



Harper College  
1200 West Algonquin Road  
Palatine, Illinois

## **Regular Board Meeting Agenda**

September 27, 2005  
7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Presentations**
  - None
- V. Student Trustee Report**
- VI. President's Report**
- VII. Harper Employee Comments**
- VIII. Citizen Comments**
- IX. Consent Agenda\*** (Roll Call Vote)
  - A. For Approval**
    - 1. Minutes - August 30, 2005 Regular Board Meeting Exhibit IX-A.1
    - 2. Bills Payable, Payroll for August 19, 2005 and September 2, 2005; Estimated Payroll for September 16, 2005 Exhibit IX-A.2
    - 3. Bid Awards Exhibit IX-A.3
    - 4. Purchase Orders Exhibit IX-A.4
    - 5. Personnel Action Sheets Exhibit IX-A.5
    - 6. Faculty Mid-Year Tenure Status Report Exhibit IX-A.6
    - 7. President's Employment Contract Exhibit IX-A.7
  - B. For Information**
    - 1. Financial Statements Exhibit IX-B.1
    - 2. Committee and Liaison Reports Exhibit IX-B.2
    - 3. Grants and Gifts Status Report Exhibit IX-B.3
    - 4. Summary of Items Purchased Exhibit IX-B.4

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

**X. New Business**

- A. RECOMMENDATION: College Protection, Health and Safety Exhibit X-A
- B. RECOMMENDATION: Resolution Designating a Person or Persons to Prepare a Tentative Budget for 2006-2007 Exhibit X-B
- C. RECOMMENDATION: Second Reading: Modification of Board Purchasing Policy Exhibit X-C
- D. RECOMMENDATION: Second Reading: Modification of Board Policy on Disposition of Personal Property Exhibit X-D
- E. RECOMMENDATION: Annual Insurance Renewal Exhibit X-E
- F. RECOMMENDATION: Recommendation for Approval for Issuance of a Partnership Fee for Two Community Outreach Centers Exhibit X-F

**XI. Announcements by the Chair**

- A. Communications
- B. Calendar Dates

**On-Campus Events**

(Note: \* = Required)

- October 9 3:00 p.m. - Vocal Classical Crossover Concert - Performing Arts Center
- October 11 7:30 p.m. - Augusten Burroughs, Author, *Running With Scissors* - Performing Arts Center
- October 12 7:00 p.m. - Deidre McCalla, Singer - J Theatre
- October 13 7:30 p.m. - Jesus Nebot, Actor/Filmmaker/Director, *No Turning Back* - J Theatre
- October 16 3:00 p.m. - Harper Symphony Orchestra - Performing Arts Center
- October 18 7:30 p.m. - Guitar Solo Concert - Building L, Room L109
- \*October 25 7:00 p.m. - Regular Board Meeting - Room W214-215
- October 27 7:30 p.m. - Beattle Tribute Band, Liverpool Legends - J Theatre
- \*November 22 7:00 p.m. - Regular Board Meeting - Room W214-215
- \*December 20 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, August 30, 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, August 30, 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, August 30, 2005 at 7:09 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Gillette, Graft, Hill, Hoffman, Kelley, Murphy and Stone; Student Member Hurtubise  
Absent: None

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; Linda Kolbusz, Associate V.P. Development, Governmental Relations; Catherine Brod, V.P. for Development; Deborah Abbott; Joe Accardi; Mike Alsup; Larry Bielawa; Carol Blotteaux; Arlene Bublick; Phil Burdick; Paul Casbarian; Maria Coons; Daniel Corr; Laura Crane; Laurie Dietz; Rob Dix; Terry Engle; Robert Getz; Sally Griffith; Vickie Gukenberger; Mike Held; Thea Keshavarzi; Anna Lewis; Terry Lindsay; Jim Ma; Jennifer Mathes; Russ Mills; Michael Nejman; Mark Neubecker; Sheryl Otto; Jeanne Pankanin; Janie Petersen; Eric Rosenthal; Douglas Spiwak and Dennis Weeks.  
Students: Sharon Cash; Chris Entwhistle; Hetal Patel; Kirandeep Saini and Cassi Vestweber.

Guests: There were no guests.

Cheryl Kisunzu led everyone in the Pledge of Allegiance.

Chair Stone noted that following the Regular meeting, the Board would resume the executive session in which they were engaged earlier. There will be no votes taken following executive session.

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

In a voice vote, the motion carried.

## EDUCATIONAL PRESENTATIONS

### Climate Survey

Dr. Breuder introduced Cheryl Kisunzu, who helped coordinate the administration in a climate survey in conjunction with the Higher Learning Commission Reaccreditation process which will take place in a year and a half. Ms. Kisunzu gave a brief overview of the results.

Ms. Kisunzu stated that in April 2005, Harper conducted its first employee survey. The survey was conducted by National Initiative for Leadership and Institutional Effectiveness (NILIE). They became aware of NILIE through Sheila Quirk's work with the Higher Learning Commission. This particular organization had an established reputation for being able to benchmark its data, while also providing data which was reliable and valid.

The purpose of the study from NELIE's perspective can be summarized as follows: "To obtain the perceptions of personnel concerning the College climate, and to provide information to assist Harper College in promoting more open and constructive communication among faculty, staff and administrators."

This study also fell in line with Dr. Breuder's three-year plan for institutional assessment. Last year, the College conducted the first component - *the community survey*. This survey represents the second component of the plan - *the institutional survey*. The third component - *the student assessment* - will be conducted later in the year. The purpose also has been expanded to include Dr. Breuder's observation of meeting the Higher Learning Commission's self-assessment requirement.

*Climate* was defined by the researchers as "the prevailing condition that affects satisfaction and productivity at a particular point in time." The instrument was the Personal Assessment of the College Environment (PACE) survey. It allowed for benchmarking with Harper College results and those of 45 community colleges across North America. The systems which are part of this assessment range from Coercive (System 1) to Collaborative (System 4). The attributes which are manifested in greater or lesser degrees within the context of these climates are primarily trust, decision-making and punishment and reward, as it relates to employee performance.

