



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

August 30, 2005
7:00 p.m.

I. Call to Order

II. Roll Call

III. Approval of Agenda

IV. Presentations

- Cheryl Kisunzu: Climate Survey

V. Student Trustee Report

VI. President's Report

VII. Harper Employee Comments

VIII. Citizen Comments

IX. Consent Agenda* (Roll Call Vote)

A. For Approval

- | | |
|--|----------------|
| 1. Minutes - July 26, 2005 Regular Board Meeting | Exhibit IX-A.1 |
| 2. Bills Payable, Payroll for July 22, 2005 and August 5, 2005;
Estimated Payroll for August 19, 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 |

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 | Exhibit IX-B.4 |
| 5. First Reading of Modification of Board Purchasing Policy | Exhibit IX-B.5 |
| 6. First Reading of Revision of Board Policy on Disposition of
Equipment | Exhibit IX-B.6 |

* At the request of a Board member or the President, an item may be removed from the Consent Agenda for discussion. In addition, certain recurring recommendations may be included in the Consent Agenda at the discretion of the College President.

X. New Business

- A. RECOMMENDATION: Annual Budget Hearing of Legal Budget for FY2005-2006 Exhibit X-A
- B. RECOMMENDATION: Second Reading of Confidential Reporting Policy Exhibit X-B
- C. RECOMMENDATION: Affiliation Agreement between Harper College and Twenty Local Veterinary Clinics for the Continuing Education Veterinary Assistant Program Exhibit X-C
- D. RECOMMENDATION: Adjunct Faculty Collective Bargaining Contract Exhibit X-D
- E. RECOMMENDATION: Disposal of Obsolete and Unrepairable Personal Property Owned by the College Exhibit X-E
- F. RECOMMENDATION: Voting Delegate to ACCT Annual Community College Leadership Congress Exhibit X-F

XI. Announcements by the Chair

- A. Communications
- B. Calendar Dates

On-Campus Events

(Note: * = Required)

*September 27 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, July 26, 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, July 26, 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, July 26, 2005 at 7:04 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Gillette, Graft, Hoffman, Kelley and Stone; Student Member Hurtubise
Absent: Members Hill and Murphy

Also present: Robert Breuder, President; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Cheryl Kisunzu, Associate V.P. Diversity/ Organizational Development; David McShane, V.P. Information Technology; Margaret Skold, V.P. Academic Affairs; Colleen Murphy, V.P. Marketing; Linda Kolbusz, Associate V.P. Development, Governmental Relations; Catherine Brod, V.P. for Development; Joe Accardi; Mike Alsup; Larry Bielawa; Arlene Bublick; Phil Burdick; Kathleen Canfield; Meg Coney; Maria Coons; Daniel Corr; Rob Dix; Terry Engle; Denise Evans; Robert Getz; Sally Griffith; Vicki Gukenberger; Julie Hennig; Gregory Horeni; Thea Keshavarzi; Laura LaBauve-Maher; Terry Lindsay; Jennifer Mathes; Jim Ma; Russ Mills; Halina Polakowski; Eric Rosenthal; Diana Sharp; Douglas Spiwak; Tom Thompson; Dennis Weeks and Deanna White. Students: Sandy Cebrij and Tiffany Banach Dick.

Guests: Tim Kane, Chicago Tribune; Mike Puente, Daily Herald; Michael Lundeen, Legat Architects; Pat Hartmann, St. Alexius Medical Center; Barbara Walsh, Northwest Community Hospital.

Julie Hennig led everyone in the Pledge of Allegiance.

Chair Stone noted that there would be a brief executive session following the regular Board meeting for the purpose of discussing personnel 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**
HLC Update

Maria Coons gave an update on the Higher Learning Commission project. It was noted that her co-chair, Sheila Quirk, could not be at the meeting this evening.

Major Accomplishments

1. Grasped the changes that the commission has put forward regarding how they should address the self-study. They identified five major criteria to be addressed in the study:
 - Learning and teaching on campus
 - Engage the community
 - Acquisition of knowledge - students, staff, faculty and administration
 - Future - making sure the College is poised to take advantage of future opportunities and looking at challenges that may face the College
 - Mission - which should embrace everything they do at the College

2. Provided the College with a vision and began organizing. Sub-committees were created for each of the above five criteria and chaired by both a faculty member and an administrator:
 - Learning and teaching - Diana Sharp and John Clark
 - Engage the community - Daniel Corr and Vickie Atkinson
 - Acquisition of knowledge - Sally Griffith and Sue Byte
 - Future - Maria Moten and Chris Piepenberg
 - Mission - Laura LaBauve-Maher and Cathy Hopp

Ms. Coons noted that additional subcommittees have been formed which now reach across campus to all employee groups. The Steering Committee is comprised of all chairs listed above, plus Sheila Quirk and Maria Coons.

3. Addressed outcomes. Although groups were assessing learning and effectiveness across the College, there was not a cohesive way of documenting the evidence that students were learning. They adopted a five-column model from Dr. Jim Nichols and his wife, Karen, after they provided a two-day training class. By January, every single area within the College had written an

Outcomes document. Completed outcomes will be due in September. They are not looking for every objective to be met, but they are looking for a continuous environment of improvement.

4. Addressed General Education core. In the past, they have been assessing learning departmentally - the English department has been assessing writing in English classes, the Math Department has been assessing math skills in math classes. They desired to go across the curriculum to see if students in Marketing classes can write effectively and if students in Psychology can perform math functions. Diana Sharp and John Clark undertook a general education subcommittee, drawing in faculty from all over campus. As a result, the Collegiate Assessment and Articulation Placement Exam was adopted, which includes math, writing and critical thinking. Various instructors throughout campus were willing to give the 50-minute exam in their classes. English teachers gave math tests and history teachers gave critical thinking tests. They are in the process of reviewing the results, which will then be reported back to the Board. Ms. Coons noted that it will be interesting to see the results, which will benchmark Harper students against students throughout the entire country.
5. Looked at existing data throughout the College. They will use the data to prove how progress is being accomplished in the five criteria. The subcommittees have formed core analysis sheets and they have identified documents throughout the College, such as the budget and the Strategic Long-Range Plan. There will be breakout sessions during orientation week in an effort to get input and try to open up discussion throughout the College. There is a focus visit scheduled in mid-September. The Higher Learning Commission will be coming to Harper for two purposes: to accredit the College to offer distance learning degrees and to accredit the two remote sites (Northeast Center and Harper Professional Center). The College is now offering complete degrees at those sites through Fast Track.
6. Addressed ongoing communications. Working in collaboration with a Computer Information Systems (CIS) internship class, they are developing a website for the Higher Learning Commission project. Student interns are developing an internal website in an effort to keep the

Harper Community informed. Eventually, they will have a presence on the external website.

Ms. Coons noted that she is very pleased with the progress they have made. She feels they are in fine shape and will pass with flying colors.

Dr. Breuder noted that this takes place in the Fall 2007, which shows how far in advance the preparation begins. Chair Stone thanked Ms. Coons for the impressive report.

Nursing Cohorts

Vickie Gukenberger gave an update on the pilot nursing project. She noted that Peg Gallagher was on vacation and would not be at the meeting this evening. She introduced additional critical partners: Greg Horeni, faculty in the nursing program; Pat Hartmann, Director of Education at St. Alexius Medical Center (SAMC); Barb Walsh, Director of Human Resources at Northwest Community Hospital (NCH); Sandy Cebrij and Tiffany Banach Dick, nursing students in the cohort.

Ms. Gukenberger listed various reasons for the nursing shortage they are experiencing:

- There is an increased number of opportunities for nurses in different healthcare fields to work today;
- The average age of today's practicing nurse is in the mid-late 40's. Since the average age continues to increase, there will be a higher replacement rate than normal for that career.
- Baby-boomers are aging and will need more healthcare - much of that is provided by the nurse.

In an effort to help combat the shortage, Harper College wants to work in an efficient and effective manner, collaborating with internal and external partners. Timing and taking advantage of available opportunities influenced their decision to move forward with this initiative.

Ms. Gukenberger explained that nursing is a costly program, and partnering is critical to its expansion. Implementing the exciting new project was done with Harper College Core Values in mind. Consistent with the mission of Harper College, the health careers program at the College is committed to partnering with healthcare agency employers in the Harper community. Over two years ago, Alexian Brothers Health Network entered into conversation with Harper College healthcare leadership to provide an onsite associate degree nursing program. At that same time,

Northwest Community Healthcare requested a mechanism whereby their employees who did indeed meet the admissions criteria for the program could have guaranteed seats in the program. Both institutions recognized that they had an aging RN workforce and a need for nurses in the next few years. NCH and SAMC stepped up to the plate by making significant fiscal contributions, committing to weekend scheduling of clinicals for workbase learning, and accommodating incumbent workers' schedules and benefit plans to facilitate their participation in the nursing program.

