



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

June 23, 2005
7:00 p.m.

I. Call to Order

II. Roll Call

III. Approval of Agenda

IV. Presentations

- Dr. Margaret Skold, Maria Coons: Delivering Instruction Using Various Scheduling Models

V. Student Trustee Report

VI. President's Report

- Terence Felton: Phoenix / ERP Update

VII. Harper Employee Comments

VIII. Citizen Comments

IX. Consent Agenda* (Roll Call Vote)

A. For Approval

- | | |
|---|----------------|
| 1. Minutes - May 31, 2005 Regular Board Meeting | Exhibit IX-A.1 |
| 2. Bills Payable, Payroll for May 27, 2005 and June 9, 2005;
Estimated Payroll for June 23, 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. Student Service Awards - 2005 | Exhibit IX-A.6 |

B. For Information

- | | |
|--|----------------|
| 1. Financial Statements | Exhibit IX-B.1 |
| 2. Committee and Liaison Reports | Exhibit IX-B.2 |
| 3. Grants and Gifts Status Report | Exhibit IX-B.3 |
| 4. Summary of Items Purchased from State Contracts, Consortiums
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: | Intergovernmental Agreement Between William Rainey Harper College and the Northwest Suburban Regional Training Authority | Exhibit X-A |
| B. RECOMMENDATION: | Educational Service Providers | Exhibit X-B |
| C. RECOMMENDATION: | Resolution to Approve the Strategic Long-Range Plan 2005-2008 | Exhibit X-C |
| D. RECOMMENDATION: | Reauthorization to Pursue Changing Illinois Law to Allow the College to Offer a Pilot Program to Grant Selected Baccalaureate Degrees | Exhibit X-D |
| E. RECOMMENDATION: | Preliminary Budget for FY2005-2006 | Exhibit X-E |
| F. RECOMMENDATION: | Resolution to Establish a 2005-2006 Budget Hearing Date | Exhibit X-F |
| G. RECOMMENDATION: | Selection of Engineer for Fire Alarm Project | Exhibit X-G |
| H. RECOMMENDATION: | Administrative Employment Contracts | Exhibit X-H |
| I. RECOMMENDATION: | Increase in Salaries and Fringe Benefit Expenses for the Classified/Food Service and Supervisory/Confidential Employees for 2005/2006 | Exhibit X-I |
| J. RECOMMENDATION: | Consulting Service Contract for Northwest Suburban Education to Careers Partnership | Exhibit X-J |

XI. Announcements by the Chair

- A. Communications
- B. Calendar Dates

On-Campus Events

(Note: * = Required)

- | | |
|-----------------------------|--|
| June 29, 2005 | 6 p.m. Dinner - 7 p.m. Concert - 34th Annual Outdoor Dinner & Jazz Concert, Bldg. A South Patio |
| July 4, 2005 | College closed in observance of Independence Day Holiday |
| July 8, 2005 | 8:30 p.m. - Public Viewing Henize Observatory - Parking Lot 8 |
| July 19, 2005 | 7:30 p.m. - The New Quartet Jazz Band - Avanté Courtyard |
| July 19, 20, 21, 26, 27, 31 | 8:00 p.m. - Harper Ensemble Theatre Company, <i>The Caucasian Chalk Circle</i> , Bldg. L Drama Lab |

July 22, 2005 8:30 p.m. - Public Viewing Henize Observatory - Parking Lot 8
July 25, 2005 7:00 p.m. - Author Greg Behrendt, "He's Just Not That Into You" - PAC
*July 26, 2005 7:00 p.m. - Regular Board Meeting - Room W214-215
*August 23, 2005 7:00 p.m. - Regular Board Meeting - Room W214-215

Off-Campus Events

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

XIII. Adjournment

Minutes of the Regular Board Meeting of Tuesday, May 31, 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, May 31, 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, May 31, 2005 at 7:00 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Gillette (7:04 p.m. arrival), Graft, Hill, Hoffman, Kelley, Murphy and Stone; Student Member Hurtubise
Absent: None

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the President; David McShane, V.P. Information Technology; 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; Larry Bielawa; Carol Blotteaux; Arlene Bublick; Phil Burdick; Ned Coonen; Daniel Corr; Rob Dix; Terry Engle; Terence Felton; Robert Getz; Sally Griffith; Vicki Gukenberger; Michael Harkins; Mike Held; Julie Hennig; Thea Keshavarzi; Jim Ma; Jennifer Mathes; Steve McCarthy; Michael Nejman; Sheryl Otto; Jeanne Pankanin; Rich Seiler and Deanna White. Students: Sharon Cash, Rebeka Risteska, Cassi Vestweber and Cary Wolovick.

Guests: Tim Kane, Chicago Tribune; Mike Puente, Daily Herald; Michael Lundeen, Legat Architects; Lucy Smith, visitor.

In the absence of Member Gillette, it was noted that Member Murphy will act as Secretary Pro Tem.

Member Graft led everyone in the Pledge of Allegiance.

Chair Stone noted that there will be an executive session following the regular Board meeting for the purpose of discussing personnel issues and collective bargaining

issues. There will be no votes taken following executive session.

APPROVAL OF AGENDA Member Kelley moved, Member Graft 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 Hurtubise read the following statement: "The Board was introduced earlier to Student Senate President-Elect Christopher Naiweem. Unfortunately, Mr. Naiweem has had to resign his position. As a member of the Army Reserve, he will be deployed to Afghanistan in October for a second tour of duty, his first was in Iraq. With Mr. Naiweem's resignation, the Student Senate followed their constitution and bylaws and established an interview committee composed of two senators, three students-at-large and their advisor, Michael Nejman. The committee interviewed five candidates and appointed Sharon Cash as the Student Senate President for the 2005-06 school term and Gautam Behal as Vice President." He invited Rebeka Risteska to introduce incoming Student Senate President Sharon Cash.

Ms. Risteska noted that it has been a privilege to serve as Student Senate President. She thanked the Board for never underestimating the educational experience that is gained from student activities. She noted that Sharon Cash has served as the Representative of Life Science and Human Services, became Senator of Academic Enrichment and Language Services and has been an energetic member of the Student Senate.

Ms. Cash thanked Rebeka for her leadership. She is excited about serving as President and has some great ideas. She would like to make the Student Senate a more visible force on campus and really get involved with the students. Chair Stone noted that the Board looks forward to working with her.

Member Gillette entered the meeting at 7:04 p.m. It was noted that Member Murphy would no longer act as Secretary Pro Tem.

Chair Stone asked Dr. Breuder to convey the Board's best wishes to Christopher Naiweem who is leaving for military service.

Student Member Hurtubise highlighted upcoming Student Activities events that will take place in the summer, including an overnight excursion to Wisconsin Dells and Mall of America, the Blooming Art Tour, a book signing and visit by author Greg Behrendt, "drive-in movies" on campus, outdoor dinner and jazz concert, and summer play performance.

PRESIDENT'S REPORT

Terence Felton:
Phoenix / ERP Update

Dr. Breuder asked Terence Felton to give a brief update on the Phoenix (ERP) project. Mr. Felton distributed a summary handout. Mr. Felton noted that they are on-time and on-budget with the original schedule, with no major issues. Within all three phases, there is an overall technical/architecture piece:

Team by team Accomplishments - there are a number of teams, and in some cases, people function on more than one team.

Process Team - members have gone through configuration training for financials, purchasing and HR; they have gone through configuration workshops, and developed translation values for the new chart of accounts.

Technical Team - training has been a big part of the current phase. They have gone through infrastructure training and development training; configured the main database and all of the linux servers; installed the ERP software which includes installing it in multiple environments. For instance, there is an environment being used just for a configuration, another being used for training, another one for testing, and there will be more environments as they move forward.

Interface Team - sequencing of all of the various interfaces that need to be developed is taking place currently. On the financial side, most of the interfaces are "internal interfaces," which means they are from Regent to Oracle, Oracle back to Regent, as opposed to outside of the ERP.

Change Management Team - they have launched a new look on the Phoenix website (HIP), launched Phoenix Stars where peers can nominate each other for exceptional work or outstanding contributions to the project. This is open and

voluntary, anyone can nominate someone. Their picture is put on the website along with an acknowledgement of the work they are doing. The team is communicating with all of the various departments and groups on campus to make sure everyone knows what is happening, and questions can be addressed as they come up. They have conducted sessions with Faculty Senate, Student Senate and other groups. Listening sessions have taken place within purchasing and financial areas, where Change Management folks go out and hear what the issues are as they go through the process.

Data Management Team - they have developed all of the technical specifications for the interfaces; they have had implementation and development training; and they are doing a lot of data cleansing work that needs to be done.

Data Storage Team - a draft of all of the data standards for much of the student and employee demographic data has been developed. They are making sure that clean data is entered into the system, so that someone's name does not appear many different ways.

There are three other projects going on simultaneously with the Phoenix project. The sub-projects include:

- Portal - single user interface for self-service applications. First phase will be pieces for financials.
- Schedule 25/Resource 25 - handles all of the scheduling. This must be in place in order to get Phase III (student system) up.
- DARwin - system for degree audit and transfer evaluation.

In response to Member Murphy, Mr. Felton noted that both the Greenbrier and Russel and Oracle groups have been excellent and very responsive. He added that they had their executive session on May 10, which brought in vice president level people from both of the companies. They will be kept "in the loop" - if something happens and the College needs them to intercede, they will be able to do that.

In response to Member Hill, Mr. Felton noted that the May 10 meeting included a presentation on the Oracle Student System and its new development regarding features and time frames, etc. They spoke about projects they had going on at other schools and how those were going. They discussed their acquisition of PeopleSoft and what that does

or does not mean to Harper College's application. Additionally, their project Oracle Fusion was discussed.

In response to Member Hill, Mr. Felton explained that Oracle Fusion is an internal project where Oracle is trying to build a middle tier infrastructure that will easily allow them to make purchases like PeopleSoft and other products and easily integrate them into their product. PeopleSoft is part of it, but it would accommodate other packages as well.

In response to Member Hoffman, Mr. Felton noted that they are right on schedule.

In response to Chair Stone, Cheryl Kisunzu explained that one of the challenges that people are articulating is the challenge of learning a huge amount of information within the required time frame while having to also maintain excellence and accuracy with the current system. The greatest challenge is recognizing that one has to learn the information, identify best practices, keep current with the required commitment that has already been established within the institution and continue to move the project forward. The listening sessions provided an opportunity to be heard. They are really working to attempt to respond to the concerns that are being articulated, to make what is a challenging experience more palatable.

In response to Member Hill, Mr. Felton noted that approximately 50 people are involved in the teams on a regular basis - every day/every week. He noted that he coordinates the team leaders. Team leaders meet on a weekly basis and make sure that all of the pieces are coordinated - the change pieces, the tech pieces, the process pieces, the data management pieces. The team leaders are responsible for making sure that their pieces get done. The day-to-day managing of teams falls more on the team leaders than on him.

Ms. Kisunzu noted that there are a number of other individuals involved, in addition to the 50 team members. One cannot negate the people back in the office who are keeping the office running and responding to needs while all those individuals are learning the new system.

Dr. Breuder noted that every successful activity has somebody at the point, and in this case, it is Terence. He is doing a great job for the College. He noted that Mr. Felton will give another update to the Board in September.

Additionally, Mr. Felton noted that the following website may be accessed for frequent project updates: <http://hip/it/erp>. In response to Member Hill, it was noted that the acronym HIP stands for "Harper Internal Publication."

Enrollment

Dr. Breuder called attention to a chart regarding enrollment. He noted that the College picked up 752 FTE (or 8.6 percent growth) during the course of the spring semester, ending at 8,736 FTE. Overall, they are very pleased with the numbers. They use the data to help forecast. He noted that there can be anomalies taking place whenever the micro or the macro environment changes.

Dr. Breuder noted that Sheila Quirk and Maria Coons will be giving an update on the Higher Learning Commission at the June Board meeting. That is another large project that is taking place at Harper. It is very important, as is the ERP project. In the fall of 2007, the Higher Learning Commission will make the judgment call in terms of how Harper is doing. They look for their affirmation for another ten-year accreditation period. He added that the Board will be hearing about this periodically.

In response to Member Kelley, Dr. Breuder stated that they will be budgeting a three percent FTE growth for next year. The FTE is needed for many different reasons - to generate revenue to make up for what is not being received from the State and for the negative result of PTAB. Dr. Breuder noted that it will be increasingly difficult to keep that number running. They will be faced with accommodating the increasing numbers of students and feeling the pressure of having the space necessary when the student wants to take the class.