Ms. Kisunzu announced that Harper College had an overall assessment by its employees of a rating of 3.61 (mean score) or mid-consultative institutional climate system. This means that, within the context of this assessment, the employees identify the student focus that exists here at Harper as being that of greatest significance; and the area that needs some attention is that of communication. It is significant to note that the highest and lowest scores are still within the healthy campus climate range, as defined by the consultative climate. A total of 781 regular employees were eligible to participate in this experience; 416 took advantage of the opportunity, which represents approximately 53.3 percent of available participants. She noted that statistically sound data should have 60 percent participation. However, the fact that there is greater than 50 percent participation allows the data to be relevant in terms of insight for decision-making.

The question which was fundamental on the researcher's mind was how representative are the results of the various employee groups. Employee groups are represented somewhat consistently with respect to the responses that were submitted. With regard to the other 45 community colleges, there is almost direct tracking of Harper's results with the colleges that form the norm base for this particular organization. While they are reassured by that, they recognize that they can be challenged to maintain that rating, as well as improve upon it.

Harper College has the opportunity to craft intentional responses which will strengthen areas of excellence and challenge them to courageously confront those areas of concern, while ultimately aiming for the prize of a fully collaborative institutional climate. Ms. Kisunzu shared examples of strategies which represent the intentionality of their response:

- In the fall opening session, the climate survey results were shared with the College community.
- It was posted on the intranet site.
- They had follow-up sessions to provide an opportunity for questions and answers with various employee groups.
- There has been a request from the Institutional Planning Committee (IPC) that this data be shared with them in September. This data will then be incorporated into the Strategic Long-Range Planning process.

- President's Council has identified the leadership response to the results as a primary focus in its September mini-retreat.
- There are numerous other strategies which have been identified.

Ms. Kisunzu noted that this data is already being used to fulfill the requirement as specified by the Higher Learning Commission with respect to self-assessment. The College will focus on areas which were identified as "excellent." Employees who spend their time here at Harper College feel that their job is relevant to the institution's mission. They feel that their work is meaningful, and they feel that ultimately those they serve (the students) do receive excellence in learning.

Ms. Kisunzu concluded that it is all about the mission - how we, as employees, model for our students how to experience life at work. It is our collective classroom without walls, where lives are powerfully enriched through their encounter with excellence in learning so that they ultimately impact our world for good.

In response to Member Hill's question regarding the compilation of the NILIE norm base, Ms. Kisunzu explained that they compile the data which they receive from the other 45 community colleges, getting a standardization or norm, and then they compare the respective institutions to that. Member Hill stated that Harper College was very close to the middle of the range, and he was curious about the deviation from the various institutions. Ms. Kisunzu stated she did not have the exact deviation; however, they did confirm that the deviation was not significant. The information is accessible via the website.

## STUDENT TRUSTEE REPORT

Student Member Hurtubise introduced Eric Rosenthal, Director of Academic Advising, and students Hetal Patel and Kirandeep Saini to share information regarding the upcoming New Student Carnival.

Dr. Rosenthal explained that several student leaders worked all summer to plan for the New Student Carnival. Ms. Patel explained that the main purpose is to create a sense of community and engage students with each other, with student clubs and organizations, as well as with campus support services. They know that engaged students are more likely to succeed in staying in school, and they hope to reach as many students as possible. The New Student

Carnival will take place on September 7 from 11:00-2:00 in the middle of campus. Activities include obstacle courses, a giant slide and carnival games. There will be music from the Harper radio station, popcorn, nachos and hot dogs. UPS has donated an I-pod, Apple has donated an MP3 player and Pepsi is going to give away drinks.

Ms. Saini shared her positive personal experience at Harper College. Upon arrival at Harper, she did not know anyone. She soon met Ms. Patel, who encouraged her to join Indian and Pakistani Student Association (IPSA). She then went to Harper Fusion, where she met a lot of new students. All the programs that Harper College offers have been beneficial to her, especially the Writing Center and Math Lab through the ESL program. Ms. Saini now knows many people and is doing well at Harper College. Both students invited the Board and Dr. Breuder to the New Student Carnival.

## PRESIDENT'S REPORT

Dr. Breuder noted that Board members recently received the Annual Plan, which shows what each of the senior people and their teams are looking to accomplish this year. If the College does well here, there will be a great Outcomes document at the end of the year, and they will make incremental progress on the Strategic Long-Range Plan.

He asked Vice President Margaret Skold to give an update on the two upcoming accreditation processes. Vice President Skold explained that there will be a two-day visit by two team members of the North Central Association in September. They will be looking at accrediting Harper for the two remote sites - the Harper Professional Center in Schaumburg and the Northeast Center. Since they are beginning to offer more than 50 percent of a program at those sites, they have to be accredited in addition to the main campus. Additionally, they will be looking at Harper as being able to offer degree programs via different learning modalities that include online and other distance modalities. Dr. Breuder's office will contact Board members with information regarding a time for team members to interact with them.

With regard to enrollment, Dr. Breuder announced that on the first day of classes, they were at 8,398 FTE, and as of today, they were at 8,661 FTE. On the tenth day of classes (the official count period), they would like to be at 8,708 FTE, which means they are within 48 FTE of hitting their 10-day numbers. If the numbers continue in this direction, they could conceivably experience a 13-14 percent FTE growth in



a three-year time period, and as much as 25 percent in six or seven years, which would be tremendous growth on the part of Harper College.