State dollars directed by the Department of Economics were made available through competitive Critical Skills Shortage Initiative (CSSI) Competitive Grants. Components of the grant that was accepted for funding included the expansion of Harper's nursing program and the offering of select health careers core courses at participating hospitals. Moneys were awarded for this fiscal year. Regulatory and accrediting agencies were also consulted, and approval was received to admit additional students into the program and offer alternative schedules.

Implementing the activities approved in the grant application in such a short turnaround time involved very valuable Harper College internal partners. Efficient and effective support was provided by a number of Harper College internal partners. The partner relationship, combined with funding sources and the new Avanté enhanced teaching and learning resources, allowed them to move forward with expanding the nursing program, while maintaining the integrity of the long-standing quality program that Harper currently offers.

Project goals include: to provide the nursing program curriculum in a flexible, responsive and accountable manner to community partners; and to provide educational assistance to qualified students who are interested in becoming registered nurses.

Harper's defined roles include the following:

- Offering a fully accredited nursing program including all theory, laboratory and clinical experiences necessary for students to meet program competencies;
- Reviewing all applications for the program using standard procedure and criteria;
- Accepting 20 qualified candidates;

- Providing academic and non-academic support services available to all Harper students, including some onsite partner institutions' counseling services; and,
- Hiring and facilitating contracts for faculty.

The role of their hospital partners (NCH and SAMC) includes:

- Providing clinical sites for students in all areas of the curriculum, including medical/surgical nursing, critical care, maternal child health and mental health;
- Providing financial support for employees who are accepted into the program; and,
- Providing financial support for select costs associate with the program expansion offering.

In developing the program, they have considered hospital requests, advisory committee feedback and students' desires. A new cohort of 20 qualified students who are employed at NHC or SAMC began the program on March 4. The first nursing course, Nursing Fundamentals, is a nine-credit-hour course where theory, lab and clinical experiences are conducted on an every Friday and every other Saturday/Sunday schedule. This schedule is intended to be maintained for the duration of the program (a part-time schedule intended for students who have general education courses completed).

To affirm Harper's Core Value of excellence, the intended demonstration of excellence will be through a critical component of the evaluation process. At this time, as they have completed the first nursing course, 17 of the 20 students will continue into the second nursing course, which starts on August 5. Three open seats are being filled by students who were formerly enrolled in the nursing program and, for some reason, had to step out. They are now being allowed the opportunity to re-enter the nursing program one semester earlier than they may have originally been offered.

Faculty Satisfaction

Greg Horeni, instructor, explained that this new way of having clinicals on the weekend and lecture one day a week gave him the opportunity to keep up his skills and still continue to work at a hospital in Chicago. It is a benefit that he will be with the students for the full two years. He gets to know them and know their weaknesses and strengths. Working very closely with the students allows him to help

them along the way, and eventually helps to decrease the failure rate.

Employer/Partner Satisfaction

Barb Walsh noted that the project has been important to NCH for various reasons:

- There will be more nursing students taking the Boards and available for employment.
- It has provided qualified students the opportunity to attain their dream and lifelong career.
- It has had a positive effect, not only on the student participants, but also on their co-workers - seeing that NCH and Harper would work so hard to enable them to receive this education.
- It is important to NCH to partner with Harper more extensively. This important project will be used as a model for other projects in Illinois and throughout the nation.

She added that Julie Hennig's grant design and Peg Gallagher's and Vickie Gukenberger's passion and expertise with which it was put into action, have led to a very successful program in a short amount of time. In her experience with the Illinois Hospital Association's Workforce Taskforce, and with hearing the presentation from the other grant recipients in the Chicago metro area just three weeks ago, Harper's leadership has achieved a uniquely significant program already realizing outcomes in a most cost-effective manner.

Pat Hartmann noted that she echoes those same words with regard to the partnership between SAMC and Harper College. She added that, in some ways, it has created a partnership with NWC. It has been a great experience for all of us (NWC, SAMC and Harper) to come together to address this nursing shortage and to find ways in which everyone can make a difference proactively and creatively. It has been a very exciting opportunity, and they feel fortunate at SAMC to be included.

Student Satisfaction

Tiffany Banach Dick stated that she feels very blessed to have the opportunity to take this course on Fridays and weekends. She has a one-year-old and a three-year-old at home and knows she would not have been as successful in the program if she could not have the opportunity to push daycare onto the weekends with grandparents. It is a

fabulous program. She works on post-surgical at NWCH; she has the opportunity to enjoy the longer clinical day on the weekends, which helps with learning. She hopes more employees at NWCH and SAMC have a chance to do this.

Sandy Cebrij stated that the program, which was put together very well, has been successful. She feels that the weekend option can bring a lot more students into the nursing program, especially those who are working. Additionally, the success rate will be higher because these students are already working in the medical field and know what they are getting into. It has been a very positive experience for her, and she is thankful to be a part of it.

Cohort Program Schedule

Greg Horeni explained that the first semester was completed at the end of June. Students will be off for the month of July. The second semester, 102, will begin in August and go until just before Thanksgiving. There will be one intensive month of clinical rotations, preparing them to take the license exam for the Licensed Practical Nurse (LPN) which will be given in January 2006. The second year of the nursing program will begin in February 2006 and will go until June, and then be off in July. Students would go August through November again. In December 2006, they will have a review, intense study and preparation to take their RN boards. He noted that this is a traditional program, but in a different timeframe and presenting it in a compact manner on weekends and one day a week.

Future Plans

Ms. Gukenberger noted that there will be a September meeting with their internal and external partners for the project. A major part of the discussion will focus on the evaluation of the current project, and how to maintain the program's continuance, as well as how to move into implementing some of the nursing program's unit plans. She explained that the nursing program went through the five-year program review process this year, and the unit plan identified several objectives aimed at exploring ways to improve student access and increase their program capacity, as well as to improve retention rate up to 80 percent of the students who are accepted into the nursing program.

Ms. Gukenberger expressed sincere appreciation for the support from Dr. Breuder and Dr. Skold, and for the mentoring from Julie Hennig who was instrumental in finding out about the grant and helping to secure the funding that

the grant allowed and for the expertise from Sheila Quirk in partnership building and establishing relationships for funding from the two hospital partners.

In response to Chair Stone's question regarding the grant, Julie Hennig explained that they have been offered a continuance on this year of half the amount equal to the 150, so Harper will get an immediate 75 percent. Daniel Corr, Ms. Hennig's replacement, just received confirmation on that. There is a proposed second-year funding equal to half of the first year's. She added that Harper was the only community college approached for a second round of funding. Chair Stone noted that this says something very good about Harper's program.

In response to Member Gillette, Ms. Gukenberger explained that starting additional cohorts (and continued support from funding partners) will be the subject of their September meeting. As each day goes by and they watch the State of Illinois' budget approval process, they hope that they will be able to move forward, and continue to demonstrate satisfaction and need and secure partners to help with some of the funding costs.

In response to Member Gillette, Ms. Hennig explained that the second part of the grant that got funded addressed the need for another nursing cohort. When Harper got its second partner, they were able to double it - they have 40 current workers, 20 at each hospital, beginning the core curriculum. Hospitals have different shortages, so as students finish the program, their employer can steer them where their critical shortage should be. There are other phases, as well.

Ms. Gukenberger explained that they will be looking at what is the most effective way to offer the curriculum, addressing the opportunities to increase program capacity, and doing so in a thoughtful and reflective process fiscally. That may involve looking at different ways to package the curriculum and admit to the program, as well as continuing to establish more partnerships for some additional external funding sources.

Member Graft stated that he could not be more thrilled with what Harper College is doing with regard to the nursing program. This is the essence of Harper College - smart people thinking outside the box, serving the need with employers and a need amongst students. He can never

thank SAMC and NCH enough for their leadership in this. He added that he would like to act as liaison to get Advocate Good Shepherd Hospital to participate in this program. He is on their governing council and on the Advocate Healthcare Board.

In response to Member Graft's questions, Ms. Gukenberger explained that they started with a small cohort of 20, in part because that was what the funding would accommodate. It was also treated truly as a pilot project, so they acted small, while thinking big. It is certainly their intent to be able to do this continuously and perhaps at a larger scope or having opportunities at a non-traditional admission time in the fall for students in a year-round kind of fashion. Additionally, Ms. Gukenberger explained that they have a very detailed evaluation plan for the program. The anticipated outcomes are that they will see a minimum of 16 students complete the full program (80 percent), and that they will have at least 32 out of the 40 students complete the series of the health science core courses that are offered. Additionally, they will look at pass rates in certain courses, GPAs when they complete the program, and the licensure pass rate.

Member Graft added that, as a Trustee, he would certainly endorse and affirm everything they are doing in nursing. If they can add capacity, he would absolutely vote for that.

