keshavarzi noted that they will provide the report.
3. Member Gillette asked if the Board could be provided with a report reflecting similar policies, equivalent to the Sarbanes-Oxley Act, adopted by surrounding districts. He explained that he would like to compare and benchmark Harper's adopted policy against the adopted policies of others. He suggested they receive it at next year's Board retreat. Chair Stone noted that they will look into it.

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I.	BILLS PAYABLE	
	Operating Fund	\$ 4,206,147.32
	Tuition Refunds	\$ 334,937.96
II.	PAYROLL	
	02/18/2005	\$ 2,260,562.15
	03/04/2005	2,227,398.15
III.	ESTIMATED PAYROLL	
	03/18/2005	\$ 2,243,980.15

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

March 29, 2005

SUMMARY OF BIDS

- Exhibit IX – A.3.a The administration recommends that the Board award bid request Q00409 to Ramrod Distributors, Inc., the low bidder for Nobles floor cleaning equipment: a 15-gallon canister extractor, a high speed burnisher, an automatic extractor, two 30" wide area vacuums with attachments, four rotary floor machines with tanks and two-self propelled battery burnishers, plus four Euroclean hip mounted vacuums with attachments, in the amount of \$23,930.32.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00409 for Nobles floor cleaning equipment: a 15-gallon canister extractor, a high speed burnisher, an automatic extractor, two 30" wide area vacuums with attachments, four rotary floor machines with tanks and two self-propelled battery burnishers, plus four Euroclean hip mounted vacuums with attachments, as requested by Physical Plant for the Custodial department.

II. BUDGET STATUS

Funds in the amount of \$23,930.32 are provided in the 2004/05 Operations and Maintenance Fund budget, under account number 0272-064-587.

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:

Ramrod Distributors, Inc.	\$ 23,930.32
Chemcraft Industries	25,153.48
The Elton Corporation	28,196.64

Nobles is the standard floor cleaning equipment at the College. The Custodial associates have received training on this equipment. Nobles items to be purchased include a 15-gallon canister extractor, a high speed burnisher, an automatic extractor, two 30" wide area vacuums with attachments, four rotary floor machines with tanks and two self-propelled battery burnishers. As the hip vac is the only required item that Nobles Industries does not supply, the purchase

is to include four Euroclean USA brand hip mounted vacuums with attachments.

This request is for replacement of existing equipment which is 18 years or more old and has been repaired many times, and additional equipment, all of which is essential to the success of the Custodial operations of the College.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00409 to Ramrod Distributors, Inc., the low bidder for Nobles floor cleaning equipment: a 15-gallon canister extractor, a high speed burnisher, an automatic extractor, two 30" wide area vacuums with attachments, four rotary floor machines with tanks and two-self propelled battery burnishers, plus four Euroclean hip mounted vacuums with attachments, in the amount of \$23,930.32.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

March 29, 2005

SUMMARY OF PURCHASE ORDERS

THERE ARE NO PURCHASE ORDERS THIS MONTH.

WILLIAM RAINEY HARPER COLLEGE

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Tenure Status Report

- for faculty members employed at the start of academic year -

II. REASON FOR CONSIDERATION

Since 1980, resulting from a change in the Community College Act, Board of Trustee action is required only for the denial of tenure. The administration informs the Board of the tenure status of all probationary faculty after review by the Faculty Tenure Committee and the administrative staff.

III. BACKGROUND INFORMATION

Attached are the names of faculty whose employment began with the start of an academic year (fall semester) and who are currently non-tenured. The academic semester each would first be eligible for tenure is indicated.

**NON-TENURED FACULTY  
2005 - 2006 Academic Year**

**EMPLOYED**

**ELIGIBLE FOR TENURE**

**Fall 2002**

Bowker, Barbara -*Music*  
Braunschweig, David -*Computer Info Systems*  
Cui, Lin -*English as Second Language*  
Curran, John -*Speech/Theatre*  
Hammontree, Kelly -*Cardiac Tech*  
Harris, Travaris -*Counselor*  
Kaplan, Richard -*English*  
Kaplow, Judy -*Humanities*  
Labeau, Kathleen -*Math*  
Larkin, Richard -*Physical Ed*  
Lasko, Larry -*Counselor*  
Lombardi, Jeannine -*Education*  
McLaughlin, Pamela -*Biology*