HARPER EMPLOYEE  
COMMENTS

Arlene Bublick, President of the Harper College Adjunct Faculty Association (HCAFA), spoke on behalf of the HCAFA Negotiating Team. She was glad to announce that, after a year of arduous negotiations, the contract has been ratified by HCAFA members. For the very first time in the history of Harper College, Harper adjuncts have won union representation, which is a tremendous victory. She thanked everyone for listening to their presentations and considering their arguments. They look forward to the Board's ratification of the contract tonight. She expressed appreciation to the College negotiating team, especially Larry Bielawa and Vice President Thorson, for their hard work during negotiating sessions. She added that no matter how different the positions were, no matter how strong they expressed the reasons to support those positions at the negotiating table, they always had one thing in mind - the good of Harper College. That one thing, combined with goodwill and common sense, paved the way for this first contract.

Ms. Bublick stated that there is still a lot of work to be done. They must create mutual trust, learn how to resolve contentious issues to the satisfaction of both sides and encourage cooperation.

Chair Stone thanked Ms. Bublick and stated that it will be the Board's pleasure to deal with that agenda item later in the meeting.

CITIZEN  
COMMENTS

There were no citizen comments.

CONSENT AGENDA

Member Graft moved, Member Kelley seconded, approval of the minutes of the July 26, 2005 regular Board meeting; bills payable; payrolls for July 22, 2005 and August 5, 2005; estimated payroll for August 19, 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, first reading of modification of Board purchasing policy, first reading of revision of Board policy on disposition of equipment, as outlined in Exhibits IX-A.1 through IX-B.6, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund

\$4,359,414.74

	Tuition Refunds	11,602.42
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The payroll of July 22, 2005 in the amount of \$2,537,158.15; and August 5, 2005 in the amount of \$1,828,873.75; and estimated payroll of August 19, 2005 in the amount of \$1,917,975.07.

Bid Award	Ex. IX-A.3.a	Award bid 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.
Purchase Orders	Ex. IX-A.4.a	Approve 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.
	Ex. IX-A.4.b	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.
	Ex. IX-A.4.c	Approve 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.
	Ex. IX-A.4.d	Approve 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.

Personnel Actions

Administrator Appointment

Daniel Corr, Associate Vice President for Career Programs  
and Dean of AE/LS, AE/LS, 08/01/05, \$108,075/year

Supervisory/Confidential Appointments

Pamela Clohesey, Coordinator, MCPO Outreach, ADS,  
09/06/05, \$39,000/year

John Filler, Manager, Dining & Conference Services, DCS,  
08/15/05, \$53,000/year

Lois Lundquist, ESL/ISO Staff Supervisor, AE/LS-ESL,  
08/15/05, \$51,985/year

Classified Staff Retirements

Marilyn Cook, Executive Assistant, DEV/GOV REL,  
09/30/05, 5 years

June Steffen, Library Assistant I, LIB SER, 12/31/05, 37  
years

Professional Technical Resignation

Matthew Musgrove, Training Specialist-Network Systems,  
CE-TECH-NEC, 07/25/05, 4 years 7 months

Classified Staff Resignations

Jodi Garrington, Receptionist, p/t, Registrar's Office,  
07/26/05, 1 year 8 months

Wanjriroa Wilkins, Library Assistant I, p/t, LIB SER, 07/26/05,  
11 months

Harper #512 IEA-NEA Resignation

Joe Lopez, Custodian/Groundskeeper, PHY PLT, 07/20/05,  
5 months

Public Safety-ICOPS Resignation

Lydia Lamb, Community Service Officer I-Dispatch, PUB  
SAF, 07/26/05, 6 years

Modification of Board  
Purchasing Policy

Board members received the first reading of the modification  
of the Board Purchasing Policy.

Modification of Board  
Policy on Disposition  
of Personal Property

Board members received the first reading of the modification  
of Board Policy on Disposition of Personal Property.

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

Ayes: Members Gillette, Graft, Hill, Hoffman, Kelley,  
Murphy and Stone  
Nays: None

Motion carried. Student Member Hurtubise voted aye.

### NEW BUSINESS:

#### Budget Hearing

At 7:34 p.m., Chair Stone recessed the regular meeting and called to order the public hearing on the FY 2005-2006 budget.

Vice President Thorson stated that the Board has had the budget in their hands for three weeks. This budget process begins in January and goes through June. It then takes another month to get the final decisions and details into the charts and graphs. The administration has been answering questions as they have come in.

Inasmuch as there were no other persons present who desired to speak regarding the budget, Chair Stone declared the budget hearing closed and reconvened the regular Board meeting at 7:35 p.m.

#### Adoption of Budget

Member Graft moved, Member Kelley seconded, adoption of the FY 2005-2006 legal budget as presented, as outlined in Exhibit X-A (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, Hill, Hoffman, Kelley,  
Murphy and Stone  
Nays: None

Motion carried. Student Member Hurtubise voted aye.

Dr. Breuder asked Laurie Dietz to stand and be recognized for her work on the budget. Chair Stone noted that she has never seen a group of Trustees go through a budget more thoroughly and have as many questions as were posed by this group. The questions have all been answered. The Board has a real appreciation for their work. She thanked everyone involved in the budget.

#### Second Reading of Confidential Reporting

Member Kelley moved, Member Graft seconded, approval of the Board Policy on Confidential Reporting, as

## Policy

outlined in Revised Exhibit X-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Kelley explained that, since the last Board meeting, he has worked with Dr. Breuder to make some slight modifications to the policy. The most recent changes reflect that the external independent party is not affiliated with the College in any other capacity, unless the Board authorizes it. Also, the Board may request a verbatim incident report at any time. Member Kelley stated that he is satisfied with the policy. He believes Harper is the only community college in Illinois that has adopted a whistleblower policy as of yet.

Member Murphy commended Member Kelley for taking the lead on this. It is an important policy, and it shows that Harper is serious about transparency here and playing it straight. He recommended that the Board be reminded annually that they may request verbatim incident reports at any time. Chair Stone stated that the reminder could be included on the Board calendar. Dr. Breuder stated that this does not need to be incorporated in the actual policy. Chair Stone added that they will make sure successive Boards are aware that was the intent.