In response to Chair Stone, Ms. Gukenberger explained that they have a number of courses in health science core courses and a pharmacology course in nursing that is offered online. She added that they probably are not as extensive in distance learning as they could be with nursing. Baccalaureate completion programs have really moved to online learning as a method of delivery, so they know that some of it can be done. Clinicals are difficult to do that way, however. Chair Stone noted that she will be interested in hearing about how nursing progresses on that front.

Dr. Breuder thanked the two hospital partners for working with Harper. It is a win-win-win situation - hospitals, Harper, students. The Board heard tonight yet another exciting way by which this institution seeks to address the dynamic needs of the community. Every month, they will hear more and more of this kind of thing, where this institution is very much seeking to find different ways to be able to address the needs of this community. This is a great initiative that will be built upon. He hopes it will go to Good Shepherd and reach out to a number of other places.

Chair Stone thanked them for the very informative presentation.

STUDENT TRUSTEE REPORT

Student Member Hurtubise noted that there is no formal report. He explained that there will be a New Student Carnival this year - a one-day event which will give the students a chance to get involved. Booths from different organizations and clubs will be set up. At the August meeting, he will invite several individuals who are very involved with student life at Harper. He will encourage the Board to ask questions about student life, orientation, etc. at the next meeting.

PRESIDENT'S REPORT

Dr. Breuder distributed to Board members the finished product of the Strategic Long-Range Plan 2005-2008. It has been reviewed and approved by the Board. They will follow this document for the next 12 months. At the end of the week, Board members will receive the Outcomes document for FY 05, the period ending June 30, 2005. It summarizes all of the accomplishments of the institution during the past 12 months.

Dr. Breuder held up a copy of Gilbane's marketing magazine and pointed out that Harper's Avanté is on the cover. He reminded everyone that Gilbane was the Construction Manager for Avanté. The marketing piece, which features a great article, will get national distribution. It will serve Harper well, in addition to Gilbane.

He noted that next month they will share results of a personal assessment of the College environment or "climate survey." This is part of the Higher Learning Commission initiative.

HARPER EMPLOYEE COMMENTS

There were no employee comments.

CITIZEN COMMENTS

Jeffrey Ketelsen, Palatine citizen, addressed the Board to express his displeasure that the Board has voted to continue pressing the idea of changing Illinois State Law to allow Harper College to offer four-year degrees in select fields, such as nursing. He believes that, if the Board is successful in pursuit of this change, it will have a negative impact on the majority of students who attend Harper College. He feels that, in the short-term, tuition will not increase dramatically due to Harper's stashing away approximately \$11M over the last three years. But, it will skyrocket after the short-term

excess of funds dries up. He also believes that the minority students will be the hardest hit, and their dream of attending a community college will be further pushed away. The majority cannot afford higher tuition so that a few can receive nursing degrees at Harper.

Additionally, Mr. Ketelsen spoke of his displeasure that negotiations with adjunct faculty have not been settled. Progress should have been made in the 16+ months. He fears that, if they do not come to an agreement soon, the adjuncts will strike, thus shutting down the College. Ultimately, the losers will be the students and the citizens. He encouraged them to come to a mutually satisfactory conclusion soon.

CONSENT AGENDA

Member Kelley asked that item IX-A.6, Confidential Reporting Policy, be removed from the Consent Agenda.

Student Member Hurtubise moved, Member Hoffman seconded, approval of the minutes of the June 23, 2005 regular Board meeting; bills payable; payrolls for June 23, 2005 and July 7, 2005; estimated payroll for July 21, 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	\$3,198,848.78
Tuition Refunds	141,366.99

The payroll of June 24, 2005 in the amount of \$2,453,614.59; and July 8, 2005 in the amount of \$2,472,231.52; and estimated payroll of July 22, 2005 in the amount of \$2,462,923.05.

Bid Awards

- | | |
|--------------|--|
| Ex. IX-A.3.a | Award bid Q00429 for the purchase and installation of 700 Avaya (formerly Octel) Mailbox licenses to Maron Structure Technologies, the low bidder, in the amount of \$15,680.50. |
| Ex. IX-A.3.b | Award bid Q00428 for asphalt sidewalk installation for ADA access to the athletic fields at the southwest corner of the campus to Prime Construction, Inc., the low bidder, in the amount of |

\$91,400, a contingency of not to exceed \$9,140, architect's fees in the amount of \$6,855 and reimbursables in the amount of \$500 for a total of \$107,895.

Ex. IX-A.3.c Award bid Q00430 for a maintenance agreement for UNIX hardware and operating system software to Atlantic Tech Services, the low bidder meeting specifications, in the amount of \$37,299.00 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 for one additional year at the same or lower cost.

Ex. IX-A.3.d Award bid Q00431 to Kraft Paper Sales, the low bidder for standard size roll toilet tissue, junior jumbo roll toilet tissue, jumbo roll toilet tissue, multifold paper towels and roll paper towels, in the amount of \$67,000.

Purchase Order Ex. IX-A.4.a Approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for the period of July 1, 2005 through June 30, 2006 in an amount not to exceed \$64,515.73.

Personnel Actions

Professional/Technical Appointments

Kevin Crow, Instructional Curriculum Specialist, DoIT,
07/05/05, \$46,500/year

Tasnim Kazi, Business Information Analyst III, IT/AS,
07/11/05, \$44,421/year

Classified Staff Appointments

Sharon Del Prete, Laboratory Assistant, p/t, Diagnostic
Medical Imaging, LS/HS, 07/11/05, \$11,200/year

Justin Pezen, Library Assistant I, p/t, LIB SER, 07/11/05,
\$13,496/year

Erin Redmond, Information Receptionist, p/t, STU DEV,
06/08/05, \$6,396/year

Professional/Technical Incentive Compensation

Margaret Franks, Business Development Sales Consultant,
CORP SRV, \$16,426 FY 2004/05

Supervisory/Confidential Incentive Compensation

Martha Rizman, WESL Basic Skills Manager, CORP SRV,
\$888 FY 2004/05

Professional/Technical Resignations

Matthew Fowler, Local Area Network Specialist, IT/TS,
07/28/05, 6 years

Rick Gonzalez, Theatre Technical Director, Events
Management, 06/30/05, 2 years

Thomas Schultz, Academic Research Analyst, OFC RES,
07/08/05, 4 years

Classified Staff Resignations

Mary Jane Clark, Information Receptionist, p/t, STU DEV,
06/20/05, 2 years 10 months

Martha Creeron, Box Office Assistant, p/t, Events
Management, 06/09/05, 3 years 8 months

Leticia Gutierrez, Office Assistant II, p/t, AE/LS-AED,
06/14/05, 3 years 1 month

Eulonda Wright, Receptionist, ADM OUT, 08/01/05, 3 years
11 months

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

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

Nays: None

Motion carried. Student Member Hurtubise voted aye.

Confidential Reporting
Policy

Board members received the first reading of the Confidential
Reporting Policy. It was noted that this item is not for
approval, because it is a first reading.

Member Kelley commended the administration on the first
draft of the policy. He agrees with 95-99 percent of it;
however, he would like the Board to consider a few
modifications to the version that was proposed. He added
that he has spoken to Dr. Breuder about the modifications.
Dr. Breuder distributed a revised version of the policy. Chair
Stone asked for a few moments to allow Board members to
review the latest version.

Dr. Breuder explained that one change reflects a re-drafting
of the last bullet under the Confidential Reporting Procedure,
which adds a little more definition. The eighth bullet under

Confidential Reporting Procedure was also changed. The last line in the paragraph should be changed from "frivolously, maliciously or merely for personal gain" to "frivolously, maliciously or in bad faith." That language change was recommended by Bill Kelley. Dr. Breuder felt that it clearly added strength to what was being submitted. An additional paragraph was drafted by Dr. Breuder, which also adds definition and specificity. Chair Stone noted that this is a very important policy and should be considered by each Board member when they have the time to reflect on the full implication of a whistleblower type policy. She stated that, since it is a first reading, Board members may review it and get back to Dr. Breuder with comments or suggestions, or they can discuss it this evening.

Member Gillette stated that he would like to have various methods of reporting for all people involved at the College, not just a website. Some people may not have access to a computer and would prefer to make a telephone call or send a letter. Member Gillette also stated that anonymity must be guaranteed for all involved (whistleblower as well as alleged wrongdoer) until the investigation is completed, then it may have to go further, within the law. He feels that the policy should have more "meat" regarding repercussions - listing how the College will make sure repercussions will not be tolerated. He feels that "every effort" is too general.

Member Kelley noted that the possibility of somebody being smeared through an anonymous report is a very real possibility, so he has a legitimate concern. The anonymity should work both ways. He asked that they look into how this would interplay with the Freedom of Information Act, also. He added that he likes the idea of the Board getting periodic summary reports of what is going on, and he would like to insert the word "promptly" somewhere in the sentence regarding reporting. His preference would be to receive a monthly report, but quarterly may be fine. As the reports are summarily made to the Board, individual Board members may want to request to access the underlying complaint to have the unfiltered access to the nature of the allegations. When he considers the Board's responsibility, right at the top of the list of duties is the individual duty to inquire.