HARPER EMPLOYEE COMMENTS

There were no Harper employee comments.

CITIZEN COMMENTS

There were no citizen comments.

CONSENT AGENDA

Member Graft moved, Member Hill seconded, approval of the minutes of the April 26, 2005 regular Board meeting; bills payable; payrolls for April 15, 2005, April 29, 2005 and May 13, 2005; estimated payroll for May 27, 2005; bid awards; purchase orders; personnel action sheets; 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).

Operating Fund	\$3,587,440.91
Tuition Refunds	53,000.03

The payroll of April 15, 2005 in the amount of \$2,200,375.54; April 29, 2005 in the amount of \$2,271,269.81 and May 13, 2005 in the amount of \$2,296,788.70; and estimated payroll of May 27, 2005 in the amount of \$1,758,128.89.

Bid Awards

Ex. IX-A.3.a Award bid Q00420 for the purchase of two Secure Computing G2 Sidewinder Firewall appliance upgrades to Den Mac Systems, LLC, the low bidder meeting specifications, in the amount of \$17,820.

Ex. IX-A.3.b Award bid Q00418 to R. Cleveland UG Technologies Corp., the low bidder for conduit and wire replacement between light poles and back to the main building at the Hilltop Professional Center, in the amount of \$13,450.

Ex. IX-A.3.c Award bid Q00417 for an Avaya service and maintenance agreement for Avaya (formerly Octel) voice messaging hardware and software to CCC Technologies, Inc., the low bidder, in the amount of \$14,819.04.

Ex. IX-A.3.d Split the award of bid request Q00419 to CCS Presentation Systems, Inc., the low bidder for five types of Crestron media internal communication hardware and two types of Extron media internal communication hardware in the amount of \$61,614; Troxell Communication, the low bidder for four types of Da-Lite screen products in the amount of \$28,844; and United Visual Inc., the low bidder for one type of Boekeler annotation unit and one type of Wacom tablet unit in the amount of \$40,510 for a total award of \$130,968.

Ex. IX-A.3.e Award bid Q00422 for parking lot seal coating, striping, asphalt repairs, curb

repairs, grinding/resurfacing and associated work on Lots 8, 9, 10, 11, 12, 13 and 14 and the roadway on the north side of the campus to Professional Maintenance, Inc., the low bidder, in the amount of \$180,302.98, plus a contingency of \$45,174, a landscape repair allowance of not to exceed \$15,000, the architect's fee in the amount of \$13,523.02, and reimbursables in the amount of \$1,000 for a total award of \$255,000.

Ex. IX-A.3.f Award bid Q00421 for a three year contract for fire alarm and sprinkler system testing and inspection to SimplexGrinnell LP, the low bidder, in the amount of \$19,158 per year for fiscal years 2005/06, 2006/07 and 2007/08 and approve the option, subject to the discretion of the administration, to renew the agreement at the same or lower cost for fiscal years 2008/09 and 2009/10.

Ex. IX-A.3.g Award bid Q00413 for contractual custodial services to augment Harper College crews to Smith Maintenance Company, the lowest responsible bidder, in the amount of \$349,448 for fiscal year 2005/06 and approve the option, subject to the discretion of the administration, to renew the agreement at the same or lower cost for fiscal years 2006/07 and 2007/08.

Purchase Orders

Ex. IX-A.4.a Approve issuance of a purchase order to Blackboard, Inc. for renewal of a course management software site license, support and hosting in the amount of \$39,500.

Ex. IX-A.4.b Approve issuance of a purchase order to Autodesk, Inc. for renewal of an ADI 7.0 Edition - Campus Solution annual license and maintenance agreement for AutoCAD software, in the amount of \$17,250.

- Ex. IX-A.4.c Approve issuance of a purchase order to Computing Options Company, for renewal of a standard licensing and maintenance agreement covering Regent Integrated Application System software, in the amount of \$123,075.
- Ex. IX-A.4.d Approve issuance of a purchase order to Peregrine Systems, Inc. for renewal of a maintenance agreement for software and related licenses for the Peregrine application system plus an allowance of \$5,000 for training on new releases of the applications for a total of \$66,708.
- Ex. IX-A.4.e Approve issuance of a purchase order to Ameritech-Illinois CABS to provide the transportation highway (physical connection) for MCI (formerly WorldCom, Inc.) Internet access during the period of July 1, 2005 through June 30, 2006 in the amount of \$39,000.
- Ex. IX-A.4.f Approve issuance of a purchase order to IKON Office Solutions, for renewal of a maintenance and support agreement for the OCE high-speed printer, in the amount of \$36,260.
- Ex. IX-A.4.g Approve issuance of a purchase order to MTS IntegraTRAK, Inc. for the purchase of a call accounting system upgrade to the MTS IntegraTRAK Application Suite software, in the amount of \$12,805.90.
- Ex. IX-A.4.h Approve issuance of a purchase order to SBC Global Services for a three-year renewal of the ISDN Prime Service circuit, in the amount of \$4,800 per year for fiscal years 2005/06, 2006/07, and 2007/08 for a total of \$14,400.
- Ex. IX-A.4.i Approve issuance of a purchase order to South Suburban College for the purchase of ACT COMPASS Test Units in the amount of \$20,240.

- Ex. IX-A.4.j Approve issuance of a purchase order to Aastra Intecom Inc. (formerly EADS Telecom NA), for renewal of a maintenance agreement covering the digital phone switch system hardware and software, in the amount of \$120,075.23.
- Ex. IX-A.4.k Approve issuance of a purchase order to Spectrum Industries, Inc. for 18 media lecterns for use in media rich/smart classrooms, lecture halls, labs, etc. around campus in the amount of \$42,756.
- Ex. IX-A.4.l Approve issuance of a purchase order to MCI (formerly WorldCom, Inc.) for charges related to continued Internet access in the amount of \$65,000.

Personnel Actions

Faculty Appointments

- Kathleen Foldvary, Instructor-Marketing, BUS/SS, 08/16/05, \$43,620/year
 Robin Hoffman, Instructor-Diagnostic Medical Sonography, LS/HS, 06/01/05, \$42,868/year
 Andrew Kidwell, Instructor-Chemistry, TM/PS, 08/16/05, \$39,686/year
 Stephany Rimland, Instructor-Art History, LIB ARTS, 08/16/05, \$42,267/year

Professional/Technical Appointment

- Eric Bohman, ESL Registration and Testing Coordinator, AE/LS-ESL, 05/02/05, \$44,000/year

Classified Staff Appointments

- Victoria Mineo, Accounts Payable Clerk II, ACCT SER, 05/16/05, \$30,500/year
 Marnina Patrick, Library Assistant I, Information Desk, LIB SER, 05/23/05, \$24,000/year
 Linda Unger, Laboratory Assistant, Diagnostic Medical Imaging, p/t, LS/HS, 05/17/05, \$11,200/year

Harper #512 IEA-NEA Appointments

- Kathy Foerst, Custodian, PHY PLT, 05/02/05, \$21,341/year
 Basilio Valenzuela, Custodian, PHY PLT, 04/18/05, \$21,341/year

Administrator Retirement

Thea Keshavarzi, Director, Purchasing and Risk Management, PURCH, 10/31/07, 25 years

Faculty Retirement

Jeanne Weiland, Associate Professor-Dental Hygiene, LS/HS, 07/31/06, 18 years

Professional/Technical Retirement

Marina Wray, Desktop Integration Analyst, p/t, IT/CS, 05/31/06, 10 years

Supervisory/Confidential Retirement

Bonnie Zoellner, Manager of Operations, IT/TS, 04/30/06, 26 years

Classified Staff Retirements

Betty Cords, Secretary, p/t, LS/HS, 09/30/05, 23 years

Kathy Hermreck, Administrative Secretary, LIB ARTS, 09/30/05, 20 years

Joyce Whitman, Accounting Clerk II, BKST, 08/31/05, 23 years

Faculty Resignation

Karin Lacour-Rivers, Assistant Professor-Counselor, STU DEV, 06/30/05, 13 years

Harper #512 IEA-NEA Resignation

Miriam De Hernandez, Custodian, PHY PLT, 04/11/05, 1 month

With regard to Exhibit IX-A.4.h, Member Gillette asked about the ISDN service to Harper. He is concerned that the College is signing a contract for three years, when they plan on discontinuing the service as soon as the Phoenix project is up. He asked if the College will be able to disconnect, and at what cost. Vice President Dave McShane explained that the normal terms are three years, but out clauses are available. It was noted that the three-year contract is \$4,800 per year, while a single year contract is approximately \$9,000 per year. The decision was made to go with the three-year contract and assume a penalty, if necessary, assuming it will be off at the end of next year with the completion of the Phoenix project. In response to Member Gillette, Vice President McShane explained that the ISDN is strictly a facility that is brought in which allows signals; it is not an internet access. The company brings those signals to the College through this function.

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

Ayes: Members Gillette, Graft, Hill, Hoffman, Kelley, Murphy and Stone

Nays: None

Motion carried. Student Member Hurtubise voted aye.

Committee Report

Member Gillette noted that the ICCTA gave out three documents for the Trustees to use on Lobby Day: Affirmation of ICCB's budget; a House Bill that put a Community College Trustee on the Community College Board; and a Bill with regard to Adult Education and GED testing. He explained that Adult Education is under the purview of ICCB, yet the management of GED testing was under the Superintendent of Schools. The Bill is to move GED testing and control of it into the ICCB. There would be no change in the physical location of GED testing; however, the funding would come through Adult Education. Mostly adults take the GED courses.

Member Gillette noted that he left copies of the three documents with members of the legislative Senate and House within Harper's district and invited them to attend a lunch at the capital building. He spoke with Senators Kay Wojcik, Wendell Jones and others. Member Gillette noted that if Board members would like, he will forward copies of the three documents to them.

Member Kelley noted that Senator Kay Wojcik has announced her retirement from Harper's senatorial district effective June 30. This is the legislature's final day in session, at least for the simple majority. Both Houses have passed some pension reform legislature; they are awaiting the Governor's signature. He explained that, if he understands correctly, retirement benefits may be born by the district as opposed to the State as a whole, for those in the education field whose raises toward the end of their career exceed six percent. The burden of funding these late career pay raises could be a fundamental shift that moves back to the district. It looks like that may be signed by the Governor.

In response to Member Hill, Linda Kolbusz noted that the budget was just approved the same as last year, with no increase for inflation. Details are not available yet. In response to Member Hill, Dr. Breuder stated that Board

members will receive the information as soon as it becomes available.

NEW BUSINESS:

Affiliation Agreements with Centegra Health System and Quest Diagnostics

Member Murphy moved, Member Gillette seconded, approval of the Affiliation Agreements between Harper College and *Centegra Health System* and *Quest Diagnostics* as submitted, and authorization for the Dean of Life Science and Human Services to sign all of the above, as outlined in Exhibit X-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

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

Member Gillette moved, Member Hoffman seconded, approval of the capital request section of the RAMP document for submission to the Illinois Community College Board. Additionally, the Board approves the College match dollars which will be provided from Referendum funds, as outlined in Exhibit X-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Stone noted that this RAMP document deals with several projects.

Member Murphy stated that he understands and fully supports the rationale for the renovations in Buildings G, H and M. It is a worthy investment of capital. However, he does not feel that the Campus Life/One Stop Center is an investment the College should make at this time, given the financial situation and lack of general funding from the State. He feels it would be better to have that \$7.5M on hand and in the bank as the College passes over these troubled financial waters. Member Murphy added that he will be voting against this item.

With regard to the Campus Life/One Stop Center, Member Gillette stated that the document does not address how the vacated space will be used. Once the new Campus Life/One Stop Center is built, people currently spread out in offices all over campus will be moving into the new building. The Board should be given information regarding how many new teaching stations will be gained, etc.

Dr. Breuder explained, for the benefit of the new Trustees, that the first two projects are a reaffirmation of what the Board had already elected to do years ago. This RAMP document is done on an annual basis. The third project has

to do with the renovation of Building M (the gymnasium and athletic facilities), which is one of the first buildings that was built on campus. They all recognize the need to rehab that 35-year-old building. He added that the Board always has the prerogative of deciding not to go forward with one of these projects that has been put on the table and submitted. It would make many colleges and universities in the State of Illinois happy, because the minute Harper takes something off the list, somebody else moves forward.