**Fall 2005**

Moran, Corinne -*Art*  
Nevels, Kathi -*Counselor*  
Noonan, Sean -*Sociology*  
Olmos, Ross -*Criminal Justice*  
Page, Kelly -*Physics*  
Peot, Jason -*Art*  
Robinson, Michele -*ECE*  
Sallee, Judith -*Math*  
Stettner, Craig -*Biology*  
Taylor, M. Glenn -*English*  
Walsh, Jessica -*English*  
Williams, LaVonya -*Counselor*

**Fall 2003**

Abasolo, Anne -*StuDev*  
Antonides, David -*StuDev*  
Ayers, Lisa -*Nursing*  
Chandra, Karen -*Nursing*  
Chung, Teresa -*English*  
Fitzgerald, Bridget -*Sociology*  
Frank, Linda -*StuDev*

**Fall 2006**

Knuth, Maria -*AED, Math*  
Puente, Jennifer -*Psychology*  
Rothstein, Karen -*StuDev*  
Summers, Bobby -*Political Science*  
Sunderbruch, Joshua -*English*  
Tomasian, Alicia -*English*

**Fall 2004**

Leslye Hess -*Radiologic Technology*

**Fall 2007**

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

2007-2008 Academic Calendar.

II. REASON FOR CONSIDERATION

Under the authority of the Public Community College Act, the Board of Trustees of the local community college districts shall establish an academic calendar for the college district.

III. BACKGROUND INFORMATION

The Academic Calendar for 2007-2008 has been reviewed by the Faculty Senate, Deans' Council and President's Council. Upon approval, the calendar will be published in the College Bulletin, on the Web Site and in other appropriate publications.

IV. RECOMMENDATION

It is recommended that the attached calendar for the 2007-2008 academic year be adopted.

**WILLIAM RAINEY HARPER COLLEGE  
ACADEMIC CALENDAR  
2007-2008**

FIRST SEMESTER - FALL, 2007

Registration as scheduled	Through August 17
Final Registration Week	August 20 - 25
Faculty Report	August 21
Classes Begin*	August 27
Last Day for 100% Refunds**	September 1
Labor Day (Classes Not in Session)	September 3
Midterm	October 20
Veterans Day (Classes Not in Session)	November 12
Last Day for Withdrawals (16 week classes)***	November 17
Thanksgiving Holiday (Classes Not in Session)	November 22 - 25
Last Week of Fall Term (Final Exams)	December 17 - 21
Semester Break Begins	December 22

SECOND SEMESTER - SPRING, 2008

Registration as scheduled	Through January 11
Final Registration Week	January 14 - 19
Faculty Report	January 16
Martin Luther King Day (Classes Not in Session)	January 21
Classes Begin*	January 22
Last Day for 100% Refunds**	January 29
Lincoln's Birthday Observed (Classes Not in Session)	February 12
Midterm	March 15
Reading Day (Classes not in session)	March 21
Spring Break	March 22 - 29
Classes Resume	March 31
Last Day for Withdrawals (16 week classes)***	April 19
Last Week of Spring Term (Final Exams)	May 19 - 23
Graduation	May TBA
Semester Break Begins	May 24

SUMMER SESSION, 2008

Registration as scheduled	Through May 30
Final Registration Week	June 2 - 6
Classes Begin*	June 9
Last Day for 100% Refunds**	June 10
Midterm	July 3
Fourth of July	July 4
Last Day for Withdrawals***	July 17
Final Exams	July 30 - 31

\* Most credit classes begin this week. Many continuing education and credit classes begin on other dates. Check class schedule.

\*\* Per institutional tuition refund policy in the College Catalog

\*\*\* Per institutional policy, deadline varies for non 16-week courses

WILLIAM RAINEY HARPER COLLEGE  
Preliminary Schedule of Investments  
As of February 28, 2005

Consent Agenda  
Exhibit IX-B.1  
March 29, 2005

	<u>Outstanding Investments</u>	<u>FY05 Budget</u>	<u>Planned To Date</u>	<u>Earned To Date</u>
EDUCATION FUND	\$ 30,311,325	315,000	210,000	316,866
OPERATIONS, & MAINT. FUND	9,317,852	140,000	93,333	112,379
OPERATIONS, & MAINT. FUND (Restricted)	2,887,145	50,000	33,333	35,984
BOND & INTEREST	3,096,865	55,000	36,667	39,715
AUXILIARY ENTERPRISES	2,365,637	35,000	23,333	26,377
RESTRICTED FUNDS	5,590,181	55,000	36,667	78,740
WORKING CASH FUND	13,088,224	185,000	123,333	163,792
AUDIT FUND	252,972	2,500	1,667	2,811
LIABILITY, PROTECTION & SETTLEMENT	<u>116,926</u>	<u>5,000</u>	<u>3,333</u>	<u>1,545</u>
Total	\$ <u><u>67,027,127</u></u>	<u><u>842,500</u></u>	<u><u>561,667</u></u>	<u><u>778,210</u></u>