Member Gillette asked if there was a way that the third party can give a monthly report to the Board, sanitized of who is making the allegation and who they are making it against. He feels that the report should not be filtered through the administration first. Dr. Breuder explained that he does not

think it will be "sanitized." When the report is made, the Board would get enough information to know that a report has been made. If that then generates further interest, the individual Board member could access the complete file, so that whatever the administration gets (or writes or issues) is what the Board would get. It is really an issue of how often the Board would want access to it.

Chair Stone noted that their policy is to act as a Board, and she would be very much against empowering a single Trustee to seek out information on his or her own when their motives might not be any better than the wrongdoer. Harper's Board members consider themselves to be very dedicated, well-intentioned Trustees; however, she has been a part of the Board when all seven have not been. She feels they have to continue to act as a Board, not as individuals.

Member Graft suggested that, to the extent that someone wants access to further detail, the entire Board ought to receive the same information at the same time. The report should be given upon resolution of the investigation, and not on a case-by-case basis. He added that he has some concerns about the privacy of the accused and the whistleblower. Until such time as there is a report given to the Board, he thinks the investigation should be unfettered and independent.

Vice President Judy Thorson explained that the Board receives the policies in two pieces. The first page is the policy, which would go in the Board policy manual. A few years ago, the Board re-did the Policy Manual and tried to make the policy statements concise and an overview. During the first reading, the Board receives the "procedure," but it is not received at the second reading. The Board reviews it during the first reading because the policy tends to be general. The policy is voted on at the second reading.

In response to various comments, Vice President Thorson explained that most of the third party services have two or three ways of reporting, not just via internet, but also phone and paper. Many of the services have multiple language reporting (English, Hispanic and Polish, etc.). The question about Freedom of Information is one that needs to be reviewed. With regard to anonymity, she asked Member Gillette to clarify. He explained that, If the Board is to do its job, they have to know that there has been a complaint made, not WHO made it or WHO it is about, but they must be made aware.

Dr. Breuder explained that more detail can be added to the procedure, if it is the Board's desire. The procedural mechanism is really the administration's method by which they get the job done to affect the policy which the Board passed. He encouraged the Board to review the policy and procedure and forward comments, suggestions and concerns to him in the next several weeks, so they can distill the modifications in time for the second reading.

There was discussion regarding policy vs. procedure. It was reiterated that the Board approves the policy, but not the procedure. The procedure can be changed by the President. Member Kelley stated that, if that is the case, he should not waste his time re-writing the procedure. The procedure could be changed without him ever knowing it. Dr. Breuder explained that Member Kelley would be offering a perspective, and if the Board felt that something was consequential enough, they could extract it from the procedure and put it in policy. Member Kelley stated that he has concern with the idea that the confidential reporting *policy* has been reviewed by the College attorney, but it does not say that the confidential reporting *procedure* has been reviewed by the College attorney. His first inclination would be to put the entire policy and procedure combined into one policy.

Dr. Breuder explained that the Board has made a mistake with that idea for a lot of years, and management facilitated it. The old manual was titled, "Policy and Procedures Manual," and it was out of date and antiquated. An organization does not want policy to change very often, but procedures do change because of the environment. The Board has the ability, if they found something in the procedure that stimulated sensitivity, to put it into policy. He added that policy and procedure, in this instance, have both been reviewed by legal counsel to make sure that, in procedure, they were not doing something that would not be congruent with the recent law on the whistleblower. Member Kelley noted that, when the Board adopted the Sarbanes Oxley modification of the policy, the Board assumed responsibility of insuring that an adequate whistleblower confidential reporting policy was in place. He is not quite sure that the first page of the policy statement is adequate to fulfill the Board's responsibility under the law. He would like to hear counsel's thoughts on that, too. Chair Stone asked that the Board receive a letter from counsel that will assure

the Board that this policy will allow them to fulfill their obligations under the law.

Vice President Thorson explained that the College has developed certain policies that mirror Sarbanes Oxley, but there is no law that says the College has to have a whistleblower policy. There is no law that applies to this - the College is doing it voluntarily. Member Gillette stated that he is of the opinion that once this Board adopts a policy, it is the law. The Board adopted Sarbanes Oxley, so it is the law for Harper that there must be a whistleblower policy.

Member Graft stated that he feels they ought to stay to the broad brush concepts of policy, as opposed to implementing procedures. It is not flexible enough, and that is why it does not work. If the policy is not enough, he would welcome adding to it. But, he is very afraid of going down the line that this Board is involved in the day-to-day implementation of every procedure that happens here. Dr. Breuder noted that, if they had to come back to the Board every time they altered an implementing procedure, they would be back 24/7. There would be no end.

Dr. Breuder encouraged Board members to write the language that they have in mind when submitting revisions to him. He does not want them to simply send a concept and tell him to write it. He added that this policy does not have to be adopted in August. If it is not ready to be approved, they would extend it to a third or fourth reading.

Member Graft stated that this is in the nature of best practices, and the College is aspiring to something, to go beyond what they are otherwise required to do. He encouraged the Board to do it right.

NEW BUSINESS:

Disposal of the Modular Classroom Buildings Owned by Harper College

Member Graft moved, Member Kelley seconded, approval of the disposal of the modular classroom building owned by the College through donation, a sealed bid sale, an open sale or an auction, sale to a scrap dealer, or other appropriate means for disposal of the property, as outlined in Exhibit X-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette believes that the modular classroom has enough value that the first step should not be to donate it, but to place a public notice in newspapers to try to sell it. This would be evidence that the College is watching the

taxpayers' money. Member Graft questioned the condition of the building and the depreciation. It was noted that the roof is in disrepair and the skirt would have to be changed. Dr. Breuder reminded them of the report last month regarding the Northwest Suburban Regional Training Authority (NSRTA). This is an opportunity for Harper College to collaborate with the NSRTA and give them something that will benefit others. Sally Griffith noted that it is also an opportunity to help Harper's fire science students 100 percent from the activities it will provide.

Member Gillette noted that he is reluctant about this action, because the taxpayers of the whole district paid for the modular building, and not all of the taxpayers are part of the NSRTA group. In response to Dr. Breuder, Ms. Griffith explained that Rolling Meadows, Schaumburg, Hoffman Estates, Palatine, and Palatine Rural are a part of the NSRTA. Discussions have been ongoing with several other fire departments that have not yet committed (in-district departments include Elk Grove and parts of Barrington). Every community served by Harper was invited to be a part of the NSRTC. Some of them are still waiting.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Hurtubise voted aye.

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

Student Member Hurtubise moved, Member Hoffman seconded, approval of the agreement with Karnes Music and William Rainey Harper College to continue placing Yamaha instruments in the Music Department at no charge to the College and authorization of Dr. Margaret Skold, Vice President for Academic Affairs, as its designee to sign future agreements, as outlined in Exhibit X-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Gillette, Dr. Margaret Skold explained that, in the past, hallways were used. Since the Performing Arts Center was opened, they use the stage and lobby, because it is easier for the public to access and it frees up the instructional space from noise and obstruction.

In a voice vote, the motion carried.

Adjunct Faculty
Compensation Schedule

Member Gillette moved, Member Graft seconded, approval of the salary schedule for adjunct faculty

for 2005-2006

for the fall 2005, spring 2006, summer 2006, as outlined in Exhibit X-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Hurtubise voted aye.

ANNOUNCEMENTS BY CHAIR

Communications

Chair Stone read a note received from Marcia Litrenta, thanking Dr. Breuder and the Board for the ICCTA Faculty Award nomination. It was an honor for her to represent Harper College at the special celebration of teaching. She thanked them for their support and inspiration.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The next Board meeting is August 30 at 7:00 p.m., and there will be an executive session following that meeting.

OTHER BUSINESS

There was no other business.

EXECUTIVE SESSION

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

In a voice vote, the motion carried at 8:47 p.m. Following a short break, the executive session began at 8:54 p.m.

Following executive session, the Board reconvened the Regular meeting at 9:10 p.m.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 9:11 p.m.

Chair

Secretary

BOARD REQUESTS

JULY 26, 2005 REGULAR BOARD MEETING

1. Member Graft added that he would like to act as liaison to get Advocate Good Shepherd Hospital to participate in the nursing cohort program. He is on their governing council and on Advocate Healthcare Board.
2. Chair Stone noted that she will be interested in hearing about how nursing progresses in the area of distance learning.
3. With regard to anonymity and the Confidential Reporting Policy, Member Kelley asked that legal counsel look into how this would interplay with the Freedom of Information Act.
4. Dr. Breuder encouraged the Board to review the Confidential Reporting Policy and Procedure and forward comments, suggestions and concerns to him in the next several weeks, so they can distill the modifications in time for the second reading.
5. Chair Stone asked that the Board receive a letter from counsel that will assure the Board that the Confidential Reporting Policy and Procedures will allow them to fulfill their obligations under the law.