Chair Stone publicly thanked Bill Kelley for the tremendous amount of work he put into this policy. He stayed on top of it and did a lot of wordsmithing with Dr. Breuder to make sure that all interests were addressed. Member Kelley noted that Harper has always been a transparent institution. His experience with the administration has always been candid, open and forthright. It is great to have a policy in place on a forward-looking basis, rather than adopting something in the middle of a fire storm. This reflects Dr. Breuder's and the administration's vision of the College being on the forefront of best practices.

In a voice vote, the motion carried.

Affiliation Agreement  
with Twenty Local  
Veterinary Clinics for the  
Continuing Education  
Veterinary Assistant  
Program

Student Member Hurtubise moved, Member Murphy seconded, approval of the Affiliation Agreement between Harper College and Veterinary Clinics listed as submitted, and authorization for the Dean of Life Science and Human Services to sign all of the above. In addition, approval of the authorization for the Dean of Life Science and Human Services to sign future Affiliation Agreements, provided the same template is used, as outlined in Exhibit X-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Adjunct Faculty  
Collective Bargaining  
Contract

Member Graft moved, Member Hoffman seconded, ratification of the 2005/2006 Collective Bargaining Agreement with the Harper College Adjunct Faculty Association, IEA-NEA, and authorization of the Board Chair and Secretary to execute such Agreement on behalf of the Board of Trustees, as outlined in Exhibit X-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Stone congratulated the adjunct faculty and thanked Arlene Bublick and her team.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Hurtubise voted aye.

Disposal of Obsolete  
and Unrepairable  
Personal Property  
Owned by the College

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

In response to Member Gillette, Vice President Thorson explained that the items are mainly old computer equipment. The College has a four-year recycle and refresh on its computer equipment. Some of the equipment that is being disposed of is most likely older than four years. In response to Member Hill, Vice President Thorson explained that, when they took an inventory of the entire campus six months ago, they also did a spot check.

Vice President Dave McShane noted that they review the inventory and look at what equipment needs to be replaced along with the refresh cycle. This is a list of equipment that will be replaced this year; however, it could take a whole year to replace the items. It cannot be done all at one time. The Board is being asked to approve of the College discarding the equipment.

There was discussion regarding why the list was not included in the original Board packet, rather than distributed this evening. Chair Stone stated that it will go on record that, unless something is of an absolute emergency nature, information must be provided in sufficient time for them to study and ask questions. Vice President Thorson stated that she believes the list is usually attached, and she is not sure why it was not in this instance. In response to Member Kelley, Vice President McShane stated that the items will be disposed of during the course of the year.

Member Gillette stated that three or four years ago, the Palatine Senior Housing on Baldwin Road sent a letter to Harper's purchasing agent asking if there were surplus computers for the seniors to access the internet. Although they were on the list, they have never received anything from Harper. The building has been wired for broadband access and they have a room set aside; however, they do not have any computers for the 47 senior apartments. Member Gillette asked if someone from Harper would please consider them this year.

Thea Keshavarzi stated that a person from her department who handles disposal will be calling each of the listed agencies to let them know what the College has available and ask if they are interested in any of the equipment. It is explained that the computer equipment is "as is" with no guarantees. The Palatine Senior Housing should be called and given an opportunity to take some of the equipment, if they so desire. Member Kelley asked if the Board could be provided with a report, perhaps at the end of the year, which shows how many items were donated to each specific agency. Ms. Keshavarzi stated that they can certainly create such a report. Chair Stone stated that, as Trustees, they are ambassadors for this College, and many of them interface with a number of not-for-profits, so it would be nice to have that knowledge as they speak to the different groups. Ms. Keshavarzi stated that if there are specific not-for-profits that Board members know need equipment, it would be helpful for her department to have that information so Harper can reach out to them. Member Hill asked if Board members could be provided with the contact person's information (for disposal) so that they could pass it along to a director of a not-for-profit. Dr. Breuder stated that Board members will receive an e-mail tomorrow with the information.

In a voice vote, the motion carried.

Voting Delegate to  
ACCT Annual  
Community College  
Leadership Congress

Member Kelley moved, Member Hill seconded, approval that Richard Gillette be designated and appointed as the 2005 ACCT Leadership Congress voting delegate for Harper College, as outlined in Exhibit X-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Stone noted that Richard Gillette is representing Harper College in Seattle at the Congress, along with Sean Hurtubise as Student Trustee. Student Member Hurtubise thanked the Board for the opportunity to attend the Leadership Congress.

In a voice vote, the motion carried.

ANNOUNCEMENTS BY  
CHAIR

Communications

Chair Stone wished Linda Kolbusz well on the occasion of her upcoming wedding.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The next Board meeting is September 27 at 7:00 p.m.

OTHER BUSINESS

There was no other business.

EXECUTIVE SESSION

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

In a voice vote, the motion carried at 7:58 p.m. Following a short break, the executive session began at 8:15 p.m.

Following executive session, the Board reconvened the Regular meeting at 9:11 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.

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Chair

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Secretary



## BOARD REQUESTS

### AUGUST 30, 2005 REGULAR BOARD MEETING

1. Member Kelley asked if the Board could be provided with a report, perhaps at the end of the year, which shows how many items were donated to each specific agency. Ms. Keshavarzi stated that they can certainly create such a report.
2. Member Hill asked if Board members could be provided with the contact person's information (for disposal) so that they could pass it along to a director of a not-for-profit. Dr. Breuder stated that Board members will receive an e-mail tomorrow with the information.