**WILLIAM RAINEY HARPER COLLEGE**  
**FY2004/2005 BUDGET AND EXPENDITURES**  
 February 28, 2005

Mar. 29, 2005  
Exhibit IX-B.1

**EDUCATION FUND**

<b>DIVISION</b>	<b>BUDGET</b>	<b>BUDGET YTD</b>	<b>EXPENDITURES YEAR TO DATE</b>	<b>FUTURE COMMITMENTS</b>	<b>% PAID OR COMMITTED</b>	<b>UNCOMMITTED BALANCE</b>
<b>Institutional</b>						
Admin Services	11,157,629.00	6,263,892.92	4,537,458.06	90,965.75	41.48%	6,529,205.19
<b>Sub-Total</b>	<b>\$11,157,629.00</b>	<b>\$6,263,892.92</b>	<b>\$4,537,458.06</b>	<b>\$90,965.75</b>	<b>41.48%</b>	<b>\$6,529,205.19</b>
<b>President</b>						
Development Office	416,228.00	233,670.40	279,202.09	122,825.70	96.59%	14,200.21
Pres/Brd of Trustees	341,971.00	191,982.52	228,379.44	101,145.43	96.36%	12,446.13
Strategic Alliance	182,528.00	102,471.22	108,411.34	54,583.93	89.30%	19,532.73
Assoc VP Development	186,814.00	104,877.38	118,794.84	58,351.14	94.82%	9,668.02
<b>Sub-Total</b>	<b>\$1,127,541.00</b>	<b>\$633,001.52</b>	<b>\$734,787.71</b>	<b>\$336,906.20</b>	<b>95.05%</b>	<b>\$55,847.09</b>
<b>Student Affairs</b>						
Student Activities	431,240.00	242,098.14	245,638.37	112,708.87	83.10%	72,892.76
Student Development	3,701,090.00	2,077,791.93	2,240,396.78	889,566.54	84.57%	571,126.68
Wellns/Human Perform	1,798,692.00	1,009,785.69	1,034,080.41	459,195.94	83.02%	305,415.65
<b>Sub-Total</b>	<b>\$5,931,022.00</b>	<b>\$3,329,675.75</b>	<b>\$3,520,115.56</b>	<b>\$1,461,471.35</b>	<b>\$0.84</b>	<b>\$949,435.09</b>
<b>VP Academic Affairs</b>						
Acad Enrich/Lang Std	4,313,424.00	2,421,556.23	2,447,591.14	1,226,140.99	85.17%	639,691.87
VP Academic Affairs	907,358.00	509,390.78	170,580.42	62,714.03	25.71%	674,063.55
Assoc VP Aca Affairs	322,992.00	181,327.71	185,859.89	86,297.49	84.26%	50,834.62
Bus/Social Sciences	5,475,167.00	3,073,758.75	3,158,548.23	1,562,151.67	86.22%	754,467.10
Dean of Cont Educ	507,295.00	284,795.41	293,715.71	131,285.53	83.78%	82,293.76