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I.	BILLS PAYABLE	
	Operating Fund	\$ 4,359,414.74
	Tuition Refunds	\$ 11,602.42
II.	PAYROLL	
	07/22/2005	\$ 2,537,158.15
	08/05/2005	1,828,873.75
III.	ESTIMATED PAYROLL	
	08/19/2005	\$ 1,917,975.07

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

August 30, 2005

SUMMARY OF BIDS

- Exhibit IX – A.3.a The administration recommends that the Board award bid request Q00427 for a new press box at the football field to E. T. Paddock Enterprises, Inc., the lowest responsible bidder that submitted a complete bid, in the amount of \$69,004.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00427 for a new press box at the football field as requested by the Wellness and Human Performance Division and by Student Activities for the football program.

II. BUDGET STATUS

Funds in the amount of \$69,004 will be provided in the Education Fund and Auxiliary Enterprise Fund budgets, under account numbers 0136-075-585 and 0538-820-585.

III. INFORMATION

A legal bid notice was published and 15 bids solicited. Five responses were received. The following is a recap of the bid tab sheet:

E. T. Paddock Enterprises, Inc.	\$69,004.00
Southern Bleacher Construction Co., Inc.	79,000.00
Sportsfield Specialities, Inc.	97,600.00
Poe Construction & Manufacturing, Inc.	30,275.75
Seating Solutions RI, Inc.	46,218.00

The bids from Poe Construction & Manufacturing, Inc. and Seating Solutions RI, Inc. were both incomplete as they did not include the cost of the understructure.

The existing press box accommodates only one person. This does not meet local standards for a press box and does not meet the needs of the athletic program. The new press box will accommodate football game officials as well as a member of the

home coaching staff and a member of the visiting coaching staff. Additionally, a platform will be provided for filming games, practices and class activities.

Football game officials include the scorekeeper, the scoreboard operator, the delay-of-game clock operator, an announcer and the event director. Currently the officials have to sit in the stands exposed to the elements while operating sensitive electronic equipment. The coaching staffs of Harper College and visiting teams are forced to stand outside among the fans while trying to communicate with staff that is on the field. The College has received annual written complaints from members of the NJCAA Conference due to potential hazards.

A press box that is up to standards will also help increase the image of the College to potential recruits for Harper College athletic programs.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00427 for a new press box at the football field to E. T. Paddock Enterprises, Inc., the lowest responsible bidder that submitted a complete bid, in the amount of \$69,004.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

August 30, 2005

SUMMARY OF PURCHASE ORDERS

- Exhibit IX – A.4.a The administration recommends that the Board approve the issuance of purchase orders to:
- Tom, Dick and Harry Advertising (TDH) for creative and strategic communication consultation and services related to brand image and enrollment growth for the period of July 1, 2005 through June 30, 2006 in the amount of \$51,818, and
 - Performance Communication Group (PCG) for consultation and services related to media planning, placing of media orders, new student recruitment initiatives and payment for media space and time for the period of July 1, 2005 through June 30, 2006 in the amount of \$301,199.
- Exhibit IX – A.4.b The administration recommends that the Board approve issuance of a purchase order to Tek Systems for backfill assistance and for assistance in the conversion during the Oracle ERP (Phoenix Project) implementation in an amount not to exceed \$50,000.
- Exhibit IX – A.4.c The administration recommends that the Board approve the issuance of a purchase order to Laerdal Medical Corporation for a High-Fidelity Human Response Simulator (HFS) for use in multiple health programs in Avanté, in the amount of \$49,417.

Exhibit IX – A.4.d The administration recommends that the Board reject all bids and approve the issuance of a purchase order to AVAYA, Inc. for a service and maintenance agreement for AVAYA (formerly Octel) voice messaging hardware and software for the period of July 16, 2005 through July 15, 2006 in the amount of \$15,219.24.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of purchase orders to Tom, Dick and Harry Advertising (TDH) for advertising for creative and strategic communication consultation and services related to brand image and enrollment growth, and to Performance Communication Group (PCG) for consultation and services related to media planning, placing of media orders, new student recruitment initiatives and payment for media space and time as requested by Enrollment and Marketing for Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$51,818 for services to be provided by TDH and \$301,199 for services to be provided by PCG will be provided in the 2005/06 Education Fund budget, under account number 0181-060-547.

III. INFORMATION

On December 18, 2003, the Board approved the issuance of purchase orders to:

- Tom, Dick and Harry Advertising (TDH) for creative and strategic communication consultation and services related to brand image, enrollment growth and the opening of the Avanté Center in the amount of \$136,100 for the period of December 19, 2003 through June 30, 2004, and
- Performance Communication Group (PCG) for consultation and services related to media planning, placing of media orders, new student recruitment initiatives and payment of media space

and time in the amount of \$190,500 for the period of December 19, 2003 through June 30, 2004.

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

The College annually evaluates spending as it relates to budget and strategic needs. For example, 2004/05 expenditures included communication campaigns for the Avanté opening and related events, as well as development of new creative messaging for print and broadcast media. In FY 2004/05, \$176,900 was approved for TDH and \$348,000 was approved for PCG. The budgeted amounts for 2005/06 of \$51,818 for TDH and \$301,199 for PCG represent reduced spending when compared to fiscal year 2004/05.

IV. RECOMMENDATION

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

- Tom, Dick and Harry Advertising (TDH) for creative and strategic communication consultation and services related to brand image and enrollment growth for the period of July 1, 2005 through June 30, 2006 in the amount of \$51,818, and
- Performance Communication Group (PCG) for consultation and services related to media planning, placing of media orders, new student recruitment initiatives and payment for media space and time for the period of July 1, 2005 through June 30, 2006 in the amount of \$301,199.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Tek Systems for backfill assistance and for assistance in the conversion during the Oracle ERP (Phoenix Project) implementation as requested by Information Technology/Application Systems.

II. BUDGET STATUS

Funds in the amount of \$50,000 will be provided in the 2005/06 Operations and Maintenance Restricted Fund budget, under account number 0392-039-539.00-9309.

III. INFORMATION

As the Oracle ERP (Phoenix Project) implementation gathers momentum various key technical staff will be attending technical training for the new environment and/or be engaged in providing technical assistance to the project. While those staff members are so engaged, the current environment cannot afford a lapse in coverage or support; the daily operation of the College needs to continue.

The Phoenix Project budget includes funds for providing backfill for key individuals and assistance in the conversion to the Oracle ERP system. Accordingly, this is a request to engage a technical consultant firm to provide staff on an as-needed basis.

Information Technology personnel interviewed representatives of four technical consultant providers for standard desktop and technical support personnel and the following quotes were received:

Tek Systems	\$35-\$40/hr
Apex Systems	\$40-45/hr
Sierra Systems	\$50/hr
IBM	\$50-\$75/hr

Tek Systems has provided high quality consulting work in support of many Harper College projects in the past and its staff is familiar with the infrastructure and environment of the College.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Tek Systems for backfill assistance and for assistance in the conversion during the Oracle ERP (Phoenix Project) implementation in an amount not to exceed \$50,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Laerdal Medical Corporation for a High-Fidelity Human Response Simulator (HFS) for use in multiple health programs in Avanté as requested by the Health Careers and Public Safety Division.

II. BUDGET STATUS

Funds in the amount of \$49,417 will be provided in the 2005/06 Restricted Purposes Fund budget, under account numbers 0629-925-586.00-5336 and 0619-925-586.00-5386.

III. INFORMATION

This request is for a High-Fidelity Human Response Simulator (HFS) which is a full-body, anatomically accurate manikin with realistic articulation.

The use of an HFS bridges theory and clinical components of basic to complex clinical situations, addressing the cognitive, affective, and psychomotor domains of learning. It offers the ability to provide simulation education to challenge and test students' clinical and decision-making skills during realistic patient care scenarios. Research shows that students exhibit increased autonomy and self-confidence when delivering care after practicing first with an HFS. The HFS will provide students with the ability to learn in a highly adaptable, safe educational environment that fosters autonomy, independence and the development of sound analytical skills.

The HFS will be used by many of the health programs offered at the College such as Nursing, Diagnostic Sonography, Cardiac

Technology, Emergency Medical Technician and Radiologic Technologist.

The SimMan HFS by Laerdal Medical Corporation was chosen by faculty as the preferred instrument because it is extremely realistic, portable and has the flexibility to meet the multi-disciplinary educational needs of the College. The only other HFS, manufactured by Medical Education Technologies, Inc., is three times the cost of the SimMan HFS, is not portable and would require the College to provide a temperature controlled room.