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I.	BILLS PAYABLE	
	Operating Fund	\$ 4,140,547.60
	Tuition Refunds	\$ 1,255,298.93
II.	PAYROLL	
	08/19/2005	\$ 1,868,871.60
	09/02/2005	2,337,048.57
III.	ESTIMATED PAYROLL	
	09/16/2005	\$ 2,208,836.72

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

September 27, 2005

SUMMARY OF BIDS

- Exhibit IX – A.3.a The administration recommends that the Board award bid request Q00432 to Express Cartridge and Toner Services, LLC., the low bidder that submitted a complete bid for laser toner cartridges for printers in the amount of \$77,894.30, and to Best Computer Supplies, the low bidder that submitted a complete bid for drum kits and transfer kits for printers in the amount of \$7,924.27 for a total award of \$85,818.57.
- Exhibit IX – A.3.b The administration recommends that the Board split the award of bid request Q00436 per line item to the lowest responsible bidders as follows: one needle, loop and culture tube mouth sterilizer to Fisher Scientific Co., LLC in the amount of \$223.60; one fish collection display and one dogfish head anatomy model to Carolina Biological Supply Co. in the amount of \$382.98; two human kidney structure models, two eye in orbit models, three skin models and two larynx models to Wards Natural Science Est., Inc. in the amount of \$2,927.76; and two head and neck models, four dissectible plastic skull models and four brain models to VWR International, Inc. in the amount of \$6,598.62 for a total award of \$10,132.96.
- Exhibit IX – A.3.c The administration recommends that the Board award bid request Q00435 for pavement rehabilitation at the Harper Professional Center to Accu-Paving Co., the low bidder, in the amount of \$41,572.50 plus architects fees of \$5,000 for surveying and cores, \$7,500 for design fees, \$600 for reimbursables, an allowance of \$89,000 to complete the remaining three sections of the parking lot and a contingency of not to exceed \$15,000 for a total award of \$158,672.50.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00432 for laser toner cartridges, drum kits and transfer kits for printers as requested by Information Technology/Technical Services.

II. BUDGET STATUS

Funds in the amount of \$85,818.57 are provided in the 2005/06 Education Fund budget, under account number 0195-245-541.04.

III. INFORMATION

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

	<u>Cartridges</u>	<u>Kits</u>
Express Cartridge & Toner Services, LLC	\$77,894.30	Incomplete Bid
Information Alternatives	82,888.71	\$ 9,034.40
Laser Service	83,630.37	10,526.48
Cartridge World	84,455.00	No Bid
Ink Stop	84,539.30	No Bid
Boss Online Inc.	89,446.00	9,589.00
Office Max/Boise	91,621.17	8,485.31
Best Computer Supplies	Incomplete Bid	7,924.27
Thresholds Rehabilitation Industries	Incomplete Bid	No Bid

The laser toner cartridges, drum kits and transfer kits are for use for laser printers throughout the College, during fiscal year 2005/06. The bids from Thresholds Rehabilitation Industries and Best Computer Supplies did not include all laser toner cartridges requested.

In order to obtain the best pricing for the College, the award will be split to Express Cartridge and Toner Services, LLC, the low bidder that submitted a complete bid for laser toner cartridges for printers in the amount of \$77,894.30, and to Best Computer Supplies, the low bidder that submitted a complete bid for drum kits and transfer kits for printers in the amount of \$7,924.27.

IV.

RECOMMENDATION

The administration recommends that the Board award bid request Q00432 to Express Cartridge and Toner Services, LLC., the low bidder that submitted a complete bid for laser toner cartridges for printers in the amount of \$77,894.30, and to Best Computer Supplies, the low bidder that submitted a complete bid for drum kits and transfer kits for printers in the amount of \$7,924.27 for a total award of \$85,818.57.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00436 for one needle, loop and culture tube mouth sterilizer, one fish collection display, one dogfish head anatomy model, two human kidney structure models, two eye in orbit models, three skin models, two larynx models, two head and neck models, four dissectible plastic skull models and four brain models as requested by the Technology, Math and Science Division for the Biology department.

II. BUDGET STATUS

Funds in the amount of \$10,132.96 are provided in the 2005/06 Education Fund budget, under account number 0111-311-586.

III. INFORMATION

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

Wilkins-Anderson Co.	\$ 242.00	No bid 9 items
Fisher Scientific Co., LLC	3,049.68	No bid 4 items
Carolina Biological Supply Co.	6,159.52	No bid 1 items
Ward's Natural Science Est., Inc.	10,648.73	No bid 2 items
Johnson Scientific, Inc.	10,978.00	No bid 2 items
VWR International, Inc.	11,058.33	No bid 1 item

This request is for equipment needed for the Biology labs. It will be co-mingled with existing equipment to support the labs.

In order to obtain the lowest cost for the College the award will be split per line item to the lowest responsible bidders as follows: one

needle, loop and culture tube mouth sterilizer to Fisher Scientific Co., LLC in the amount of \$223.60; one fish collection display and one dogfish head anatomy model to Carolina Biological Supply Co. in the amount of \$382.98; two human kidney structure models, two eye in orbit models, three skin models and two larynx models to Wards Natural Science Est., Inc. in the amount of \$2,927.76; and two head and neck models, four dissectible plastic skull models and four brain models to VWR International, Inc. in the amount of \$6,598.62 for a total award of \$10,132.96.

IV. RECOMMENDATION

The administration recommends that the Board split the award of bid request Q00436 per line item to the lowest responsible bidders as follows: one needle, loop and culture tube mouth sterilizer to Fisher Scientific Co., LLC in the amount of \$223.60; one fish collection display and one dogfish head anatomy model to Carolina Biological Supply Co. in the amount of \$382.98; two human kidney structure models, two eye in orbit models, three skin models and two larynx models to Wards Natural Science Est., Inc. in the amount of \$2,927.76; and two head and neck models, four dissectible plastic skull models and four brain models to VWR International, Inc. in the amount of \$6,598.62 for a total award of \$10,132.96.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00435 for pavement rehabilitation at the Harper Professional Center as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$158,672.50 are provided in the 2005/06 Operations and Maintenance Restricted Fund budget, under account numbers 0392-039-533.00-9237 and 0392-039-582.00-9327.