**WILLIAM RAINEY HARPER COLLEGE**  
**FY2004/2005 BUDGET AND EXPENDITURES**  
 February 28, 2005

Mar. 29, 2005  
Exhibit IX-B.1

**EDUCATION FUND**

<b>DIVISION</b>	<b>BUDGET</b>	<b>BUDGET YTD</b>	<b>EXPENDITURES YEAR TO DATE</b>	<b>FUTURE COMMITMENTS</b>	<b>% PAID OR COMMITTED</b>	<b>UNCOMMITTED BALANCE</b>
Liberal Arts	5,672,278.00	3,184,416.87	3,327,484.94	1,734,751.64	89.25%	610,041.42
Life Sci/Hum Services	4,514,052.00	2,534,188.79	2,620,719.83	1,407,051.72	89.23%	486,280.45
Resource for Learning	2,145,024.00	1,204,216.47	1,306,626.36	483,511.97	83.46%	354,885.67
Tech/Math & Phy Sci	4,759,609.00	2,672,044.49	2,847,462.07	1,441,162.48	90.10%	470,984.45
Asst. VP Aca Affairs	274,157.00	153,911.74	156,478.95	66,276.84	81.25%	51,401.21
<b>Sub-Total</b>	<b>\$28,891,356.00</b>	<b>\$16,219,607.26</b>	<b>\$16,515,067.54</b>	<b>\$8,201,344.36</b>	<b>\$0.86</b>	<b>\$4,174,944.10</b>
<b>VP Admin Services</b>						
Admin Services	1,676,502.00	941,188.22	1,028,251.92	514,872.28	92.04%	133,377.80
<b>Sub-Total</b>	<b>\$1,676,502.00</b>	<b>\$941,188.22</b>	<b>\$1,028,251.92</b>	<b>\$514,872.28</b>	<b>\$0.92</b>	<b>\$133,377.80</b>
<b>VP Diversity/Org Dev</b>						
Human Res/Int. Affairs	495,016.00	277,901.98	228,838.40	0.00	46.23%	266,177.60
Asst VP Diversity/Org	577,186.00	324,032.22	383,338.55	145,904.57	91.69%	47,942.88
<b>Sub-Total</b>	<b>\$1,072,202.00</b>	<b>\$601,934.20</b>	<b>\$612,176.95</b>	<b>\$145,904.57</b>	<b>\$0.71</b>	<b>\$314,120.48</b>
<b>VP Info Technology</b>						
Info Technology	5,683,085.00	3,190,483.92	3,334,358.70	1,464,713.98	84.44%	884,012.32
<b>Sub-Total</b>	<b>\$5,683,085.00</b>	<b>\$3,190,483.92</b>	<b>\$3,334,358.70</b>	<b>\$1,464,713.98</b>	<b>\$0.84</b>	<b>\$884,012.32</b>
<b>VP Mktg &amp; Advancement</b>						
VP Enroll/Marketing	1,892,582.00	1,062,495.53	1,301,239.29	450,790.44	92.57%	140,552.27
Enrollment Svcs	1,569,713.00	881,236.88	1,021,694.65	392,447.64	90.09%	155,570.71
Pub/Comm Services	1,459,871.00	819,571.58	858,164.44	588,353.79	99.09%	13,352.77

**WILLIAM RAINEY HARPER COLLEGE**  
**FY2004/2005 BUDGET AND EXPENDITURES**  
 February 28, 2005

Mar. 29, 2005  
Exhibit IX-B.1

**EDUCATION FUND**

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
<b>Sub-Total</b>	<b>\$4,922,166.00</b>	<b>\$2,763,303.99</b>	<b>\$3,181,098.38</b>	<b>\$1,431,591.87</b>	<b>\$0.94</b>	<b>\$309,475.75</b>
<b>Grand Total:</b>	<b>\$60,461,503.00</b>	<b>\$33,943,087.78</b>	<b>\$33,463,314.82</b>	<b>\$13,647,770.36</b>	<b>77.92%</b>	<b>\$13,350,417.82</b>

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

- Foundation Report Kris Howard
- ICCTA Report - Richard Gillette

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: March 29, 2005**

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS-ENDS</b>
<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> Northern Illinois Reginal Consortium ETIP Grant Corporate Services C. McClement	Awarded through Employer Training Investment Program (ETIP) Large Company component, grant is to be used to upgrade skills of workers.	DCEO \$306,323	07/01/04 06/01/05
<u>NEW</u> Academic Success Programming for Underrepresented Minority Students Center for Multicultural Learning L. LaBaue-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

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS-ENDS</b>
<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
<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

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS-ENDS</b>
<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. Kavın	Provides technical assistance to A & D Service Programs	USDE/St. Paul Technical \$77,500	07/01/04 06/30/05
<u>RENEWAL</u> Midwest Center of Post- Secondary Outreach Access & Disability Services T. Thompson/D. Kavın	Provides technical assistance to A & D Service Programs	USDE/St. Paul Technical \$42,000	07/01/04 06/30/05

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<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 March 29, 2005**