The SimMan HFS includes a pressurized bleeding system, trauma modules, a nursing wound module, a small pox module, a laptop computer, a digital video equipment package and a two year extended warranty.

Laerdal Medical Corporation is the sole manufacturer and distributor of the SimMan HFS. A letter from Laerdal Medical Corporation stating this is on file in the Purchasing department.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Laerdal Medical Corporation for a High-Fidelity Human Response Simulator (HFS) for use in multiple health programs in Avanté, in the amount of \$49,417.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to AVAYA, Inc. for a service and maintenance agreement for AVAYA (formerly Octel) voice messaging hardware and software for the period of July 16, 2005 through July 15, 2006 as requested by Information Technology/Technical Services.

II. BUDGET STATUS

Funds in the amount of \$15,219.24 will be provided in the 2005/06 Operations and Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

The award of bid request Q00417 to CCC Technologies in the amount of \$14,819.04 for a service and maintenance agreement for AVAYA voice messaging hardware and software for the period of July 16, 2005 through July 15, 2006 was approved by Board action May 31, 2005.

CCC Technologies has notified the College that around the time of the bid request AVAYA changed its pricing model and the discounts in its bid response are not available to extend. A letter from CCC Technologies withdrawing its bid is on file in the Purchasing department.

The following three bid reponses had been received:

CCC Technologies, Inc.	\$14,819.04
G.E.E! Communications	15,712.57
NACR	15,712.57

AVAYA business partners sell this service and maintenance that is actually provided by AVAYA, Inc. A bid had been requested from AVAYA, Inc. however the company does not bid against its business partners.

In the process of investigating the withdrawal of the bid from CCC Technologies and re-awarding the bid, it was found that the College can pay \$15,219.24 directly to AVAYA at a savings of \$500.00 below the amount bid by the two vendors that submitted identical bids with the second lowest pricing of \$15,712.57.

State Statute does not require the bidding of this type of agreement. This recommendation is to reject all bids and engage AVAYA directly for this service and maintenance agreement.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board reject all bids and approve the issuance of a purchase order to AVAYA, Inc. for a service and maintenance agreement for AVAYA (formerly Octel) voice messaging hardware and software for the period of July 16, 2005 through July 15, 2006 in the amount of \$15,219.24.

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

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE
Preliminary Schedule of Investments
As of July 31, 2005

Consent Agenda
Exhibit IX-B.1
August 30, 2005

		Outstanding Investments	FY06 Budget	Planned To Date	Earned To Date
EDUCATION FUND	\$	24,360,082	550,000	45,833	72,148
OPERATIONS, & MAINT. FUND		10,446,229	200,000	16,667	21,863
OPERATIONS, & MAINT. FUND (Restricted)		3,016,631	60,000	5,000	7,033
BOND & INTEREST		5,651,093	90,000	7,500	12,714
AUXILIARY ENTERPRISES		2,253,950	45,000	3,750	4,720
RESTRICTED FUNDS		7,507,641	90,000	7,500	12,710
WORKING CASH FUND		13,208,020	270,000	22,500	30,303
AUDIT FUND		267,256	5,200	433	702
LIABILITY, PROTECTION & SETTLEMENT		<u>69,890</u>	<u>7,000</u>	<u>583</u>	<u>1,043</u>
Total	\$	<u><u>66,780,793</u></u>	<u><u>1,317,200</u></u>	<u><u>109,767</u></u>	<u><u>163,237</u></u>

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

- Bill Kelley: Legislative Report

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Grants and gifts status report.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

HARPER COLLEGE
Listing of
GRANT PROGRAMS
July 1, 2005 – June 30, 2006

NOTE: CHANGES ARE IN BOLD

Reported: August 30, 2005

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<u>CONTINUATION</u> Northern Illinois Regional 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 06/01/06
<u>CONTINUATION</u> Academic Success Programming for Underrepresented Minority Students Center for Multicultural Learning L. LaBauve-Maher	To ensure that undergraduate students have access to programming and support that will better ensure their academic successes.	HECA \$45,500	08/26/04 08/31/05
<u>CONTINUATION</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>RENEWAL</u> Business/Industry Workforce Preparation Corporate Services C. McClement	State Allocation Grant to assist with local economic development efforts within Business & Industry Centers.	ICCB \$92,303	07/01/05 06/30/06
<u>RENEWAL</u> P-16 Initiative Career Programs D. Corr	State Allocation Grant to pay for tuition for high school students taking college credit.	ICCB \$134,551	07/01/05 06/30/06

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<u>RENEWAL</u> Perkins III Career Programs D. Corr	Career and Technical education	ICCB \$318,978	07/01/05 06/30/06
<u>RENEWAL</u> Program Improvement Grant Career Programs D. Corr	Supports improvement in career and technical educational programs.	ICCB \$33,076	07/01/05 06/30/06
<u>NEW</u> Transportation, Warehousing, And Logistics AE/LS D. Corr	For the development and implementation of “bridge programs” to transition AED and ESL students into electronics-related occupations.	ICCB \$50,250	07/01/04 06/30/06
<u>CONTINUATION</u> FY06 Adult Education & Family Literacy Grant AE/LS D. Corr	Supports Adult Educational Development Programs (Federal Basic, \$183,216 State Basic, \$174,969 State Public, \$18,358 EL/Civics, \$45,773 State Performance, \$169,098)	ICCB \$591,414	07/01/05 06/30/06
<u>RENEWAL</u> Disabled Student Project Access & Disability Services T. Thompson	To provide services to students with disabilities.	IDHS \$134,754	07/01/05 06/30/06
<u>RENEWAL</u> Displaced Homemakers Women’s Program K. Canfield	Career, educational and personal support for Women’s Program participants.	IDOL \$58,410	07/01/05 06/30/06
<u>CARRYOVER</u> Target Hardening – Public Safety Building M Alsop	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>EXTENSION</u> Scholarships for Success TMPS/Marketing Services S. Griffith/D. Loprieno	Scholarship assistance to support Math, Science, Engineering & Computer Science students. (Increased by \$20,074)	NSF \$60,000	07/01/04 12/31/05

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<u>NEW</u> Advancing Through Literacy: Workforce ESL for Hospital Employees Corporate Services Colleen Murphy	Grant for English as a Second Language classes at Northwest Community Hospital as part of an ongoing literacy initiative for incumbent workers.	Office of the Secretary of State Illinois State Library Literacy Office \$15,000	07/01/05 06/30/06
<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 \$80,000	07/01/05 06/30/06
<u>EXTENSION</u> COPS Public Safety M. Alsop	Universal Hiring Program Hire 3 full time officers (Original full grant was \$225,000 spread over three years – 08/01/02 – 07/31/05) Given 18 month extension.	USDJ \$49,216	07/01/05 06/30/06
<u>CONTINUATION</u> CSSI (Critical Skill Shortages Initiative – Healthcare Solutions) Partnering for healthcare Systems Solutions Career Program D. Corr	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 August 30, 2005

\$2,171,025

DESCRIPTION OF ABBREVIATIONS

AE Academic Enrichment
LS Language Studies
AED Adult Education Development
COPS Community Oriented Policing Services
DCEO Department of Commerce & Economic Opportunity
ESL English as a Second Language
HECA Higher Education Cooperation Act
IBHE Illinois Board of Higher Education
ICCB Illinois Community College Board
IDHS Illinois Department of Human Services
IDOL Illinois Department of Labor
ILEAS Illinois Law Enforcement Alarm System
NSF National Science Foundation
TMS Technology, Math & Sciences

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
July Fundraising Report FY06**

Appeal Description	Gift Count	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Corporate Scholarship Drive	2	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00
Memorial	2	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Personal Solicitation	1	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Proposal	1	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Pacesetter Campaign FY06	1	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
Resource for Excellence Campaign FY05	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Unsolicited	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Calendar Year-End Direct Mail FY05	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Grand Totals:	10	\$11,550.00	\$100,000.00	\$0.00	\$0.00	\$111,550.00

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 INFORMATION

I. SUBJECT

First Reading of modification of Board Purchasing Policy.

II. REASON FOR CONSIDERATION

All changes to Board Policy must go through two readings.

III. BACKGROUND INFORMATION

The Policy was missing a statement which indicates to the Board when procedures are substantially changed. This statement has been added.

IV. RECOMMENDATION

The policy change is submitted for consideration and to move to second reading. The procedures attached provide further detail.

POLICY STATEMENT

Title: Purchasing Policy

No. 07.03.01

Approved:

Revised:

All College purchases shall be congruent with Illinois Compiled Statutes, Chapter 110, (ILCS) 805/3-27.1

Purchases of up to \$10,000 shall have the support of three verbal or written quotations when deemed appropriate by the Director of Purchasing. The College President or his/her designee(s) is authorized to sign all contracts under \$10,000. Exceptions are made for purchases such as new or used equipment, supplies or materials of less than \$10,000 made at a public auction.