Dr. Breuder noted that Building M cannot be substituted for rank order 10 to replace the Campus Life/One Stop Center. The old list showed 54 capital projects - G and H are ranked number 6, the Campus Life/One Stop Center is number 10, and Building M is not even on the list. He guesses that, if Building M ever makes the list, not one Board member sitting here tonight is ever going to see a shovel go in the ground on that building, given the pace at which they are making money available now for capital construction. With 39 community colleges (48 counting all of City Colleges) and all the universities, he believes it will be a long time before anyone sees the renovation of Building M, but they need to get it on the list if they ever hope to get money from the State for that project. He explained that if the Board decides not to pursue the Campus Life/One Stop Center, then Harper would simply not take \$31M from the State of Illinois. The College can save its \$10M and use it some other way, but it would give up \$31M. Dr. Breuder asked Vice President Joan Kindle to speak about the Campus Life/One Stop Center.

With regard to distribution of services for Harper's customers (the students), Vice President Kindle explained that in anyone's own business, they would not want to have their customer walk through five different buildings in search of necessary services. Currently at Harper, a student has to walk in one building for advising, another building for admissions, another building to pay their bills, and another building to get a service specialized for them if they are disabled or if they need multicultural assistance in some way. The distribution of offices and services across the campus is not good service for students.

Vice President Kindle noted that the majority of the wonderful enrollment growth that Harper is experiencing is in traditional age students. In tracking these students, they have discovered that they are staying on campus much longer than they have ever stayed on campus before,

because they are working on campus or they are active in campus activities. She reminded Board members that Harper is NOT on the cutting edge with this project - many of their sister colleges in the area are breaking ground on their Campus Life Center (College of Lake County and Waubensee for example). It is not a luxury - it is a matter of how Harper can conduct business on campus more efficiently and conveniently for the student. She believes that is what the Board asks them to do.

Vice President Kindle explained that they have worked very hard to get that building on the RAMP document. She has been at the College 19 years, and she believes they have done Education Specifications for that building five times. Having that building in the RAMP document simply means they have an opportunity to perhaps break ground on something that will help students receive services in the future - not next year.

Dr. Breuder explained that, when the College went for a referendum in 2000, they knew they wanted to build a science center because the community communicated they were sensitive to science, emerging technology and health careers. They did not know if the taxpayers would approve the referendum, so they parked the science center RAMP document in Springfield, and it subsequently got on the short list. When the referendum for the science center was approved, they were able to "work a bit of magic" in Springfield, remove the science center and get the Campus Life project put on the list as a substitution. He would hate to see that that was done in vain. Dr. Breuder explained that Harper's Master Plan, which the Board approved, shows the next priority to be the Campus Life/One Stop Center.

Dr. Breuder reiterated that there is no guarantee the money is coming this year, next year, the year after or the year after that. It is when the State decides to break loose this capital money. He added that the College is in the process of transforming itself - it is not the way it was five, ten or fifteen years ago. They are finding that students are coming at 8:00 a.m. and staying till 1:00 or 2:00 p.m. because they cannot schedule their classes back-to-back easily anymore. They also come earlier in the evenings. As the growth continues, students are going to be forced to take classes in the afternoon. The longer the students are on campus, the greater the array of services Harper must provide for them. Like in any business, if Harper wants market share, they must make it easy for the student to access its services. If

they do not, then students have choices to go someplace else.

Dr. Breuder explained that they were able to park the match money in the referendum account. As soon as the State releases the money, Harper is ready to go, because they have full educational specifications done on all of it. He noted that the specifications will most likely undergo further iteration (especially if it does not come to fruition for several more years), because the ERP system will force the College to do business differently. That is good, so that they are not relying on an old approach to serving people, but rather using technology and a new approach. It may also mean that a portion of the facility will be used in a different way.

In response to Member Hill, Dr. Breuder stated that there is no "cost" of continuing to have the Campus Life/One-Stop Admissions Center on the RAMP list, except that the College must add an inflation factor to the amount of money set aside for the match. As each year goes by, they are assuming that the cost to build that building escalates; while the State's number escalates by a percentage, so must the College's match money. The money is set aside in the referendum account. Dr. Breuder explained that in FY 2000, the community authorized the College to build a Science, Emerging Technology and Health Careers Center (Avanté), and because the bids came in so good at that time, they were able to accrue the extra money, set it aside and save it for this match. Most institutions do not do that. The project gets approved by the State, and they have to go forage for the local match. Harper has it set aside.

In response to Member Hill, Dr. Breuder explained that if suddenly the State dollars appear, the project would get funded and they would move ahead with the building. However, if the Board decides at that time not to build, then they would not take the X million dollars from the State, they would not use the local match dollars set aside in the referendum account and some other school would have their project move forward. Member Hill reiterated that the Board has the option of not taking the money at the time the funds become available.

In response to Member Hill, Dr. Breuder stated that they do not have money set aside in the referendum account for the Wellness and Sports Center. They have to note in the RAMP document what the source of the local money will be, if and when this project is ever funded. There are multiple

sources - cash reserves, a future referendum or some other source of revenue.

In response to Member Hill, Vice President Judy Thorson clarified that they have some State credits of \$3M that have been there since 1987, so the College really has to put in \$7.5M in terms of cash, rather than \$10.5M. The College currently has \$7.5M sitting in the referendum account earning interest. In response to Member Murphy, Dr. Breuder explained that the project for Buildings G and H also requires a local match (\$5,770,000) and that money has been set aside as well. Member Kelley reiterated that the College has money set aside for Buildings G, H and the Campus Life/One Stop Center.

In response to Member Kelley, Dr. Breuder explained that the out-of-pocket cost to keep Building M on the list annually is nominal - the cost of hiring Legat Architects to make the updates to the annual RAMP report, which is less than \$1,000.

Upon roll call, the vote was as follows:

Ayes: Members Gillette, Graft, Hill, Hoffman, Kelley and Stone
Nays: Member Murphy

Motion carried. Student Member Hurtubise voted aye.

Prevailing Wage Act

Member Graft moved, Member Gillette seconded, adoption of the Prevailing Wage Act resolution and authorization of the Secretary of the Board to file a certified copy thereof with both the Secretary of State and the Department of Labor of the State of Illinois, as outlined in Exhibit X-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Stone noted that this is a standard item which appears on the Agenda on an annual basis.

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 the Open House for Rolling Meadows is June 22, 2005. The Educational Foundation Golf Outing is June 6, 2005.

OTHER BUSINESS

In response to Member Gillette, Jennifer Mathes noted that the College has created two courses - one on computer forensics and another that relates to cyber security. In the future, they are looking to develop a degree in that field. Chair Stone stated that perhaps the Board could learn more about that in a future Educational Presentation. Member Hill asked Jennifer Mathes to e-mail him with information regarding these courses. Several Trustees have companies that could benefit from this type of information.

Dr. Breuder announced that Board members received the Strategic Long-Range Plan. He asked Board members to submit questions or comments to him by June 10 -15, so that they can be addressed prior to the June Board meeting, where it will be brought to the Board for approval.

EXECUTIVE SESSION

Member Kelley moved, Member Graft seconded, that the meeting adjourn into executive session to discuss personnel issues and collective bargaining issues.

In a voice vote, the motion carried at 8:04 p.m. Following a short break, the executive session began at 8:39 p.m.

Following executive session, the Board reconvened the Regular meeting at 10:35 p.m.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 10:36 p.m.

Chair

Secretary

BOARD REQUESTS

MAY 31, 2005 REGULAR BOARD MEETING

1. Chair Stone asked Dr. Breuder to convey the Board's best wishes to Christopher Naiweem who is leaving for military service.

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I.	BILLS PAYABLE	
	Operating Fund	\$ 3,483,139.49
	Tuition Refunds	\$ 26,193.22
II.	PAYROLL	
	05/27/2005	\$ 1,825,590.98
	06/09/2005	1,728,314.82
III.	ESTIMATED PAYROLL	
	06/23/2005	\$ 2,465,342.73

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

June 23, 2005

SUMMARY OF BIDS

- Exhibit IX – A.3.a The administration recommends that the Board award bid request Q00405 for professional cleaning service to Executive Building Maintenance, the lowest responsible bidder meeting specifications, in the amount of \$998 per month, for a total of \$11,976 for the period of August 1, 2005 through July 31, 2006, and approve the option, subject to the discretion of the administration, to renew the agreement at the same or lower cost for fiscal year 2006/07.
- Exhibit IX – A.3.b The administration recommends that the Board award bid request Q00425 to Metro Professional Products, the low bidder for Butchers cleaning products, in the amount of \$86,501.25.
- Exhibit IX – A.3.c The administration recommends that the Board award Q00424 for cut-size paper including bond, cover stock and carbonless paper and stationery boxes to be used in the Print Shop and in the campus copiers, laser printers and duplicators to Unisource, the low bidder for bond and cover stock paper, in the amount of \$89,748.20 and to Midland Paper, the low bidder for carbonless paper and stationery boxes, in the amount of \$4,079.70 for a total award of \$93,827.90.
- Exhibit IX – A.3.d The administration recommends that the Board award Q00426 to College Class Schedule Specialists, the low bidder for printing of the Fall 2005 Continuing Education Course Schedule, which is a major publication promoting enrollment, in the amount of \$29,055.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00405 for professional cleaning service as requested by Continuing Education for the Harper College Extension Services Department.

II. BUDGET STATUS

Funds in the amount of \$11,976 will be provided in the 2005/06 Educational Fund budget, under account number 0128-914-534.

III. INFORMATION

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

Patmar Janitorial Services, Inc.	\$ 640 per month
Uni-Max Management, Corp.	890
Perfect Cleaning Service, Inc.	997
Executive Building Maintenance	998
Power Maintenance Service, Inc.	1,082
Cleanway International, Inc.	1,111
One Source	1,318
Corporate Building Systems, Inc.	1,325
Unlimited Service, Inc.	1,380
Elite Maintenance, Inc.	1,966
Imperial Service Systems, Inc.	2,080
Total Building Service, Inc.	2,090
Nationwide Janitorial Corp.	2,200
Jani King of Illinois	2,299
The Cleaning Company, Inc.	2,975
Advance Cleaning Technologies, Inc.	3,083

Harper College has an extension site located at 650 E. Higgins Road in Schaumburg, IL. Users include the Harper College TECH program, five Fast Track cohorts, assorted credit and CE classes, InZone Tech lab classes, Corporate Services classes, corporate lab rentals, Northwestern University classroom rental and the Small Business Development Center.

Professional cleaning service will be provided five days per week for the building's eight computer labs, three general classrooms, two office suites, lobby, lounge, washrooms and exterior grounds.

The bid request specified the insurance requirements of the College. Patmar Janitorial Services, Inc., Uni-Max Management Corp. and Perfect Cleaning Service, Inc. did not meet the insurance requirements. Executive Building Maintenance is the lowest responsible bidder meeting specifications. The current provider for this professional cleaning service is Smith Maintenance Company at the rate of \$830 per month for a two year agreement which expires July 31, 2005.

This request is for a one year contract from August 1, 2005 through July 31, 2006 with an option, subject to the discretion of the administration, to renew the agreement at the same or lower cost for fiscal year 2006/07.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00405 for professional cleaning service to Executive Building Maintenance, the lowest responsible bidder meeting specifications, in the amount of \$998 per month, for a total of \$11,976 for the period of August 1, 2005 through July 31, 2006, and approve the option, subject to the discretion of the administration, to renew the agreement at the same or lower cost for fiscal year 2006/07.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00425 for Butchers cleaning products, as requested by Physical Plant for the Custodial department.

II. BUDGET STATUS

Funds in the amount of \$86,501.25 will be provided in the 2005/06 Building Fund budget, under account number 0272-064-544.03. This is part of the \$98,000.00 budgeted for Custodial supplies.

III. INFORMATION

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

Metro Professional Products	\$ 86,501.25
PCS Industries	125,492.30
Sunrise Supply	129,349.50

The cleaning products are for use throughout the College.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00425 to Metro Professional Products, the low bidder for Butchers cleaning products, in the amount of \$86,501.25.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00424 for cut-size paper including bond, cover stock and carbonless paper and stationery boxes to be used in the Print Shop and in the campus copiers, laser printers and duplicators, as requested by Marketing and Advancement for the Print Shop.

II. BUDGET STATUS

Funds in the amount of \$102,000.00 have been budgeted and will be provided in the 2005/06 Education Fund budget, under account number 0193-127-542.05.

III. INFORMATION

A legal bid notice was published and 13 bids solicited. Four responses were received. The following is a recap of the bid tab sheet:

Savin Corporation	\$ 91,223.60	No Bid 8 Items
Unisource	95,487.96	
Lewis Paper Place	95,614.60	No Bid 16 Items
Midland Paper	104,269.588	

The paper is for use in the Print Shop and in the campus copiers, laser printers and duplicators. It is anticipated that this paper will fulfill approximately 75 percent of the total needs for the year.