**\$2,265,577**

**\*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  
February Fundraising Report FY05**

Appeal Description	Gift Count	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Gala 2005	17	\$3,225.00	\$13,725.00	\$12,600.00	\$0.00	\$29,550.00
Golf Open 2005	1	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Imaginary Invalid - Director's Circle Event	3	\$150.00	\$600.00	\$0.00	\$0.00	\$750.00
Jim McGuire Golf Open	4	\$170.00	\$0.00	\$0.00	\$0.00	\$170.00
Memorial	3	\$167.00	\$500.00	\$0.00	\$0.00	\$667.00
Personal Solicitation	4	\$1,405.00	\$32,000.00	\$0.00	\$0.00	\$33,405.00
Pacesetter Campaign FY05	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Stewardship	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Unsolicited	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Calendar Year-End Direct Mail FY05	3	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
<b>TOTAL</b>	<b>38</b>	<b>\$7,317.00</b>	<b>\$56,825.00</b>	<b>\$12,600.00</b>	<b>\$0.00</b>	<b>\$76,742.00</b>

**Harper College Educational Foundation  
Year to Date Fundraising Report (as of 2/28/2005)**

Appeal Description	Gift Count	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Board Solicited	1	\$95.29	\$0.00	\$0.00	\$0.00	\$95.29
Gala 2005	17	\$3,225.00	\$13,725.00	\$12,600.00	\$0.00	\$29,550.00
Golf Open 2004	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Golf Open 2005	1	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Harper Symphony Orchestra	4	\$375.00	\$0.00	\$0.00	\$0.00	\$375.00
Harper Quest Celebration Events	29	\$6,367.33	\$74,450.00	\$22,000.00	\$0.00	\$102,817.33
Imaginary Invalid - Director's Circle Event	3	\$150.00	\$600.00	\$0.00	\$0.00	\$750.00
Jim McGuire Golf Open	32	\$2,438.00	\$0.00	\$0.00	\$0.00	\$2,438.00
Memorial	55	\$8,317.00	\$1,050.00	\$0.00	\$0.00	\$9,367.00
Margaret Scott	60	\$1,708.22	\$0.00	\$0.00	\$0.00	\$1,708.22
Pacesetter Campaign FY04	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Personal Solicitation	18	\$14,405.00	\$93,500.00	\$0.00	\$200,000.00	\$307,905.00
Proposal	5	\$12,500.00	\$2,000.00	\$0.00	\$0.00	\$14,500.00
Pacesetter Campaign FY05	28	\$19,022.70	\$7,366.20	\$0.00	\$0.00	\$26,388.90
Resources for Excellence Employee Campaign FY04	72	\$145.00	\$20.00	\$0.00	\$0.00	\$165.00
Jeremy Rifkin Event	15	\$174.00	\$0.00	\$0.00	\$0.00	\$174.00
Scholarship Stewardship Reports	17	\$37,174.00	\$0.00	\$0.00	\$0.00	\$37,174.00
Special Initiatives	6	\$4,951.42	\$0.00	\$0.00	\$0.00	\$4,951.42
Stewardship	11	\$10,258.00	\$0.00	\$0.00	\$0.00	\$10,258.00
Tradition of Excellence 2003	1	\$520.00	\$0.00	\$0.00	\$0.00	\$520.00
Theatre Seat Campaign	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Unsolicited	14	\$8,125.00	\$0.00	\$718.22	\$0.00	\$8,843.22
Calendar Year-End Direct Mail FY05	73	\$13,605.00	\$0.00	\$0.00	\$0.00	\$13,605.00
<b>Grand Totals:</b>	<b>465</b>	<b>\$144,655.96</b>	<b>\$202,711.20</b>	<b>\$35,318.22</b>	<b>\$200,000.00</b>	<b>\$582,685.38</b>

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Consortium, Cooperative and the State of Illinois Contracts purchasing status report.

II. REASON FOR CONSIDERATION

The Board is provided with a monthly update of purchases from consortiums, cooperatives or the State of Illinois Contracts.

III. BACKGROUND INFORMATION

The attached report is a summary of current purchases from consortiums, cooperatives or the State of Illinois Contracts.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

**Second Reading** of a modification to Section 01.25.10 on Board of Trustees Organizational Meeting.

II. REASON FOR CONSIDERATION

Modifications to Board Policy require two readings before they are incorporated into the Board Policy Manual. This is the **second reading** for a modification to Section 01.25.10 on Board of Trustees Organizational Meeting.