Except as otherwise provided by Illinois Compiled Statutes, Chapter 110, (ILCS) 805/3-27.1, purchases in excess of \$10,000 shall have the support of a minimum of three formal sealed bids whenever possible and be awarded to the lowest responsive, responsible bidder following due advertisement in a newspaper published in the District, or in a newspaper of general circulation in the area of the District, at least ten business days before the bid closing date.

Items exempted by state statute from competitive sealed bidding may be procured by competitive sealed proposals in accordance with Administrative Procedures.

The Board delegates to the President, or his/her designee(s), authorization to purchase from the state/governmental contracts or cooperatives/consortia that meet the requirements of Illinois state law. The President shall inform the Board of purchases made through the state/governmental contracts or cooperatives/consortia through monthly reporting.

If any substantial changes are made to implementing procedures related to this policy, the Board will be notified.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

First Reading of modification of Board Policy on Disposition of Personal Property.

II. REASON FOR CONSIDERATION

All changes to Board Policy must go through two readings.
The Policy as written was not clear as it relates to disposal methodology.

III. BACKGROUND INFORMATION

The proposed changes to the policy have been reviewed the College Attorney.

IV. RECOMMENDATION

The policy change is submitted for consideration and to move to a second reading. The procedures attached provide further detail.

WILLIAM RAINEY HARPER COLLEGE
POLICY STATEMENT

Title: Disposition of ~~Equipment~~ **Personal Property** No. 07.05.07

Approved:

Revised:

Disposition of ~~Equipment~~ **Personal Property**

~~Equipment~~ **Personal Property** certified by the Vice President of Administrative Services to be obsolete or worn out, and approved by the Board of Trustees, may be disposed of or sold, ~~using the following guidelines.~~ **The Administration will determine the disposal methodology most beneficial to the College consistent with Illinois Law.**

- ~~A. Donations can be made to non-profit institutions to purchase equipment needed to carry out their mission.~~
- ~~B. The public can be notified of the intent to dispose of property through a public notice in the newspaper. Sealed bids will be accepted from anyone who is interested in acquiring the property.~~
- ~~C. All items not sold through the sealed bid process be advertised as available for sale to the public, except the College Board of Trustees. This can be accomplished either through a direct sale handled by the College or by an auction, whichever best fits the need of the College.~~
- ~~D. Items not sold or disposed of in the bid process will be offered for sale to a scrap dealer.~~
- ~~E. Items not purchased by the scrap dealer will be disposed of in the most appropriate manner.~~

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Annual Hearing of Budget for FY 2005-2006.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

IV. RECOMMENDATION

It is the recommendation of the administration to adopt the FY 2005-2006 legal budget as presented.

ADOPTION OF BUDGET RESOLUTION

Member _____ moved, seconded by Member _____
WHEREAS, the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, caused to be prepared in tentative form a budget for the fiscal year July 1, 2005 to June 30, 2006, and the Secretary of this Board has made the same conveniently available for public inspection for at least thirty (30) days prior to final action thereon:

AND WHEREAS, a public hearing was held as to such budget on the 30th day of August, 2005, notice of said hearing being published in the Arlington Heights Herald, Barrington Herald, Buffalo Grove Herald, Daily Courier News, Des Plaines Herald, Elk Grove Herald, Hanover Park Herald, Hoffman Estates Herald, Mount Prospect Herald, Palatine Herald, Rolling Meadows Herald, Schaumburg Herald, Streamwood Herald, and Wheeling Herald, newspapers published or distributed in this College district, at least thirty (30) days prior thereto as required by law, and all other legal requirements having been complied with:

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

- Section 1. That the fiscal year of the College district be and the same is hereby fixed and declared to begin on the 1st day of July, 2005 and end on the 30th day of June, 2006.

Exhibit X-A
August 30, 2005

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

August 30, 2005

Board Chair

Board Secretary

CERTIFICATION

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

IT IS HEREBY CERTIFIED that attached hereto is a true, correct, complete and certified copy of the budget resolution as adopted on August 30, 2005 by the Board of Trustees of said Community College District for the fiscal year beginning July 1, 2005 and ending June 30, 2006, and an estimate of revenues, by source, anticipated to be received by the College in the 2006-07 fiscal year, which estimate of revenue is hereby certified as being true and correct by the Chief Fiscal Officer of said College District.

IN WITNESS WHEREOF, we have affixed our official signatures to this Certification as of August 30, 2005.

Secretary, Board of Trustees

Chief Fiscal Officer

Exhibit X-A
August 30, 2005

Illinois Community College Board

FISCAL YEAR 2006 RESOLUTION

The Board of Trustees of Harper College formally adopted the Fiscal Year 2006 Budget with the following resolution:

See Attached

A copy of the adopted budget is enclosed.

ATTEST:

Secretary, Board of Trustees

Chair, Board of Trustees

(For Board Chair)

WILLIAM RAINEY HARPER COLLEGE

ANNUAL BUDGET HEARING

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

1. The Chair of the Board calls the Regular Meeting to order in the usual manner. Usually all business is processed up to New Business.
2. After completion of all Consent Agenda Items, the Chair declares the meeting recessed until after the Public Hearing for the Budget.
3. The Chair calls to order the Public Hearing on the Budget (copy of legal Budget attached).
4. The President, or his designee, should briefly review the legal Budget for the 2005-2006 fiscal year. All persons present should be offered an opportunity to comment on the provisions thereof. The Board's authority to adopt the legal Budget as presented is not abrogated by what may occur at the hearing. Objections and suggestions raised should be considered by the Board. If their suggestions are found to have merit, these can be taken into consideration in modifying the final Budget as approved.
5. Upon conclusion of the Budget Hearing, the Chair declares the hearing closed.
6. The Chair reconvenes the Regular Board Meeting.
7. If the Board determines there are no objections or suggestions to be considered, the Board adopts the legal Budget for the funds identified in the Budget Resolution. (The resolution may be read in its entirety if the Board so desires).

(For Board Chair)

WILLIAM RAINEY HARPER COLLEGE

ANNUAL BUDGET HEARING

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

1. The Chair of the Board calls the Regular Meeting to order in the usual manner. Usually all business is processed up to New Business.
2. After completion of all Consent Agenda Items, the Chair declares the meeting recessed until after the Public Hearing for the Budget.
3. The Chair calls to order the Public Hearing on the Budget (copy of legal Budget attached).
4. The President, or his designee, should briefly review the legal Budget for the 2005-2006 fiscal year. All persons present should be offered an opportunity to comment on the provisions thereof. The Board's authority to adopt the legal Budget as presented is not abrogated by what may occur at the hearing. Objections and suggestions raised should be considered by the Board. If their suggestions are found to have merit, these can be taken into consideration in modifying the final Budget as approved.
5. Upon conclusion of the Budget Hearing, the Chair declares the hearing closed.
6. The Chair reconvenes the Regular Board Meeting.
7. If the Board determines there are no objections or suggestions to be considered, the Board adopts the legal Budget for the funds identified in the Budget Resolution. (The resolution may be read in its entirety if the Board so desires).

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Second Reading to the Board of Trustees Policy Manual - Confidential Reporting Policy

II. REASON FOR CONSIDERATION

New Board Policy required approval of the Board of Trustees and requires two readings prior to adoption.

III. BACKGROUND INFORMATION

In order to conform to “best practices”, the Board voluntarily adopted new audit policies in February, 2005 to mirror some of the Sarbanes-Oxley provisions. Those new policies require a confidential reporting policy and system be developed. In developing the Board policy, the administration wanted to expand the confidential reporting mechanism to cover any wrongdoing. This includes violations of financial standards, ethics, workplace violence, sexual harassment, discrimination or any other policy where this type of reporting may be appropriate.

The administration is reviewing a number of online confidential reporting systems and will select the one that best meets the College’s needs. Many of these systems allow either confidential or non-confidential reporting, so they may also be used to process such things as union grievances in a standardized fashion.

The Confidential Reporting Policy has been reviewed by the College attorney. This proposed Policy is not required by any state or federal law; rather, as observed earlier, is proposed as a “best practice”.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the Board Policy on Confidential Reporting as presented.

WILLIAM RAINEY HARPER COLLEGE

POLICY STATEMENT

Title: Confidential Reporting Policy

No. 13.06.00

Approved:

Revised:

Confidential Reporting of Wrongdoing

Harper College is committed to the highest ethical standards and conducting its operations in compliance with federal laws and regulations. To ensure that this standard of performance is achieved and maintained, a mechanism for confidential anonymous reporting of perceived wrongdoing, **using an external, independent party not affiliated with the College in any other capacity unless authorized by the Board**, is provided either **via telephone or the internet**. This Policy **encourages** allows persons to disclose allegations of internal wrongdoing.