III. INFORMATION

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

Accu-Paving Co.	\$41,572.50
Chicagoland Paving Contractors, Inc.	48,340.00
Professional Maintenance, Inc.	51,182.00
Evans and Son Blacktop, Inc.	52,832.00
Schroeder Asphalt Services, Inc.	53,362.50
J. A. Johnson Paving Co.	58,684.00
J. S. Riemer, Inc.	61,474.30
American Asphalt Co., Inc.	82,471.00

The parking lot at the Harper Professional Center is in need of a series of corrective actions. A survey divided the lot into four sections and the original bid is for the most critically needed work which is on the north side of the lot. The bid allowed for additional work if funds were available. It was decided since the bid was very competitive to complete all work.



This recommendation includes architects fees of \$5,000 for surveying and cores, \$7,500 for design fees, \$600 for reimbursables, an allowance of \$89,000 to complete the remaining three sections of the parking lot and a contingency of not to exceed \$15,000 to be used for additional repairs that may be needed once the entire base is exposed and for restriping the lot. The additional work will be done at the unit prices quoted in the bid.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00435 for pavement rehabilitation at the Harper Professional Center to Accu-Paving Co., the low bidder, in the amount of \$41,572.50 plus architects fees of \$5,000 for surveying and cores, \$7,500 for design fees, \$600 for reimbursables, an allowance of \$89,000 to complete the remaining three sections of the parking lot and a contingency of not to exceed \$15,000 for a total award of \$158,672.50.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

September 27, 2005

SUMMARY OF PURCHASE ORDERS

- Exhibit IX – A.4.a The administration recommends that the Board approve issuance of a purchase order to Cognos Corporation for renewal of a software maintenance agreement in the amount of \$28,743.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Cognos Corporation for renewal of a software maintenance agreement, as requested by Information Technology for Application Systems.

II. BUDGET STATUS

Funds in the amount of \$28,743 are provided in the 2005/06 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

The Regent Integrated Application System software, which was purchased from Computing Options Company, requires the use of Cognos software tools and fourth generation languages. In order to leverage the acquisition and with a focus on Total Cost of Ownership (TCO), Information Technology standardized on Cognos software tools when acquiring other business systems. This TCO has been realized and today Cognos tools are utilized by a number of other software application systems (i.e. Peregrine, SARS, FAMIS, Admissions, ID system, Access Control, EBMS, etc.).

Review of the number of licenses has been underway prior to and during the acquisition phase of the Oracle ERP. From this review it is expected that a reduction in licenses can occur for FY07 once transition to the new ERP system for Finance and Human Resources is completed in FY06. This review will occur again during FY07, as the ERP Student System modules will be implemented anticipating additional cost savings in FY08.

This agreement entitles the College to receive new releases of software, software enhancements and technical support, all of which ensure that the software is up to date and consistent with technological advances and industry standards. The renewal period is from July 1, 2005 through June 30, 2006.

Cognos is the only vendor that provides maintenance for this software. A letter verifying this is on file in the Purchasing department. The \$28,743 cost is \$451, or 1.6 percent, more than last year's amount of \$28,292. The cost increase is to align one module with the fiscal year time frame.

This purchase complies with State Statute and Board Policy.

IV.

RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Cognos Corporation for renewal of a software maintenance agreement in the amount of \$28,743.

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

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Faculty Mid-Year Tenure Status Report

II. REASON FOR CONSIDERATION

Article III.M.2 of the 2002-2006 Agreement with the faculty requires that the College President notify all faculty "who shall enter upon tenure at the onset of the subsequent academic year."

III. BACKGROUND INFORMATION

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

Following are the names of faculty hired mid-year who are currently non-tenured and the academic year each would be first eligible for tenure.

**FIRST YEAR EMPLOYED (MID-YEAR)**

**FIRST YEAR ELIGIBLE  
FOR TENURE (MID-YEAR)**

**Spring 2003**

Sam Giordano - *Fire Science Technology (HCPS)*

**Spring 2006**

**Spring 2004**

Roger House - *Chemistry (TMS)*  
Veronica Mormino - *Geography (BUSSS)*

**Spring 2007**

**Spring 2005**

Patricia Bruner - *Graphic Arts (TMS)*  
Uriel Buitrago-Suarez - *Biology (TMS)*  
Mary Hood - *Radiologic Technology (HCPS)*  
Greg Horeni - *Nursing (HCPS)*  
Keith Jensen - *Humanities (LIBARTS)*

**Spring 2008**

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

President's Employment Contract

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

The Board and the President are desirous of modifying the terms of the current Contract which expires on June 30, 2007.

IV. RECOMMENDATION

The Chair of the Board of Trustees recommends the President's contract be extended through June 30, 2009, as detailed in the Thirteenth Addendum to the President's Employment Contract, and recommends that the Board Chair and Secretary be authorized to execute the Thirteenth Addendum to the President's Employment Contract on behalf of the Board of Trustees.