In order to provide the best pricing for the College, the award will be split according to the low bidder for each item. The bond and cover stock paper will be awarded to Unisource, the low bidder, in the amount of \$89,748.20 and the carbonless paper and stationery

boxes will be awarded to Midland Paper, the low bidder, in the amount of \$4,079.70 for a total award of \$93,827.90.

IV. RECOMMENDATION

The administration recommends that the Board award Q00424 for cut-size paper including bond, cover stock and carbonless paper and stationery boxes to be used in the Print Shop and in the campus copiers, laser printers and duplicators to Unisource, the low bidder for bond and cover stock paper, in the amount of \$89,748.20 and to Midland Paper, the low bidder for carbonless paper and stationery boxes, in the amount of \$4,079.70 for a total award of \$93,827.90.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00426 for printing of the Fall 2005 Continuing Education Course Schedule, which is a major publication promoting enrollment, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$29,055 will be provided in the 2005/06 Auxiliary Enterprise Fund budget, under account number 0548-691-547.4. This is part of the \$130,000 Continuing Education budget for flyers, brochures, posters and course schedules.

III. INFORMATION

A legal bid notice was published and 10 bids solicited. Three responses were received. The following is a recap of the bid tab sheet for 150M copies of the 88-page Fall 2005 Continuing Education Course Schedule:

College Class Schedule Specialists	\$29,055
Warner Offset, Inc.	29,538
Precise Printing Network Inc.	41,070

Harper College Course Schedules are sent to households in the College district. Copies are also sent to out of district students, businesses, libraries and individuals upon request. The Course Schedule will list the College Continuing Education class offerings for the Fall 2005 term.

Last year's award, to College Class Schedule Specialists in the amount of \$30,622.70 for printing of 170M copies of the 88-page

Fall 2004 Continuing Education Course Schedule, was approved by Board action April 27, 2004.

IV. RECOMMENDATION

The administration recommends that the Board award Q00426 to College Class Schedule Specialists, the low bidder for printing of the Fall 2005 Continuing Education Course Schedule, which is a major publication promoting enrollment, in the amount of \$29,055.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

June 23, 2005

SUMMARY OF PURCHASE ORDERS

- Exhibit IX – A.4.a The administration recommends that the Board approve issuance of a purchase order to EMC Corporation for renewal of a maintenance agreement covering hardware for a data storage device during the period of July 1, 2005 through June 30, 2006, in the amount of \$35,317.20.
- Exhibit IX – A.4.b The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard Corporation for renewal of a maintenance agreement for UNIX hardware and operating system software for the period of August 1, 2005 through July 31, 2006, in the amount of \$64,886.08.
- Exhibit IX – A.4.c The administration recommends that the Board approve issuance of a purchase order to R.J. Galla Co., Inc. for renewal of the treasurers bond, building fund bond and working cash fund bond, the liquor liability, pollution liability, sports accident, and travel accident policies and the broker's fee for the period of July 1, 2005 through July 1, 2006 in the amount of \$86,725.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to EMC Corporation for renewal of a maintenance agreement covering hardware for a data storage device during the period of July 1, 2005 through June 30, 2006, as requested by Information Technology/Technical Services.

II. BUDGET STATUS

Funds in the amount of \$35,317.20 will be provided in the 2005/06 Operations & Maintenance Fund budget, under account number 0295-256-534. This is part of the \$364,597 budgeted for Technical Services maintenance.

III. INFORMATION

This maintenance agreement covers the EMC Symmetrix mass data storage device. The storage device houses administrative data used by the production Hewlett-Packard computing systems. EMC, the manufacturer, is the only company that is authorized to provide maintenance for this equipment. A letter verifying this is on file in the Purchasing department. The renewal period is from July 1, 2005 through June 30, 2006.

The \$35,317.20 cost is a decrease of \$58.80, or .17 percent, below the current fiscal year's amount of \$35,376. The decrease is realized due to an annual review of installed components and the resulting reduction of various levels of service and response times for service based on business needs.

This is the primary storage device that supports the current Regent ERP system. Under normal circumstances the storage would be going through recycle review which includes evaluating the cost

effectiveness of replacing versus maintaining it. However, the Phoenix (ERP) project, which will implement the Oracle suite to replace Regent, is well underway and will alleviate the need for this storage system. Therefore the decision was made to continue usage of this data storage device in order to avoid the expense and disruption caused by a possible short-term replacement.

This purchase complies with State Statute and Board Policy.

IV.

RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to EMC Corporation for renewal of a maintenance agreement covering hardware for a data storage device during the period of July 1, 2005 through June 30, 2006, in the amount of \$35,317.20.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Hewlett-Packard Corporation for renewal of a maintenance agreement for UNIX hardware and operating system software for the period of August 1, 2005 through July 31, 2006, as requested by Information Technology/Technical Services.

II. BUDGET STATUS

Funds in the amount of \$64,886.08 will be provided in the 2005/06 Operations & Maintenance Fund budget, under account number 0295-256-534. This is part of the \$364,597 budgeted for Technical Services maintenance.

III. INFORMATION

Hewlett Packard provides maintenance for the HP UNIX computing hardware hosts and operating system software which support instructional and administrative systems. The renewal period is August 1, 2005 through July 31, 2006.

The College has chosen HP to provide hardware and software support for the UNIX server platform for several reasons:

1. HP is the only source for software maintenance as the HP/UX operating system is proprietary.
2. The College requires four hour response time on critical "down in production" hardware support issues. This requirement has been tested with HP to good result. The advent of Web Registration means around the clock operation, so quality and timeliness of service is critical.

3. HP maintains a Chicago repair parts depot that stocks spares for older servers. This is critical for the aging Regent production server platform.

The total cost, \$64,886.08, includes annual maintenance in the amount of \$48,721.92 for servers supporting the new portal and ERP systems. In addition, it includes \$16,164.16 for other HP systems providing support for other administrative and academic applications.

The \$64,886.08 cost is a decrease of \$86,558.34, or 57.2%, from the current year's amount of \$151,444.40 due to the loss of HP support for several older HP UNIX servers still supporting the current Regent ERP system. Bids are being sought from third party providers to cover that equipment during the period of transition to the new Oracle ERP system.

This purchase complies with State Statute and Board Policy.

IV.

RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard Corporation for renewal of a maintenance agreement for UNIX hardware and operating system software for the period of August 1, 2005 through July 31, 2006, in the amount of \$64,886.08.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of various insurance policies for the period of July 1, 2005 through July 1, 2006 as requested by the administration and described below.

II. BUDGET STATUS

Funds in the amount of \$89,000 will be provided in the 2005/06 Operations and Maintenance Fund budget and the Liability, Protection and Settlement Fund budget, under account numbers 0292-039-565.30, 1292-039-523, 1292-039-565.5, 1292-039-565.6 and 1292-039-565.91.

III. INFORMATION

The College has hired an insurance consultant, Mike Nugent from Nugent Risk Management, Inc. to review the insurance portfolio and make cost saving recommendations. The consultant is not affiliated with any insurance company or broker and is, therefore, totally independent.

Over the past two years major changes have been made to the College insurance package. The College began self-insuring its Workers Compensation insurance in January 1, 2004. A policy for excess insurance over \$300,000 per claim is carried. Expected savings for the first year were \$258,175.

On July 1, 2004 Mike Nugent recommended the College join the Illinois Community College Risk Management Consortium (ICCRMC) pool for the property and liability insurance. The pool is made up of other community colleges in northern Illinois. Each college has a seat on the board of directors. The colleges collectively share all of the risk. Arthur J. Gallagher & Co. is the

broker for the pool. The College must stay in the pool for five years. The savings to the College the first year was \$296,000.

Coverage that the College must maintain that are not included in the pool are the treasurers bond, building fund bond and working cash fund bond, the liquor liability, pollution liability, sports accident and travel accident policies

In preparation for this renewal, the College asked R.J. Galla, Inc., the broker who is maintaining the remaining policies, to secure alternate quotations from several insurance markets for the portion of the insurance program that Galla wrote for the 2004/05 renewal, with the intent of trying to decrease premiums. The result is a decrease in total premiums of \$158.

Below is a table which compares the costs of the expiring policies and the new policies.

HARPER COLLEGE 2005 RENEWAL SUMMARY

COVERAGE	2004/05	2005/06
Treasurers Bond	\$11,166	\$10,524
Building Fund Bond	7,470	3,654
Working Cash Fund Bond	2,538	2,773
Liquor Liability	1,128	1,164
Sports Accident	56,723	60,445
Pollution Liability	1,073	1,200
Travel Accident	1,550	2,200
Broker Fee	5,000	5,000
Total	\$86,883	\$86,725

The consultant, Nugent Risk Management, Inc., recommends that the College renew the policies for \$86,725.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to R.J. Galla Co., Inc. for renewal of the treasurers bond, building fund bond and working cash fund bond,

Consent Agenda
Exhibit IX - A.4.c
June 23, 2005

the liquor liability, pollution liability, sports accident, and travel accident policies and the broker's fee for the period of July 1, 2005 through July 1, 2006 in the amount of \$86,725.

WILLIAM RAINEY HARPER COLLEGE

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

- A. Ratification of Administrator Appointments.
- B. Ratification of Faculty Appointments.
- C. Ratification of Professional/Technical Appointments.
- D. Ratification of Professional/Technical Reclassifications.
- E. Ratification of Supervisory/Confidential Reclassifications.
- F. Ratification of Classified Staff Reclassifications.
- G. Ratification of Administrator Resignation.
- H. Ratification of Professional/Technical Resignation.
- I. Ratification of Supervisory/Confidential Resignation.
- J. Ratification of Classified Staff Resignation.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees ratify the Administrators, the Faculty and the Professional/Technical Appointments; the Professional/Technical, the Supervisory/Confidential and the Classified Staff Reclassifications; the Administrator, the Professional/Technical, the Supervisory/Confidential and the Classified Staff Resignations; and the Overload and Adjunct Faculty Assignment Summary Sheets.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Student Service Awards – Spring 2005.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The monetary awards are payments given for students' work for the College through student activities. Harper uses this method of compensation for recommended student leaders in lieu of guaranteeing academic credit, salaries, automatic tuition grants, or other means of payment for particular student positions. This means that students must perform well in their positions in order to be eligible for consideration for these awards. The award is recommended based on performance, position, leadership, and length of service, and participation in *eXcel*, Harper's student leadership training programs. In order to encourage student leaders to complete their classes as well, the amounts of their student service awards are based on credit hours successfully completed. Each student must also meet standards established for satisfactory academic progress. Expenses for student service awards are budgeted in and shared between Student Activities and the Education Fund; \$8,378.00 will be paid by Student Activities (Student Service Awards Account No. 0590-858-59200-0000), \$8,413.50 will be paid by the Educational Fund (Financial Assistance Account No. 01-90-187-592.00-0000). In addition, the Educational Foundation will also contribute \$852.00 for the Student Trustee's award. The 40 awards this semester total \$17,643.50.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the Spring, 2005 Student Service Awards in the amount of \$8,378.00 from Account No. 0590-858-592.00, \$8,413.50 from Account No. 01-90-187-592.00, and \$852.00 from Account No. 01-00-039-13916.