III. BACKGROUND INFORMATION

The enactment of legislation providing for Provisional Ballots has added 2 weeks to the election time line.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the following modification.

WILLIAM RAINEY HARPER COLLEGE

POLICY STATEMENT

Title: Organizational **Meeting** No. 01.25.10

Approved:

Revised:

On or before the 14- ~~28~~**th** day after the election, the chair of the Board shall convene the new Board and conduct the election for chair, vice-chair, and secretary. ~~However, after the 2001 and 2003 elections, this organizational meeting shall be held in November, within 14 days after the day on which the November Consolidated Election would have been held.~~

WILLIAM RAINEY HARPER COLLEGE  
BOARD ACTION

I. SUBJECT

**Second Reading** of a modification to Section 01.25.07 on Board of Trustees Election Canvassing.

II. REASON FOR CONSIDERATION

Modifications to Board Policy require two readings before they are incorporated into the Board Policy Manual. This is the **second reading** for a modification to Section 01.25.07 on Board of Trustees Election Canvassing.

III. BACKGROUND INFORMATION

The enactment of legislation providing for Provisional Ballots has added 2 weeks to the election time line.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the following modification to Section 01.25.07 on Board of Trustees Election Canvassing.

WILLIAM RAINEY HARPER COLLEGE  
POLICY STATEMENT

Title: **Canvassing**

No. 01.25.07

Approved:

Revised:

Within ~~seven days~~ **21** days after the election, the Board shall canvass the results of the election, proclaim the winners, and transmit its abstract of votes to the election authority, and the State Board of Elections.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recognition of one former and two current Trustees

II. REASON FOR CONSIDERATION

To acknowledge 55 years of combined service to Harper College through their role as a College Trustee.

III. BACKGROUND INFORMATION

Kris Howard, Barbara Barton and Dick Kolze have served as distinguished members of the Harper College Board of Trustees for 24, 19 and 12 years, respectively. All have served in various leadership roles, including Chair.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees permanently acknowledge the many contributions and tireless effort of three people who have served the College to the highest standard:

- The perimeter road around Harper shall be known as *Kris Howard Boulevard*.
- The road leading into the circle containing the Medwedeff sculpture shall be known as *Barbara Barton Drive*.
- The road leading up to the circle containing the Brown sculpture in front of the Wojcik Conference Center shall be known as *Dick Kolze Lane*.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Acquisition of bronze sculpture for the Harper College art collection

II. REASON FOR CONSIDERATION

To continue to contribute to the Foundation's art collection through the completion of Avanté.

The State of Illinois strongly urges all public entities to demonstrate a commitment to the arts whenever a facility is constructed.

III. BACKGROUND INFORMATION

The College has made a significant commitment to the arts. Evidence of that commitment is the existence of an art collection currently appraised at \$1.2 million, the recent construction of the Performing Arts Center and a recognized Art Department, offering an Associate in Fine Arts Degree and an Art Education Degree.

In the past three years, the Foundation, on behalf of the College, has acquired major works of art:

- "Oasis" by John Medwedeff
- "Lintel" by Michael Brown
- "Jubilee" by Bruce White
- "Chicago Structure" by Robert Stackhouse

The current request is to commission a 6½' bronze sculpture entitled "A Walk In The Mist" by sculptors Jim and Judy Dodson. The new sculpture would be placed in the garden atrium of Avanté. The patina used by the sculptors blends beautifully with the colors used in Avanté, and the theme of the sculpture is congruent with the name of the building, Avanté, which means go forward.

The artist prepared a description of "A Walk In The Mist"

"A walk in the mist represents a walk toward the future, met with eagerness for what tomorrow may bring, with knowledge to shed light on what may come, and to know there will always be a bright new beginning."

IV. RECOMMENDATION

The administration recommends that the Board of Trustees commission Jim and Judy Dodson to sculpt a 6½' bronze at a cost of \$72,000. The cost includes transportation and placement of the sculpture.

In addition, the Dodson's will donate to the Harper College Foundation a 16" bronze replica of "A Walk In The Mist" to be auctioned at the April 9 Gala. Proceeds from the sale of the bronze will go to help the Foundation cover its 50% share of the purchase price.

Funding for the bronze would come in equal parts from the Harper College Foundation and from the College. The College's portion comes from interest income earned through the Avanté building project. College officials will continue to seek donations to further reduce the College's commitment to this acquisition.