WILLIAM RAINEY HARPER COLLEGE  
Schedule of Investments  
As of August 31, 2005

Exhibit IX-B.1  
September 27, 2005

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 8/31/2005	Market Value	
<b><u>Certificates of Deposits</u></b>								
PMA/Texas Bank	03/01/04	09/01/05	549	2.05	46,662.11	1,500,000.00		
PMA/Associated Bank	06/08/05	09/06/05	90	3.26	20,115.56	2,500,000.00		
PMA/Oakbrook Bank	06/08/05	09/06/05	90	3.26	4,020.07	500,000.00		
PMA/Texas Bank	03/01/04	09/15/05	563	2.05	47,863.61	1,500,000.00		
PMA/First Natl Bank of Oneida	08/30/04	09/29/05	395	2.41	39,290.41	1,500,000.00		
PMA/Village Trust Bank	03/31/05	09/30/05	183	3.32	25,021.17	1,500,000.00		
PMA/Inter Savings Bank	08/30/04	10/13/05	409	2.41	40,724.39	1,500,000.00		
PMA/Oakbrook Bank	06/08/05	10/24/05	138	3.31	18,781.60	1,500,000.00		
Harris Bank	12/08/04	10/27/05	323	2.85	38,914.49	1,500,000.00		
LaSalle Bank	11/10/04	11/10/05	365	2.60	39,541.67	1,500,000.00		
PMA/Midamerica Natl Bank	11/16/04	11/22/05	371	2.75	42,052.46	1,500,000.00		
PMA/Banco Popular NA	01/10/05	11/30/05	324	3.03	26,985.85	1,000,000.00		
Harris Bank	12/08/04	11/30/05	357	2.90	43,069.40	1,500,000.00		
PMA/Chocie Financial Group	11/16/04	11/30/05	379	2.80	58,353.30	2,000,000.00		
Harris Bank	11/29/04	11/30/05	366	2.90	32,424.36	4,500,000.00		
PMA/Banco Popular NA	01/10/05	12/08/05	332	3.04	41,623.17	1,500,000.00		
PMA/West Point Bank	01/10/05	12/22/05	346	3.06	40,755.88	1,400,000.00		
PMA/Banco Popular NA	01/10/05	02/02/06	388	3.08	49,457.53	1,500,000.00		
PMA/Citizens Bank of Penn	01/25/05	02/16/06	387	3.12	66,412.00	2,000,000.00		
PMA/Citizens State Bank	01/25/05	03/02/06	401	3.15	69,463.59	2,000,000.00		
PMA/Mercantile Bank of W Mich	01/25/05	03/16/06	415	3.16	72,125.69	2,000,000.00		
PMA/Cole Taylor Bank	03/08/05	03/30/06	387	3.45	55,065.62	1,500,000.00		
PMA/First NB in Howell	03/08/05	04/13/06	401	3.47	57,425.77	1,500,000.00		
PMA/First NB in Howell	03/08/05	04/27/06	415	3.47	59,444.02	1,500,000.00		
PMA/ISB Community Bank	03/17/05	05/11/06	420	3.62	62,751.38	1,500,000.00		
PMA/Leaders Bank	06/09/05	05/31/06	356	3.66	35,853.86	1,000,000.00		
PMA/Corus Bank	06/09/05	05/31/06	356	3.66	71,690.91	2,000,000.00		
PMA/Inter Savings Bank	06/30/05	06/07/06	342	3.75	17,632.11	500,000.00		
PMA/Bank of Elk River	06/30/05	06/07/06	342	3.75	35,264.21	1,000,000.00		
PMA/Inter Savings Bank	06/30/05	06/21/06	356	3.75	55,069.50	1,500,000.00		
Harris Bank	02/28/05	08/31/06	549	3.60	222,551.80	4,000,000.00		
PMA/Morton Community Bank	03/17/05	09/14/06	546	3.86	87,514.98	1,500,000.00		
PMA/Southern New Hampshire	11/04/04	11/09/06	735	2.91	89,448.59	1,500,000.00		
PMA/Corus Bank	11/04/04	11/09/06	735	2.91	88,566.77	1,500,000.00		
PMA/Natl Bank of Commerce	11/10/04	11/30/06	750	3.07	95,592.63	1,500,000.00		
	Weighted Average: 3.12						<b>57,900,000.00</b>	57,900,000.00 *



**Agencies**

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

**Illinois Funds**

Monthly Average

3.33

**7,999,623.00**

7,999,623.00

TOTALS AS OF:

8/31/2005

\$

**70,399,623.00**

**70,371,510.00**

\*Market value not available

\*\* Current market value shows gains or losses depending on the current interest rates and the rates when the securities were purchased. The gains or losses can only occur if the securities are sold before their maturity dates.

**WILLIAM RAINEY HARPER COLLEGE**  
**FY2005/2006 BUDGET AND EXPENDITURES**  
**August 31, 2005**

Sept. 27, 2005  
Exhibit IX-B.1

**EDUCATION FUND**

<b>DIVISION</b>	<b>BUDGET</b>	<b>BUDGET YTD</b>	<b>EXPENDITURES YEAR TO DATE</b>	<b>FUTURE COMMITMENTS</b>	<b>% PAID OR COMMITTED</b>	<b>UNCOMMITTED BALANCE</b>
<b>Institutional</b>						
Admin Services	13,730,638.31	1,540,577.62	1,029,674.09	66,891.58	7.99%	12,634,072.64
<b>Sub-Total</b>	<b>\$13,730,638.31</b>	<b>\$1,540,577.62</b>	<b>\$1,029,674.09</b>	<b>\$66,891.58</b>	<b>7.99%</b>	<b>\$12,634,072.64</b>
<b>President</b>						
Development Office	549,883.00	61,696.87	72,708.85	326,986.22	72.69%	150,187.93
Pres/Brd of Trustees	374,935.00	42,067.71	70,594.37	251,326.46	85.86%	53,014.17
Strategic Alliance	605,437.00	67,930.03	74,932.68	410,928.52	80.25%	119,575.80
Assoc VP Development	71,439.69	8,015.53	26,362.98	45,076.71	100.00%	0.00
<b>Sub-Total</b>	<b>\$1,601,694.69</b>	<b>\$179,710.14</b>	<b>\$244,598.88</b>	<b>\$1,034,317.91</b>	<b>79.85%</b>	<b>\$322,777.90</b>
<b>Student Affairs</b>						
Student Activities	453,555.00	50,888.87	48,298.13	245,163.41	64.70%	160,093.46
Student Development	2,958,522.00	331,946.17	337,770.39	1,683,286.96	68.31%	937,464.65
Wellns/Human Perform	1,896,715.00	212,811.42	167,292.64	927,551.32	57.72%	801,871.04
VP Student Affairs	348,774.00	39,132.44	48,984.05	251,325.62	86.10%	48,464.33
Access & Disability	679,109.00	76,196.03	49,890.86	305,539.62	52.34%	323,678.52
<b>Sub-Total</b>	<b>\$6,336,675.00</b>	<b>\$710,974.94</b>	<b>\$652,236.07</b>	<b>\$3,412,866.93</b>	<b>64.15%</b>	<b>\$2,271,572.00</b>
<b>VP Academic Affairs</b>						
Acad Enrich/Lang Std	3,635,340.00	407,885.15	363,831.07	2,012,942.35	65.38%	1,258,566.58
VP Academic Affairs	1,711,189.00	191,995.41	43,258.60	160,621.78	11.91%	1,507,308.62
Assoc VP Aca Affairs	336,399.00	37,743.97	35,884.17	221,582.68	76.54%	78,932.15