Spring 2005

STUDENT SERVICE AWARDS

First Name	Last Name	Club/Organization	Full/Half	Amount
Georges	Eber	Harper Christian InterVarsity Fellowship	Half	\$426.00
Agatha	Kuc	Harper Christian InterVarsity Fellowship	Half	\$426.00
Jaime	Herold	Honors Society	Half	\$177.50
Nayeli	Valentinez	Student Ambassadors	Half	\$426.00
Courtney	Dritlein	Food Service Club	Half	\$426.00
Chris	Entwhistle	Pride Club	Half	\$106.50
Amna	Abid	Phi Theta Kappa	Half	\$426.00
Neha	Bodiwala	IPSA	Half	\$266.25
Sandy	Chen	International Students' Club	Half	\$426.00
Diana	Ramos	Latinos Unidos	Half	\$337.25
Sharika	Thompson	Black Student Union	Half	\$426.00
Chrystal	Moulton	Black Student Union	Half	\$426.00
Maureen	Wang	Formulator	Half	\$426.00
Katie	Pefley	WHCM	Full	\$852.00
Brandon	Grogan	WHCM	Full	\$284.00
Brian	Leavitt	WHCM	Full	\$852.00
Harlan	Douglas	Point of View	Full	\$426.00
Brian	Muldoon	Point of View	Full	\$852.00
Sarah	Mozal	Program Board	Half	\$426.00
Melissa	Keippel	Program Board	Half	\$426.00
Jenny	Johnson	Program Board	Half	\$426.00
Jessica	Johnson	Program Board	Half	\$426.00
Summer	Kasak	Speech Team	Half	\$390.50
Nicole	Fox	Speech Team	Half	\$426.00
Rachel	Forbes	Speech Team	Half	\$426.00
Mirjia	Lorenz	Speech Team	Half	\$390.50
Sharon	Shapiro	Speech Team	Half	\$319.50
Chris	West	Theater	Full	\$852.00
Dan	Busse	Theater	Half	\$426.00
Kyle	Jacobs	Theater	Half	\$426.00
Joe	Plazak	Student Trustee	Full	\$852.00
Rebeka	Risteska	Student Senate	Full	\$639.00
Cary	Wolovick	Student Senate	Half	\$426.00
Sharon	Cash	Student Senate	Half	\$142.00
Chris	Neiweem	Student Senate	Half	\$426.00
Erika	Peterson	The Harbinger	Full	\$213.00
Nick	Thompson	The Harbinger	Full	\$852.00
Heather	Mumford	The Harbinger	Half	\$106.50
Lauren	Taich	The Harbinger	Half	\$319.50
Casie	Born	Formulator	Half	\$319.50

Total \$17,643.50

WILLIAM RAINEY HARPER COLLEGE
FY2004/2005 BUDGET AND EXPENDITURES
 May 31, 2005

June 23, 2005
Exhibit IX-B.1

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Institutional						
Admin Services	10,552,786.00	8,475,997.72	6,325,128.42	65,832.77	60.56%	4,161,824.81
Sub-Total	\$10,552,786.00	\$8,475,997.72	\$6,325,128.42	\$65,832.77	60.56%	\$4,161,824.81
President						
Development Office	436,228.00	350,378.33	404,337.33	27,294.60	98.95%	4,596.07
Pres/Brd of Trustees	353,971.00	284,309.51	326,459.21	21,840.54	98.40%	5,671.25
Strategic Alliance	178,628.00	143,474.01	155,006.08	12,025.24	93.51%	11,596.68
Assoc VP Development	186,814.00	150,049.00	169,097.22	12,966.92	97.46%	4,749.86
Sub-Total	\$1,155,641.00	\$928,210.85	\$1,054,899.84	\$74,127.30	97.70%	\$26,613.86
Student Affairs						
Student Activities	431,540.00	346,612.93	360,734.98	28,135.07	90.11%	42,669.95
Student Development	3,765,290.00	3,024,280.93	3,245,017.14	206,065.74	91.66%	314,207.12
Wellns/Human Perform	1,811,742.00	1,455,191.17	1,532,668.49	120,618.24	91.25%	158,455.27
Sub-Total	\$6,008,572.00	\$4,826,085.03	\$5,138,420.61	\$354,819.05	91.42%	\$515,332.34
VP Academic Affairs						
Acad Enrich/Lang Std	4,317,004.00	3,467,417.61	3,597,068.20	234,555.98	88.76%	485,379.82
VP Academic Affairs	623,752.00	500,997.61	268,961.01	13,814.62	45.33%	340,976.37
Assoc VP Aca Affairs	322,992.00	259,427.17	264,695.32	19,177.22	87.89%	39,119.46
Bus/Social Sciences	5,506,141.00	4,422,532.45	4,725,571.85	207,036.19	89.58%	573,532.96
Dean of Cont Educ	507,295.00	407,459.34	422,627.08	47,569.05	92.69%	37,098.87

WILLIAM RAINEY HARPER COLLEGE
FY2004/2005 BUDGET AND EXPENDITURES
 May 31, 2005

June 23, 2005
Exhibit IX-B.1

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Liberal Arts	5,807,726.00	4,664,765.52	4,927,030.12	243,372.28	89.03%	637,323.60
Life Sci/Hum Services	4,658,925.00	3,742,048.56	3,950,388.91	246,742.43	90.09%	461,793.66
Resource for Learning	2,152,053.00	1,728,528.97	1,825,491.76	103,613.62	89.64%	222,947.62
Tech/Math & Phy Sci	4,949,566.00	3,975,491.41	4,226,037.37	198,556.28	89.39%	524,972.35
Asst. VP Aca Affairs	274,157.00	220,202.90	232,840.92	18,226.40	91.58%	23,089.68
Sub-Total	\$29,119,611.00	\$23,388,871.56	\$24,440,712.54	\$1,332,664.07	88.51%	\$3,346,234.39
VP Admin Services						
Admin Services	1,676,502.00	1,346,566.41	1,447,086.12	114,905.06	93.17%	114,510.82
Sub-Total	\$1,676,502.00	\$1,346,566.41	\$1,447,086.12	\$114,905.06	93.17%	\$114,510.82
VP Diversity/Org Dev						
Human Res/Int. Affairs	495,016.00	397,596.85	380,801.60	0.00	76.93%	114,214.40
Asst VP Diversity/Org	597,686.00	480,061.40	536,440.39	29,112.41	94.62%	32,133.20
Sub-Total	\$1,092,702.00	\$877,658.25	\$917,241.99	\$29,112.41	86.61%	\$146,347.60
VP Info Technology						
Info Technology	5,874,730.00	4,718,583.14	4,902,230.78	491,827.00	91.82%	480,672.22
Sub-Total	\$5,874,730.00	\$4,718,583.14	\$4,902,230.78	\$491,827.00	91.82%	\$480,672.22
VP Mktg & Advancement						
VP Enroll/Marketing	1,933,387.00	1,552,896.44	1,736,944.81	120,941.52	96.09%	75,500.67
Enrollment Svcs	1,587,701.00	1,275,241.44	1,389,189.74	91,354.54	93.25%	107,156.72
Pub/Comm Services	1,459,871.00	1,172,568.39	1,241,203.87	210,274.18	99.43%	8,392.95
Sub-Total	\$4,980,959.00	\$4,000,706.27	\$4,367,338.42	\$422,570.24	96.16%	\$191,050.34

WILLIAM RAINEY HARPER COLLEGE
FY2004/2005 BUDGET AND EXPENDITURES
May 31, 2005

June 23, 2005
Exhibit IX-B.1

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Grand Total:	\$60,461,503.00	\$48,562,679.21	\$48,593,058.72	\$2,885,857.90	85.14%	\$8,982,586.38

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 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
FY2004/2005 BUDGET AND EXPENDITURES
May 31, 2005**

June 23, 2005
Exhibit IX-B.1

OPERATIONS AND MAINTENANCE FUND					
DIVISION	BUDGET	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Institutional					
Admin Services	2,778,179.00	1,676,049.02	78,233.37	63.15%	1,023,896.61
Sub-Total	\$2,778,179.00	\$1,676,049.02	\$78,233.37	63.15%	1,023,896.61
VP Admin Services					
Construc/Spec Proj	95,356.00	86,843.09	6,528.12	97.92%	1,984.79
Physical Plant	9,792,302.00	7,988,438.51	650,331.25	88.22%	1,153,532.24
Sub-Total	\$9,887,658.00	\$8,075,281.60	\$656,859.37	88.31%	1,155,517.03
VP Info Technology					
Info Technology	1,355,188.00	1,065,781.85	209,438.57	94.10%	79,967.58
Sub-Total	\$1,355,188.00	\$1,065,781.85	\$209,438.57	94.10%	79,967.58
Grand Total:	\$14,021,025.00	\$10,817,112.47	\$944,531.31	83.89%	2,259,381.22

WILLIAM RAINEY HARPER COLLEGE
FY2004/2005 BUDGET AND EXPENDITURES
 May 31, 2005

June 23, 2005
Exhibit IX-B.1

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Institutional						
Admin Services	10,552,786.00	8,475,997.72	6,325,128.42	65,832.77	60.56%	4,161,824.81
Sub-Total	\$10,552,786.00	\$8,475,997.72	\$6,325,128.42	\$65,832.77	60.56%	\$4,161,824.81
President						
Development Office	436,228.00	350,378.33	404,337.33	27,294.60	98.95%	4,596.07
Pres/Brd of Trustees	353,971.00	284,309.51	326,459.21	21,840.54	98.40%	5,671.25
Strategic Alliance	178,628.00	143,474.01	155,006.08	12,025.24	93.51%	11,596.68
Assoc VP Development	186,814.00	150,049.00	169,097.22	12,966.92	97.46%	4,749.86
Sub-Total	\$1,155,641.00	\$928,210.85	\$1,054,899.84	\$74,127.30	97.70%	\$26,613.86
Student Affairs						
Student Activities	431,540.00	346,612.93	360,734.98	28,135.07	90.11%	42,669.95
Student Development	3,765,290.00	3,024,280.93	3,245,017.14	206,065.74	91.66%	314,207.12
Wellns/Human Perform	1,811,742.00	1,455,191.17	1,532,668.49	120,618.24	91.25%	158,455.27
Sub-Total	\$6,008,572.00	\$4,826,085.03	\$5,138,420.61	\$354,819.05	91.42%	\$515,332.34
VP Academic Affairs						
Acad Enrich/Lang Std	4,317,004.00	3,467,417.61	3,597,068.20	234,555.98	88.76%	485,379.82
VP Academic Affairs	623,752.00	500,997.61	268,961.01	13,814.62	45.33%	340,976.37
Assoc VP Aca Affairs	322,992.00	259,427.17	264,695.32	19,177.22	87.89%	39,119.46
Bus/Social Sciences	5,506,141.00	4,422,532.45	4,725,571.85	207,036.19	89.58%	573,532.96
Dean of Cont Educ	507,295.00	407,459.34	422,627.08	47,569.05	92.69%	37,098.87

WILLIAM RAINEY HARPER COLLEGE
FY2004/2005 BUDGET AND EXPENDITURES
May 31, 2005

June 23, 2005
Exhibit IX-B.1

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Liberal Arts	5,807,726.00	4,664,765.52	4,927,030.12	243,372.28	89.03%	637,323.60
Life Sci/Hum Services	4,658,925.00	3,742,048.56	3,950,388.91	246,742.43	90.09%	461,793.66
Resource for Learning	2,152,053.00	1,728,528.97	1,825,491.76	103,613.62	89.64%	222,947.62
Tech/Math & Phy Sci	4,949,566.00	3,975,491.41	4,226,037.37	198,556.28	89.39%	524,972.35
Asst. VP Aca Affairs	274,157.00	220,202.90	232,840.92	18,226.40	91.58%	23,089.68
Sub-Total	\$29,119,611.00	\$23,388,871.56	\$24,440,712.54	\$1,332,664.07	88.51%	\$3,346,234.39
VP Admin Services						
Admin Services	1,676,502.00	1,346,566.41	1,447,086.12	114,905.06	93.17%	114,510.82
Sub-Total	\$1,676,502.00	\$1,346,566.41	\$1,447,086.12	\$114,905.06	93.17%	\$114,510.82
VP Diversity/Org Dev						
Human Res/Int. Affairs	495,016.00	397,596.85	380,801.60	0.00	76.93%	114,214.40
Asst VP Diversity/Org	597,686.00	480,061.40	536,440.39	29,112.41	94.62%	32,133.20
Sub-Total	\$1,092,702.00	\$877,658.25	\$917,241.99	\$29,112.41	86.61%	\$146,347.60
VP Info Technology						
Info Technology	5,874,730.00	4,718,583.14	4,902,230.78	491,827.00	91.82%	480,672.22
Sub-Total	\$5,874,730.00	\$4,718,583.14	\$4,902,230.78	\$491,827.00	91.82%	\$480,672.22
VP Mktg & Advancement						
VP Enroll/Marketing	1,933,387.00	1,552,896.44	1,736,944.81	120,941.52	96.09%	75,500.67
Enrollment Svcs	1,587,701.00	1,275,241.44	1,389,189.74	91,354.54	93.25%	107,156.72
Pub/Comm Services	1,459,871.00	1,172,568.39	1,241,203.87	210,274.18	99.43%	8,392.95
Sub-Total	\$4,980,959.00	\$4,000,706.27	\$4,367,338.42	\$422,570.24	96.16%	\$191,050.34

WILLIAM RAINEY HARPER COLLEGE
FY2004/2005 BUDGET AND EXPENDITURES
May 31, 2005

June 23, 2005
Exhibit IX-B.1

EDUCATION FUND

<u>DIVISION</u>	<u>BUDGET</u>	<u>BUDGET YTD</u>	<u>EXPENDITURES YEAR TO DATE</u>	<u>FUTURE COMMITMENTS</u>	<u>% PAID OR COMMITTED</u>	<u>UNCOMMITTED BALANCE</u>
<u>Grand Total:</u>	\$60,461,503.00	\$48,562,679.21	\$48,593,058.72	\$2,885,857.90	85.14%	\$8,982,586.38