Wrongdoing may include, but is not limited to:

- Crimes, or violations of the law or governmental regulations
- Fraud or financial irregularity
- Improper use of College funds, property or assets
- Corruption, bribery or blackmail
- Endangering the health or safety of an individual
- Harming College property
- Abuse of students, staff, patrons, College guests, or visitors
- Other unethical conduct

The College will not tolerate any harassment or victimization of reporters and will take appropriate action to protect reporters, **including their anonymity (if name is known), who raise concerns in good faith.**

Alleged wrongdoer's name may be disclosed only upon completion of the investigation and if found guilty. If wrongdoer is found guilty, appropriate legal and/or personnel action will be taken.

The President will designate a senior administrator who will have overall responsibility for the maintenance and operation of this policy. Where the complaint involves the senior administrator with this oversight

responsibility or his/her immediate staff, the reporter may instead submit a report to the President.

The senior administrator will maintain a record of raised concerns and related outcomes. At a minimum, the President will provide the Board with a quarterly update of any complaint received and action taken, although the Board may ask for reports at any time. The Board may request verbatim incident reports from the external independent party. Should a complaint involve the President, the senior administrator will notify the Chair of the Board immediately upon receipt of the same. Complaints involving a Board member will be brought to the Board's attention by the President upon receipt of the same.

If any substantial changes are made to implementing procedures related to this policy, the Board will be notified.

CONFIDENTIAL REPORTING PROCEDURE

- Any employee (reporter) who suspects the existence of “wrongdoing” as defined by the Confidential Reporting Policy, may anonymously report this alleged “wrongdoing” via the College’s internet-based confidential reporting system, _____ .com or the telephone.
- Reporters are invited to give the background and history of the concern (giving relevant dates) and the reason why he/she is particularly concerned about the situation.
- The reporter’s concern will be referred to the appropriate College appointee for investigation and resolution.
- Follow-up may also be done anonymously through the internet. If any meeting with the reporter is required for the investigation, the reporter may be accompanied by a union representative or a workplace colleague. If desired by the reporter, the meeting may occur off site.
- Although a reporter is not expected to prove beyond doubt the truth of an allegation, the reporter should demonstrate to the person contacted that there are reasonable grounds for the concern. The reporter should disclose all known facts, evidence and suspicions to enable as full an investigation and evaluation as possible to be undertaken.
- All reports of alleged wrongdoing will be treated in confidence and every effort will be made not to reveal the reporter’s identify if the reporter chooses to be anonymous.
- Repercussion for reporting of legitimate concerns will not be tolerated by the College.
- If a reporter makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against the reporter. However, disciplinary action may be taken against reporters who make allegations frivolously, maliciously or in **bad faith**.
- The College will respond to reports through the confidential reporting system or other means as requested by the reporter within a reasonable time.
- Where appropriate, the matters raised may be investigated by management or through the disciplinary process; be referred to the police; be referred to the external auditor or other outside professional for an

independent inquiry. Where there is evidence of criminal activity, the police will be informed.

- Subject to legal constraints, the College will inform reporters of the outcome of any investigation.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation agreements between clinical agencies and Harper College are used for students in the Health Career Programs. The Affiliation Agreement between Harper College and twenty local Veterinary Clinics for the Continuing Education Veterinary Assistant Program is presented for Board review.

II. REASON FOR CONSIDERATION

An Affiliation Agreement is required between Harper College and affiliating agencies to provide for the clinical education of students in health career programs. In an effort to standardize and streamline the entire process related to developing affiliations with the many agencies in our service area the Harper Board approved a Master Affiliation Agreement in July 2003 to be used with all agencies. Harper's legal council has reviewed the Master Affiliation Agreement for the Veterinary Assistant Program.

III. BACKGROUND INFORMATION

The Harper College Continuing Education Division has developed a Veterinary Assistant Program scheduled to begin on September 6, 2005. The program requires a clinical experience of a minimum of 60 hours. Harper has twenty agreements with local clinics to provide this educational opportunity.

The facilities and educational opportunities available at the Veterinary Clinics are consistent with the clinical objectives of the Harper College Veterinary Assistant Program.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between Harper College and the Veterinary Clinics (attached) be approved as submitted and authorize the Dean of Continuing Education to sign the above.

It is also recommended that the Dean of Continuing Education is authorized to sign future Affiliation Agreements provided the same template is used.

VETERINARY CLINICS

Pampered Pets Veterinary Services, Ltd.
Streamwood, IL 60101

Grayslake Animal Hospital
Grayslake, IL 60030

Fox Valley Animal Hospital
Crystal Lake, IL 60014

Northwest Animal Hospital
Des Plaines, IL 60018

Wright Animal Hospital
Des Plaines, IL 60016

Dr. Peggy Chamberlain
Crystal Lake, IL 60014

Forest View Animal Hospital
Hoffman Estates, IL 60195

Abell Animal Hospital
Chicago, IL 60607

Algonquin Animal Clinic
Algonquin, IL 60102

Harper Animal Hospital
Palatine, IL 60067

March Animal Hospital
Arlington Heights, IL 60005

Animal Care Clinic
Algonquin, IL 60102

Wheeling Animal Hospital
Wheeling, IL 60090

Greentree Animal Hospital
Libertyville, IL 60048

Animal Clinic of So. Elgin
So. Elgin, IL 60177

Loving Care Animal Clinic
Rolling Meadows, IL 60018

Hoffman Estates Animal Hospital
Hoffman Estates, IL 60194

Deerfield Animal Hospital
Deerfield, IL 60015

Deer Grove Animal Hospital
Palatine, IL 60074

Countryside Animal Hospital
Carol Stream, IL 60188

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Ratification of a one year 2005/06 Collective Bargaining Agreement with the Harper College Adjunct Faculty Association, IEA-NEA, who represent adjunct faculty who teach a minimum of three (3) credit hours per academic semester for at least four (4) consecutive semesters.

II. REASON FOR CONSIDERATION

This is the first Agreement for this group of adjunct faculty. Ratification by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute the Agreement.

III. BACKGROUND INFORMATION

Negotiation for this first Agreement began in June 2004. Tentative agreement was reached between the negotiating teams on August 5, 2005. The ratification vote taken by the membership to ratify the Agreement was held on August 24, 2005.

The Agreement includes a Board rights clause, a grievance procedure ending in binding arbitration, a no strike clause, and a rate schedule which was revised from fifteen rates to five rates which will provide an opportunity for all adjunct faculty to move across the schedule and maintain Harper's competitive position. The revised rate schedule basically represents a 5.4% increase over 2003/04 rates, a 5.7% increase over 2004/05 rates and placement of the adjunct faculty on the revised schedule in accordance with their academic preparation and number of credit hours taught at Harper College. The increased rate structure and the placement of adjunct faculty according to academic preparation and credit hours taught at Harper College results in average credit hour rates of approximately \$753 per credit hour.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees ratify the 2005/2006 Collective Bargaining Agreement with the Harper College Adjunct Faculty Association, IEA-NEA and the administration further recommends that the Board Chairman and Secretary be authorized to execute such Agreement on behalf of the Board of Trustees.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Disposal of obsolete and unrepairable personal property owned by the College.

II. REASON FOR CONSIDERATION

Under the Illinois Public Community College Act, the Board of Trustees has the authority to sell personal property and must approve the sale or disposal of all such property.

III. BACKGROUND INFORMATION

An inventory has been taken of College property that is obsolete or beyond economical repair. According to the procedures for disposal of College property, it is recommended that:

- A. Donations be made to nonprofit institutions unable to purchase equipment needed to carry out their missions.
- B. The public be notified, through a public notice in the newspaper, of the intent to accept sealed bids for the remaining personal property. Bids will be accepted from anyone, except the College Board of Trustees.
- C. Items not disposed of by donation or the bid process be advertised as available for sale to the public, except the College Board of Trustees. This can be accomplished either through a direct sale handled by the College or by an auction; whichever best fits the needs of the College.
- D. Items that are left over can be offered for sale to a scrap dealer.

E. Items not purchased by the scrap dealer be disposed of in the most appropriate manner.

IV. RECOMMENDATION

The administration recommends that the Board approve the disposal of obsolete and unrepairable personal property owned by the College through donation, a sealed bid sale, an open sale or an auction, sale to a scrap dealer, or other appropriate means for disposal of the property.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Voting Delegate to the Association of Community College Trustees (ACCT) Leadership Congress

II. REASON FOR CONSIDERATION

Appointment of a voting delegate requires Board approval.

III. BACKGROUND INFORMATION

The Association of Community College Trustees annual Leadership Congress is scheduled for September 7-10, 2005, in Seattle, Washington. The ACCT requires that each member college designate a representative to vote on behalf of their college. The Illinois Community College Trustees Association encourages participation by Illinois community colleges so that issues vital to Illinois are addressed effectively at the national level.

IV. RECOMMENDATION

It is recommended that a Board member be designated and appointed as the 2005 ACCT Leadership Congress voting delegate for Harper College.