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 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
FY2004/2005 BUDGET AND EXPENDITURES
May 31, 2005**

June 23, 2005
Exhibit IX-B.1

OPERATIONS AND MAINTENANCE FUND					
DIVISION	BUDGET	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Institutional					
Admin Services	2,778,179.00	1,676,049.02	78,233.37	63.15%	1,023,896.61
Sub-Total	\$2,778,179.00	\$1,676,049.02	\$78,233.37	63.15%	1,023,896.61
VP Admin Services					
Construc/Spec Proj	95,356.00	86,843.09	6,528.12	97.92%	1,984.79
Physical Plant	9,792,302.00	7,988,438.51	650,331.25	88.22%	1,153,532.24
Sub-Total	\$9,887,658.00	\$8,075,281.60	\$656,859.37	88.31%	1,155,517.03
VP Info Technology					
Info Technology	1,355,188.00	1,065,781.85	209,438.57	94.10%	79,967.58
Sub-Total	\$1,355,188.00	\$1,065,781.85	\$209,438.57	94.10%	79,967.58
Grand Total:	\$14,021,025.00	\$10,817,112.47	\$944,531.31	83.89%	2,259,381.22

WILLIAM RAINEY HARPER COLLEGE
Schedule of Investments
As of June 30, 2005

Exhibit IX-B.1
July 26, 2005

<u>Depository or Instrument</u>	<u>Date Purchased</u>	<u>Date of Maturity</u>	<u>Term (Days)</u>	<u>Rate (%)</u>	<u>Earnings to Maturity</u>	<u>Principal Invested @ 6/30/2005</u>	<u>Market Value</u>
<u>Certificates of Deposits</u>							
Northern Trust	06/23/04	07/06/05	378	2.25	34,767.12	1,500,000.00	
Harris Bank	07/21/04	07/20/05	364	2.32	34,995.82	1,500,000.00	
Harris Bank	08/16/04	08/03/05	352	2.37	23,088.73	1,000,000.00	
Harris Bank	12/08/04	08/18/05	253	2.70	30,395.53	1,500,000.00	
PMA/Texas Bank	03/01/04	09/01/05	549	2.05	46,662.11	1,500,000.00	
PMA/Associated Bank	06/08/05	09/06/05	90	3.26	20,115.56	2,500,000.00	
PMA/Oakbrook Bank	06/08/05	09/06/05	90	3.26	4,020.07	500,000.00	
PMA/Texas Bank	03/01/04	09/15/05	563	2.05	47,863.61	1,500,000.00	
PMA/First Natl Bank of Oneida	08/30/04	09/29/05	395	2.41	39,290.41	1,500,000.00	
PMA/Village Trust Bank	03/31/05	09/30/05	183	3.32	25,021.17	1,500,000.00	
PMA/Inter Savings Bank	08/30/04	10/13/05	409	2.41	40,724.39	1,500,000.00	
PMA/Oakbrook Bank	06/08/05	10/24/05	138	3.31	18,781.60	1,500,000.00	
Harris Bank	12/08/04	10/27/05	323	2.85	38,914.49	1,500,000.00	
LaSalle Bank	11/10/04	11/10/05	365	2.60	39,541.67	1,500,000.00	
PMA/Midamerica Natl Bank	11/16/04	11/22/05	371	2.75	42,052.46	1,500,000.00	
PMA/Banco Popular NA	01/10/05	11/30/05	324	3.03	26,985.85	1,000,000.00	
Harris Bank	12/08/04	11/30/05	357	2.90	43,069.40	1,500,000.00	
PMA/Chocie Financial Group	11/16/04	11/30/05	379	2.80	58,353.30	2,000,000.00	
Harris Bank	11/29/04	11/30/05	366	2.90	32,424.36	4,500,000.00	
PMA/Banco Popular NA	01/10/05	12/08/05	332	3.04	41,623.17	1,500,000.00	
PMA/West Point Bank	01/10/05	12/22/05	346	3.06	40,755.88	1,400,000.00	
PMA/Banco Popular NA	01/10/05	02/02/06	388	3.08	49,457.53	1,500,000.00	
PMA/Citizens Bank of Penn	01/25/05	02/16/06	387	3.12	66,412.00	2,000,000.00	
PMA/Citizens State Bank	01/25/05	03/02/06	401	3.15	69,463.59	2,000,000.00	
PMA/Mercantile Bank of W Mich	01/25/05	03/16/06	415	3.16	72,125.69	2,000,000.00	
PMA/Cole Taylor Bank	03/08/05	03/30/06	387	3.45	55,065.62	1,500,000.00	
PMA/First NB in Howell	03/08/05	04/13/06	401	3.47	57,425.77	1,500,000.00	
PMA/First NB in Howell	03/08/05	04/27/06	415	3.47	59,444.02	1,500,000.00	
PMA/ISB Community Bank	03/17/05	05/11/06	420	3.62	62,751.38	1,500,000.00	
PMA/Leaders Bank	06/09/05	05/31/06	356	3.66	35,853.86	1,000,000.00	
PMA/Corus Bank	06/09/05	05/31/06	356	3.66	71,690.91	2,000,000.00	
PMA/Inter Savings Bank	06/30/05	06/07/06	342	3.75	17,632.11	500,000.00	
PMA/Bank of Elk River	06/30/05	06/07/06	342	3.75	35,264.21	1,000,000.00	

PMA/Inter Savings Bank	06/30/05	06/21/06	356	3.75	55,069.50	1,500,000.00	
Harris Bank	02/28/05	08/31/06	549	3.60	222,551.80	4,000,000.00	
PMA/Morton Community Bank	03/17/05	09/14/06	546	3.86	87,514.98	1,500,000.00	
PMA/Southern New Hampshire	11/04/04	11/09/06	735	2.91	89,448.59	1,500,000.00	
PMA/Corus Bank	11/04/04	11/09/06	735	2.91	88,566.77	1,500,000.00	
PMA/Natl Bank of Commerce	11/10/04	11/30/06	750	3.07	95,592.63	1,500,000.00	
	Weighted Average: 3.06					63,400,000.00	63,400,000.00 *

Agencies

Fed Home Loan Bank Callable	11/10/04	05/23/06	559	2.87	66,244.79	1,500,000.00	1,484,535.00
FNMA Notes	12/22/04	12/22/06	730	3.50	105,000.00	1,500,000.00	1,488,285.00
FNMA Discount Note	03/31/05	09/16/05	169	3.16	21,933.20	1,500,000.00	1,499,067.00
	Weighted Average: 3.08					4,500,000.00	4,471,887.00

Illinois Funds

Monthly Average

2.88

2,882,267.00

2,882,267.00

TOTALS AS OF:

6/30/2005

\$

70,782,267.00

70,754,154.00

*Market value not available
** Current market value shows gains or losses depending on the current interest rates and the rates when the securities were purchased. The gains or losses can only occur if the securities are sold before their maturity dates.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

- Foundation Report: Dick Hoffman
- ICCTA Report: Bill Kelley
- Legislative Report: Bill Kelley

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: June 23, 2005

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<u>EXTENDED</u> ACHA Building Healthy Campus Community Project Health Wellness D. Evans	Cultural competency demonstration site	ACHA/CDC \$12,200	09/01/01 04/30/05
<u>NEW</u> Scholar-in-Residence International Studies CML D. Sharp	Dr. Ederson Augusto Zanetti from Cuiaba, Brazil. Matching funds required	CIES \$11,600*	01/01/05 05/30/05
<u>CONTINUATION</u> Northern Illinois Regional Consortium ETIP GRANT Corporate Services C. McClement	Awarded through Employer Training Investment Program (ETIP) Small/Mid-sized Company component, grant is to be used to upgrade skills of workers. (Received additional funds - \$22,738)	DCEO \$212,578	07/01/03 12/31/04
<u>NEW</u> 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. LaBauve-Maher	To ensure that undergraduate students have access to programming and support that will better ensure their academic successes.	HECA \$45,500	08/26/04 08/31/05

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<u>NEW</u> “Developing Disability Metrics for Postsecondary Education” Access & Disabilities T. Thompson	Awarded through U of I, Champaign/Urbana (IBHE/HECA) to develop and field test a set of disability metrics. NIU and Harper were granted sub-awards to assist in the development.	IBHE/HECA \$21,250	08/26/04 08/31/05
<u>NEW</u> Nontraditional Scholarship Grant Career Programs J. Hennig	Tuition assistance to students entering non-traditional occupations.	ICCB \$6,250	07/01/04 06/30/05
<u>RENEWAL</u> Business/Industry Workforce Preparation Corporate Services L. Danaher	State Allocation Grant to assist with local economic development efforts within Business & Industry Centers.	ICCB \$90,202	07/01/04 06/30/05
<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

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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<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>NEW</u> Target Hardening - Public Safety Building M. Alsup	Provides for securing a complete building against unauthorized access during emergencies as well as periods when the college is closed.	ILEAS \$30,000	05/05/05 12/31/05
<u>CONTINUATION</u> Scholarships for Success TMPS/Marketing Services S. Griffith/D. Loprieno	Scholarship assistance to support Math, Science, Engineering & Computer Science students.	NSF \$39,926	07/01/04 06/30/05
<u>RENEWAL</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavin	Provides technical assistance to A & D Service Programs	USDE/St. Paul Technical \$77,500	07/01/04 06/30/05
<u>RENEWAL</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavin	Provides technical assistance to A & D Service Programs	USDE/St. Paul Technical \$42,000	07/01/04 06/30/05
<u>CONTINUATION</u> COPS Public Safety M. Alsup	Universal Hiring Program Hire 3 full time officers (Full grant is \$225,000 spread over three years – 08/01/02 – 07/31/05)	USDJ \$88,740 (\$42,043 per officer x 3)	07/01/04 06/30/05
<u>NEW</u> CSSI (Critical Skill Shortages Initiative – Healthcare Solutions) Partnering for healthcare Systems Solutions Career Program J. Hennig	Harper's Proposal Solutions: Increase Awareness & Access to information; Career & School Readiness; Education & Training Capacity; Student Support System; Career Progression/Advancement; Workplace Environment/Retention	WBMC \$150,000	02-01-05 01-31-06

Total as of June 23, 2005

\$2,445,500

NOTE 1: This total represents an increase of \$546,252 from FY04 to FY05 (6/30 to 6/30).

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.

***NOTE 3: 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.**

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
ILEAS	Illinois Law Enforcement Alarm System
NSF	National Science Foundation
TMPS	Technology, Math & Physical Science
USDE	United States Department of Education
USDJ	United States Department of Justice
WBMC	The Workforce Boards of Metropolitan Chicago

**Harper College Educational Foundation
May Fundraising Report FY05**

Appeal Description	Gift Count	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Gala 2005	2	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00
Golf Open 2005	29	\$36,360.00	\$1,000.00	\$250.00	\$0.00	\$37,610.00
Major Gifts Campaign	1	\$575.00	\$0.00	\$0.00	\$0.00	\$575.00
Memorial	9	\$1,210.00	\$0.00	\$0.00	\$0.00	\$1,210.00
Personal Solicitation	1	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00
Pacesetter Campaign FY05	6	\$2,810.00	\$0.00	\$0.00	\$0.00	\$2,810.00
Resource for Excellence Campaign FY05	389	\$6,031.50	\$33,935.16	\$0.00	\$0.00	\$39,966.66
Scholarship Stewardship Reports	2	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Stewardship	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Unsolicited	3	\$0.00	\$0.00	\$3.00	\$0.00	\$3.00
Calendar Year-End Direct Mail FY05	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Total	444	\$50,286.50	\$34,935.16	\$853.00	\$0.00	\$86,074.66

**Harper College Educational Foundation
Year to Date Fundraising Report (as of 5/31/05)**

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
Harper Fashion Show	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Gala 2005	144	\$70,873.00	\$18,950.00	\$17,536.00	\$0.00	\$107,359.00
Golf Open 2004	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Golf Open 2005	38	\$49,760.00	\$11,000.00	\$250.00	\$0.00	\$61,010.00
Harper Symphony Orchestra	4	\$375.00	\$0.00	\$0.00	\$0.00	\$375.00
Harper Quest Celebration Events	30	\$6,367.33	\$74,450.00	\$22,000.00	\$0.00	\$102,817.33
Imaginary Invalid - Director's Circle Event	19	\$2,100.00	\$200.00	\$70.70	\$0.00	\$2,370.70
Major Gifts Campaign	1	\$575.00	\$0.00	\$0.00	\$0.00	\$575.00
May 21st Memorial Event	2	\$500.00	\$250.00	\$0.00	\$0.00	\$750.00
Jim McGuire Golf Open	33	\$2,488.00	\$0.00	\$0.00	\$0.00	\$2,488.00
Memorial	71	\$7,447.00	\$1,225.00	\$0.00	\$0.00	\$8,672.00
Margaret Scott	59	\$1,608.22	\$0.00	\$0.00	\$0.00	\$1,608.22
Pacesetter Campaign FY04	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Personal Solicitation	21	\$14,405.00	\$103,500.00	\$600.00	\$250,000.00	\$368,505.00
Planned Giving	1	\$0.00	\$0.00	\$0.00	\$400,000.00	\$400,000.00
Proposal	6	\$12,500.00	\$17,000.00	\$0.00	\$0.00	\$29,500.00
Pacesetter Campaign FY05	37	\$23,457.70	\$7,366.20	\$0.00	\$0.00	\$30,823.90
Resources for Excellence Employee Campaign FY04	140	\$165.00	\$20.00	\$0.00	\$0.00	\$185.00
Resource for Excellence Campaign FY05	389	\$6,031.50	\$33,935.16	\$0.00	\$0.00	\$39,966.66
Jeremy Rifkin Event	15	\$174.00	\$0.00	\$0.00	\$0.00	\$174.00
Scholarship Stewardship Reports	22	\$38,799.00	\$0.00	\$0.00	\$0.00	\$38,799.00
Small Works Reception	9	\$430.00	\$0.00	\$0.00	\$0.00	\$430.00
Special Initiatives	6	\$4,951.42	\$0.00	\$0.00	\$0.00	\$4,951.42
Stewardship	12	\$10,283.00	\$0.00	\$0.00	\$0.00	\$10,283.00
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	25	\$9,850.00	\$0.00	\$4,722.22	\$0.00	\$14,572.22
Wellness Program	1	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
Calendar Year-End Direct Mail FY05	76	\$14,155.00	\$0.00	\$0.00	\$0.00	\$14,155.00
Grand Totals:	1,167	\$279,035.46	\$267,896.36	\$45,278.92	\$650,000.00	\$1,242,210.74

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

Through an Intergovernmental Agreement municipalities of the Harper College area have formed the Northwest Suburban Regional Training Authority (NWSRTA) to develop and implement a regional fire training facility. Harper College is invited to join as an Affiliate Member. The Intergovernmental Agreement for the Northwest Suburban Regional Training Authority is presented for Board review.

II. REASON FOR CONSIDERATION

Representative from Harper College's Fire Science Technology program and the Technology, Mathematics, and Physical Science Division have been actively involved in helping to establish this fire training center.

Affiliate membership in NWSRTA will position Harper College well to

- provide training and coursework for regional fire departments;
- use the facilities for experiential training with Harper's fire science students; and
- position the College to join with the fire departments in applying for Homeland Security grant funding.

III. BACKGROUND INFORMATION

Fire Departments are the life line for anyone who suddenly finds himself a victim in a wide range of emergencies such as fires, medical crises, tornadoes, entrapment in an automobile, and drowning. The 1200 active firefighters of the fire departments of the northwest suburbs respond to almost 40,000 emergency calls each year. With stepped up security procedures and concerns, fire departments are increasingly challenged to be prepared both for wider types of emergencies and for working together across agencies and departments. If firefighters are going to be prepared for these escalating challenges, they must have on-going, frequent training. And yet, none of the fire departments of the northwest suburbs have training facilities for live fires or confined space rescue. The fire departments have joined to form the Northwest Suburban Regional Training Authority (NWSRTA) which is dedicated to providing high quality, accessible, and cost effective training and educational programs, which address both present and future training requirements of public safety response personnel.

At this time five municipalities have approved the Intergovernmental Agreement: Hoffman Estates, Palatine, Palatine Rural, Rolling Meadows, and Schaumburg. This agreement has been reviewed by attorneys for Harper College.

IV. RECOMMENDATION

The administration recommends that Harper College join Northwest Suburban Regional Training Authority as an Affiliate Member and that the president be authorized to sign the Intergovernmental Agreement.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Educational Service Providers

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

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The College has a number of educational service providers it is using to deliver educational programs in both credit and continuing education programs. The attached list represents the Educational Service Providers we anticipate will provide service in Fiscal Year 2005-06.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board approve the attached list of Educational Service Providers for Fiscal Year 2005-06.

WILLIAM RAINEY HARPER COLLEGE

Educational Service Providers and Rental Facilities

<u>Organization</u>	<u>Training Curriculum</u>
Stampco Technology Group	Training in Microsoft, Sun Microsystems, Comptia, Cisco, Linux, CIW
Prentice Hall	Unix Training, Cisco Router Training, Lotus Training, Domino Training
Amazon.com	Unix Training, A+/PC Support Technician, Cisco Router Training, Lotus Training, Microsoft MCSE, MCSA, MCDBA, Oracle DBA, Developer, Network +
Autodesk	Autodesk Training
Comptia	PC Support Technician/Networking + Training Curriculum and Licensing
Citrix	Citrix Training
Microsoft	Microsoft Solution Developer (MCSA) Microsoft 2000 Certified Training (MCSE) Microsoft Certified Database Administrator (MCDBA)
Oracle	Oracle Database Administrator Oracle Developer
Ascent	Autodesk Books Solaris Unix Training
Sun Microsystems	Java Training
Prosoft	Certified Internet Webmaster Training
Lotus	Lotus Training, Domino Training
SAP	SAP Training
Pearson Education	Cisco Course Materials
Thomson Learning	Linux Course Materials
Arlington Academy	Cosmetology Program through Continuing Education
Cosmetology Career Center	
Northwest Community	Emergency Medical Technician
Healthcare	Paramedic Program
<i>Pro-Act Options (Susan Goodale)</i>	<i>Leadership / Teaching & Learning Consultant</i>
Elk Grove High School	Rental Facilities
Ascendant Learning	IT Security Certified Professional Program <i>June 2005</i>
Element K Press	Microsoft Office Software Training Manuals Microsoft Office Software Training Manuals

Woodcrafters
Fox Creek Stables
Maxim Entertainment Group

Woodcrafting instruction and facilities
Horsemanship
Sound Record Engineering

ABC Bartending School

Licensing ordinances require exam completion

Bradford Learning

Linux Training and Linux Courseware

CDWG

Course Materials and Supplies

Corporate Services and Continuing Education

VENDOR LIST (OVER \$10,000)

Catwalk Consulting

Jay Frishkorn
Loris Francioni
Sheila Graven
Linda Heneghan
Cathy Horwitz
Mark Krukowski
Ellen Lehnert
Pam McGinty
Deb Pauley

IT Consulting
Database consulting & training
Desktop application consulting & training
IT Consulting and Training
Desktop application consulting & training
Desktop application consulting & training
IT Consulting and Training
Desktop application consulting & training
Desktop application consulting & training
Desktop application consulting & training

Ken Reddy
Lynne Brooks
Nicolle Carfagnini
Diane Decker
Adelaide O'Keefe
Cynthia Rogers
Dennis Ryan
Cynthia Aaronson
Paul Glover

IT Consulting and Training
Instructional design & training
Management consulting & training
Management/OD consulting & training
Management/OD consulting & training

Enviser

Steve Notter
Kestral Management
Bob Squires
Jane Melevin
Achieve Global
ElementK
Shadow Box Learning Systems
LearnKey

Energy consulting & training
Quality consulting & training
Quality consulting & training
Quality consulting & training
Telemagic consulting
Training Programs & Courseware
Computer Courseware
Computer Courseware
Computer Courseware

eConsulting-Group Inc. (Mike Marco)

Michael Shugarman
Sheila Graven
Keith Sorn
Gary Chanoux

Consulting & training
Consulting & training
Consulting & training
Consulting & training
Consulting & training

June 2005

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to approve the Strategic Long Range Plan: 2005-2008.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

IV. RECOMMENDATION

The administration recommends that the Board approve the Strategic Long Range Plan: 2005 – 2008.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

SUBJECT

The administration of Harper College be re-authorized an amount not to exceed \$36,500 to collaborate with other interested parties to pursue changing Illinois law to allow the College to offer a pilot program to grant selected baccalaureate degrees in career and applied programs if the following conditions are met:

- The programs are consistent with the existing Board Policy, that is, new programs of study must be approved by the Board of Trustees prior to submission for approval by the Illinois Community College Board;
- A community need is identified and documented;
- Nearby public four-year universities:
 - Have no interest in offering a similar program, or
 - Cannot increase current program capacity, or
 - Current programs do not meet industry demand;
- Harper has the expertise, resources and interest to offer a quality program;
- The pilot program can be self-supporting through tuition and private donations. **No local property tax revenue or state funding would be expected or required for direct program expenses**, and,
- The Administration has considered existing and new partnerships with other appropriate colleges and universities prior to recommending the College offer its own selected baccalaureate degree.

BACKGROUND

Community colleges offering selected bachelor's degrees is a fast-growing trend in higher education. Thirteen states currently allow community colleges to offer bachelor's degrees under certain circumstances: Florida, Utah, Nevada, Arkansas, Minnesota, Texas, New York, Pennsylvania, Vermont, Hawaii, Georgia, South Carolina and, most recently, in Indiana and Washington. Legislation has been introduced in four states: New Mexico, Arizona, Maryland and California. Several Canadian provinces have allowed its community colleges to offer bachelor's degrees since 1995. Currently, state law prohibits community colleges in Illinois from offering baccalaureate degrees.

- In fiscal year 2005, Senator Susan Garrett and Senator Kay Wojcik introduced SB0131, which would allow Harper College to create a pilot baccalaureate program under which the district may establish and offer baccalaureate degrees in two fields of study under certain conditions. SB0131 sits in the Rules Committee of the Senate. Review of the community college baccalaureate movement in other states reveals it takes two to three years to pass legislation granting this authority.

Generally, community colleges offer bachelor's degrees in workforce-related technical areas such as nursing, specialized teaching and applied technology. Where they've been implemented, these programs have been extremely successful in two important ways:

- Offering bachelor's degrees in areas that local businesses need, but nearby public universities don't offer;
- Providing access to adult, working students who cannot attend a traditional university.

Harper College Pilot

Under a proposed pilot program approved by the Harper College Board of Trustees on June 22, 2004, Harper would offer bachelor's degrees only under the following conditions:

- The program would not compete with nearby public four-year universities;
- The program would be self-supporting and would not use property tax dollars for direct program costs and **no additional state money would be needed**;
- A community need is identified and documented;
- Harper has the expertise, resources and interest to offer a quality program;

- The College considered existing and new partnerships with other appropriate colleges; and,
- It is consistent with existing Board policy.

These restrictions are similar to laws in other states where community colleges offer bachelor's degrees. They are meant to avoid duplication and competition with four-year universities.

Given these conditions, Harper is asking for legislative approval to offer two bachelor degree programs on a pilot basis: a Bachelor of Science degree in Nursing and a Bachelor of Science degree in Technology Management. Harper is not asking for a change in state law at this time. Rather, Harper is asking for an exception to the law in order to offer these two programs on a four-year pilot basis so that their benefits can be clearly demonstrated and studied.

Even if a pilot bachelor's degree program were approved, Harper would not become a four-year college. Like other community colleges that offer selected bachelor's degrees, Harper would remain fully committed to its primary mission as a two-year community college. Harper would simply offer two workforce-related baccalaureate programs in addition to traditional two-year programs.

Harper College Survey

In February and March of 2004, an independent research firm, Scientific Verdicts of Louisville, Kentucky, polled 1,200 residents in the northwest suburbs to determine interest in Harper offering selected bachelor's degrees. The results were overwhelmingly in favor of Harper's initiative.

- Over 66% of residents surveyed indicated a very strong need for Harper College to offer selected bachelor's degrees;
- Only 5% of those surveyed indicated there was no need for Harper College to offer selected bachelor's degrees;
- 53% of those surveyed said they personally had a very strong interest in Harper offering a bachelor's degree, meaning they would consider themselves potential students for such a program;
- 86% of those surveyed said they either strongly favored or were neutral about selected bachelor's degree programs at Harper College, even if meant paying higher tuition for the last two years; and,
- Support dropped significantly if it meant an increase in property taxes to pay for the program.

Cost

Based on the results of the independent survey and restrictions set by the Harper College Board of Trustees, the Harper College pilot bachelor's degree program must be self-supported and cannot use property tax revenue or state funding for direct program costs.

The College estimates the direct cost of offering a Bachelor of Science degree in Nursing and a Bachelor of Science degree in Technology Management on a four-year pilot basis for 150 FTE students will be about \$2.3 million. Tuition would cover \$1.8 million of the total cost. The rest of the cost would be covered by the Harper College Educational Foundation and corporate donations.

Benefits

The pursuit of selected baccalaureate degrees is first and foremost about meeting the access needs of students who cannot, for whatever reason, attend a traditional four-year university in a selected program area. It is also a response to the unmet workforce needs of local businesses, industries and health care providers.

Harper's pilot bachelor's degree initiative in nursing has the support of the two major hospitals in the northwest suburbs: Northwest Community Healthcare in Arlington Heights and Alexian Brothers Medical Center in Elk Grove Village. In states like Florida, community college baccalaureate programs have been remarkably successful at creating new partnerships with local businesses and addressing their manpower needs. At the same time, the programs provide a new avenue of access to higher education for adult students who otherwise would not pursue a baccalaureate degree.

In offering baccalaureate degrees, the intent is not to compete with public, four-year universities. Community college bachelor's degree programs would only be offered in selected areas, generally in career and applied programs, where nearby public universities have no interest in offering similar programs.

Program Waiting List

As part of Harper's research into offering a pilot bachelor's degree program, the College, in partnership with the College of DuPage, hired the independent research firm of Comiskey Research Inc. in Bensenville, Illinois to survey 150 recent community college graduates in nursing and 150 recent community college graduates in either computer information sciences (CIS), electronics or manufacturing to see if they were interested in Harper offering selected bachelor's degrees in these areas. The survey included recent graduates from Harper College and the College of DuPage. The results again were overwhelmingly in favor of Harper offering these two programs:

- 50% of nursing graduates surveyed thought it was important for Harper to offer a bachelor's degree in nursing;
- 69% of nurses surveyed asked to be put on a waiting list of people be notified if Harper offered a bachelor's degree in nursing;
- 76% of technology-related graduates surveyed thought it was important for Harper to offer a bachelor's degree in technology management ; and,
- 51% of technology-related graduates surveyed asked to be put on a waiting list of people to be notified if Harper offered a bachelor's degree program in technology management.

Opposition

Although independent surveys show wide popular support for community colleges offering selected bachelor's degrees, and they have been successfully implemented in other states, there remains opposition from traditional four-year universities and some members of the Illinois Community College Board. Traditional universities fear community colleges will encroach on their "turf," and that the community college baccalaureate program "will be successful." More importantly, they're concerned, as this movement becomes more popular, it will eventually divert money from the state's funding "pool" for public four-year universities.

The chairman of the Illinois Community College Board (ICCB), Guy Alongi, has also spoken out against Harper's initiative, saying offering selected baccalaureate degrees is "mission creep" that will divert attention from current students and/or associate degree programs. Since Mr. Alongi's initial remarks, however, the ICCB and the Illinois Board of Higher Education (IBHE) have formed a task force to study this issue. This opposition was expected and is typical of the experiences of other states where legislation allowing community colleges to offer selected bachelor's degrees eventually passed. In anticipation of this opposition, Harper designed the pilot program to address the concerns of the state's higher education community, as well as legislators.

- **State Funding:** The pilot would require no additional money from the state. The pilot program would be funded by student tuition, the Harper College Educational Foundation and corporate donations.
- **Mission Creep:** The proposal calls for the pilot to have a sunset clause after four years, so no permanent change in state policy is required until after the pilot phase is completed. The pilot provides an opportunity for educators and lawmakers to see, in a tangible way, that offering a selected number of bachelor's degree programs won't change the mission of a community college. It simply adds to the menu of programs they provide to meet the ever changing needs of the community.

- **State Statute:** Harper is not advocating for change of state statute at this time. Harper is simply asking for legislation that would allow Harper to offer a pilot bachelor's degree program for a limited time.

Summary

Harper believes the proposed pilot bachelor's degree program provides an excellent opportunity for educators and lawmakers to monitor and study this new trend as it applies to Illinois. If the experiences in other states are a guide, selected bachelor's degrees at community colleges will address manpower needs of local businesses, increase access to selected degrees for working adults and have little or no impact on nearby public four-year universities.

Additionally, the introduction of selected bachelor's degree programs is an important and cost-effective way to foster local economic development. According to the U.S. Labor Department's recently published Occupational Education Handbook 2004-2005, a college degree is now required for all but one of the 50 highest paid occupations. In many areas of the economy, the bachelor's degree is replacing the associate degree as the entry-level credential for well paying jobs.

As employers seek productivity gains to stay competitive in a global economy - i.e. doing more work with fewer employees - they need workers with, not only technical skills, but also critical thinking, problem solving and communication skills, which are typically gained in bachelor's degree programs. Widespread access to baccalaureate programs is now crucial to the upward job mobility of local residents, the economic health and vitality of local businesses and the overall quality of life. The community college baccalaureate movement addresses this need by providing access to high quality, rigorous baccalaureate degree programs in selected areas for those who, for a variety of reasons, are unable to attend a traditional four-year university.

And finally, the baccalaureate degree in nursing and technology management offered by Harper College would meet the same accreditation standards applied to similar degree programs offered by public four-year universities.

RECOMMENDATION

The administration of Harper College be re-authorized an amount not to exceed \$36,500 to collaborate with other interested parties to pursue changing Illinois law to allow the College to offer a pilot program to grant selected baccalaureate degrees in career and applied programs If the following conditions are met:

- The programs are consistent with the existing Board Policy, that is, new programs of study must be approved by the Board of Trustees prior to submission for approval by the Illinois Community College Board,
- A community need is identified and documented;
- Nearby public four-year universities:
 - Have no interest in offering a similar program, or
 - Cannot increase current program capacity, or
 - Current programs do not meet industry demand;
- Harper has the expertise, resources and interest to offer a quality program;
- The pilot program can be self-supporting through tuition and private donations. **No local property tax revenue or state funding would be expected or required for direct program expenses,** and
- The Administration has considered existing and new partnerships with other appropriate colleges and universities prior to recommending the College offer its own select baccalaureate degree.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Preliminary Budget FY 2005-2006

II. REASON FOR CONSIDERATION

State law requires that the College submit a preliminary budget to the Board for review. The final budget will be presented to the Board in August 30, 2005, which will allow for a minimum of 30 days of public review.

III. BACKGROUND INFORMATION

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

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to establish the 2005-06 Budget Hearing Date.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

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

IV. RECOMMENDATION

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

RESOLUTION

BE IT RESOLVED: That the fiscal year for Community College District 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, be and hereby is established as commencing on July 1, 2005 and ending on June 30, 2006.

BE IT FURTHER RESOLVED: That the public hearing on the tentative budget for the fiscal year beginning July 1, 2005 and ending on June 30, 2006 be set for 7:00 p.m. in the Conference Center – W-214 on August 30, 2005, of said College at 1200 W. Algonquin Road, Palatine, Illinois, and that proper notice of said hearing and of the availability of the budget for public inspection be given by the Secretary of this Board of Trustees by publishing notice thereof at least thirty days prior to August 30, 2005 in the Arlington Heights Herald, Barrington Herald, Buffalo Grove Herald, Des Plaines Herald, Elk Grove Herald, Hanover Park Herald, Hoffman Estates Herald, Mount Prospect Herald, Palatine Herald, Rolling Meadows Herald, Schaumburg Herald, Streamwood Herald, Wheeling Herald, being newspapers published in this College District, which notice shall be in substantially the following form:

PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, that commencing at 9 a.m. on June 24, 2005 a tentative budget for said College district for the fiscal year beginning July 1, 2005, and ending June 30, 2006, will be on file and conveniently available to public inspection at the Business Office of said College district at 1200 W. Algonquin Road, Palatine, Illinois, during usual and customary business hours.

PUBLIC NOTICE IS FURTHER HEREBY GIVEN that a public hearing will be held on said budget at 7:00 p.m. on the 30th day of August 2005, in the Conference Center, Room W-214 of said College at 1200 W. Algonquin Road, Palatine, Illinois.

DATED at Palatine, Illinois this 23rd day of June 2005.

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

Richard F. Gillette
Secretary

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Approval to retain the engineering firm of Gage-Babcock and Associates, Inc. to design the new Fire Detection System for Harper College.

II. REASON FOR CONSIDERATION

The College fire protection in all but the three new buildings is antiquated and needs to be replaced. The system is out of date, no longer state-of-the-art and it is difficult to obtain parts and it frequently malfunctions. In addition, it has no built-in voice communication capacity for use during emergencies.

III. BACKGROUND INFORMATION

A request to enter into a Quality Based Selection Process was advertised and the five firms which responded were reviewed for the project. They were:

Alpha Engineering, LTD
Gage-Babcock and Associates, Inc.
Kluber, Skahan and Associates, Inc.
Rolf Jensen and Associates, Inc.
Schirmer Engineering Corporation

A three person team was formed to review the qualifications of the submissions received. Each proposal was rated by each of the three team members individually using a common rating system and scoring sheet. When total points were added up, Gage-Babcock and Associates, Inc. and Rolf Jensen and Associates, Inc. were the two highest scoring vendors within a single point of one another. It was decided that both firms should be brought in for a discussion of fees, since their qualifications were both deemed to be acceptable.

The negotiation of fees resulted in a withdrawal by Rolf Jensen and a final submission by Gage-Babcock of a flat fee of 9% totaling \$90,000 on a \$1,000,000 construction estimate, which will include normal reimbursable expenses.

IV. RECOMMENDATION

The administration recommends that the firm of Gage-Babcock and Associates be retained for the design of a new fire protection system for Harper College at a flat fee of \$90,000 including reimbursables and that the President be authorized to sign the contract upon final review of the College Attorney.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Administrative Employment Contracts

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

Recommended changes include the following:

- A) Up to a 5.7% salary increase and a salary range base increase of 2.5%;
- B) A three hundred dollar increase in the supplemental benefit allowance from \$2,000 to \$2,300, (used for the purchase of permanent life insurance, a tax sheltered annuity, or SURS service credit through payroll deduction) and the addition of long-term care and long-term disability insurance;
- C) The use of professional expenses once every four years for financial planning (instead of only five years prior to retirement) and the payment of graduate tuition expenses directly to an approved educational institution.
- D) The elimination of Retirement Opportunity #3 for administrators who have not been approved for retirement by the Board of Trustees prior to July 1, 2005.

The increased costs for salary adjustments and changes in the fringe benefit program are \$429,862.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the sum of \$429,862 for adjustments in salaries and fringe benefits, and the administration further recommends that the Board Chairman and Secretary be authorized to execute the Administrative Employment Contracts on behalf of the Board of Trustees for the 2005/2006 fiscal year.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Increase in salaries and fringe benefit expenses for the Classified, Food Service and Supervisory/Confidential employees for 2005/2006.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

As a result of these suggestions and studies conducted by the Administration, the recommended changes include up to a 5.7% salary increase; salary range base movement of 2.5%; stipends of up to 3.2% for those employees at the top of the salary range who are in good standing; and parity increases to the midpoint of the salary range for employees in good standing who have been in their salary range for at least five years.

The increased cost for salary adjustments and fringe benefit expenses is \$972,931.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the sum of \$972,931 to implement the increase in salaries and fringe benefit expenses for the Classified, Food Service and Supervisory/Confidential employees effective July 1, 2005.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

- I. SUBJECT: Approval of a consulting services contract for Karen E. Johnson to serve in the capacity of interim Executive Director of the Northwest Suburban Education to Careers Partnership during the period July 1, 2005 – June 30, 2006.

- II. REASON FOR CONSIDERATION: A search to fill the recently vacated Northwest Suburban Education to Careers Partnership executive director position was recently failed. Ms. Johnson possesses the experience and expertise to maintain the day-to-day operation of the Partnership's activities and assure our compliance with our funding sources guidelines.

- III. BACKGROUND INFORMATION: Harper College is a member of the Northwest Suburban Education to Careers Partnership, along with our feeder high school districts. Given that Ms. Johnson is retired from the Teacher's Retirement System (TRS), Harper has agreed to serve as the fiscal agent in distributing her consulting fees. There is no financial cost to Harper College. The entire \$89,000 stipulated by Ms. Johnson's consulting contract will be borne by the Partnership.

- IV. RECOMMENDATION

The administration recommends that the Board approve the consulting contract of Ms. Karen E. Johnson.