Bus/Social Sciences	5,571,065.00	625,073.49	489,842.24	2,647,818.90	56.32%	2,433,403.86
Dean of Cont Educ	532,543.00	59,751.32	71,177.15	343,204.55	77.81%	118,161.30
Liberal Arts	6,396,948.00	717,737.57	483,771.90	3,370,286.77	60.25%	2,542,889.33
Life Sci/Hum Services	3,683,209.00	413,256.05	202,212.45	1,869,621.54	56.25%	1,611,375.01
Resource for Learning	2,877,740.00	322,882.43	395,134.05	1,595,873.54	69.19%	886,732.41
Tech/Math & Phy Sci	6,057,795.00	679,684.60	619,675.35	3,438,568.27	66.99%	1,999,551.38

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EDUCATION FUND						
DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Asst. VP Aca Affairs	173,837.00	19,504.51	48,171.49	69,981.34	67.97%	55,684.17
<b>Sub-Total</b>	<b>\$30,976,065.00</b>	<b>\$3,475,514.49</b>	<b>\$2,752,958.47</b>	<b>\$15,730,501.72</b>	<b>59.67%</b>	<b>\$12,492,604.81</b>
<b>VP Admin Services</b>						
Admin Services	1,807,286.00	202,777.49	261,671.02	1,332,697.71	88.22%	212,917.27
<b>Sub-Total</b>	<b>\$1,807,286.00</b>	<b>\$202,777.49</b>	<b>\$261,671.02</b>	<b>\$1,332,697.71</b>	<b>88.22%</b>	<b>\$212,917.27</b>
<b>VP Diversity/Org Dev</b>						
Human Res/Int. Affairs	495,016.00	55,540.80	32,607.75	0.00	6.59%	462,408.25
Asst VP Diversity/Org	607,469.00	68,158.02	86,381.88	364,740.62	74.26%	156,346.50
<b>Sub-Total</b>	<b>\$1,102,485.00</b>	<b>\$123,698.82</b>	<b>\$118,989.63</b>	<b>\$364,740.62</b>	<b>43.88%</b>	<b>\$618,754.75</b>
<b>VP Info Technology</b>						
Info Technology	6,450,104.00	723,701.67	894,245.03	3,449,722.08	67.35%	2,106,136.89
<b>Sub-Total</b>	<b>\$6,450,104.00</b>	<b>\$723,701.67</b>	<b>\$894,245.03</b>	<b>\$3,449,722.08</b>	<b>67.35%</b>	<b>\$2,106,136.89</b>
<b>VP Mktg &amp; Advancement</b>						
VP Enroll/Marketing	1,585,270.00	177,867.29	170,165.97	1,057,025.51	77.41%	358,078.52
Enrollment Svcs	1,619,493.00	181,707.11	191,981.15	958,401.62	71.03%	469,110.23
Pub/Comm Services	1,561,938.00	175,249.44	245,039.60	1,247,828.72	95.58%	69,069.68
<b>Sub-Total</b>	<b>\$4,766,701.00</b>	<b>\$534,823.85</b>	<b>\$607,186.72</b>	<b>\$3,263,255.85</b>	<b>81.20%</b>	<b>\$896,258.43</b>
<b>Grand Total:</b>	<b>\$66,771,649.00</b>	<b>\$7,491,779.02</b>	<b>\$6,561,559.91</b>	<b>\$28,654,994.40</b>	<b>52.74%</b>	<b>\$31,555,094.69</b>

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

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: September 27, 2005**

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS-ENDS</b>
<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
<u>RENEWAL</u> Perkins III Career Programs D. Corr	Career and Technical education	ICCB \$318,978	07/01/05 06/30/06

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<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 <b>(Federal Basic, \$183,320            State Basic, \$175,701            State Public, \$18,358            EL/Civics, \$45,773            State Performance, \$169,098)</b>	ICCB <b>\$592,250</b>	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. Alsup	Provides for securing a complete building against unauthorized access during emergencies as well as periods when the college is closed.	ILEAS \$30,000	05/05/05 12/31/05
<u>EXTENSION</u> Scholarships for Success TMS/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
<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



<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS-ENDS</b>
<u>RENEWAL</u> Midwest Center of Post- Secondary Outreach Access & Disability Services T. Thompson/D. Kavim	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. Alsup	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 September 27, 2005**

**\$2,171,861**

*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  
 USDE United States Department of Education  
 USDJ United States Department of Justice  
 WBMC The Workforce Boards of Metropolitan Chicago

**Harper College Educational Foundation**  
**Year to Date Fundraising Report (as of 8/31/05)**

Appeal Description	Gift Count	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Corporate Scholarship Drive	4	\$1,850.00	\$0.00	\$0.00	\$0.00	\$1,850.00
1979-1989 Foundation Activity	1	\$0.00	\$20.00	\$0.00	\$0.00	\$20.00
Kolbusz-Kosan Wedding	28	\$2,645.00	\$0.00	\$0.00	\$0.00	\$2,645.00
James McGrath Scholarship	33	\$4,645.00	\$0.00	\$0.00	\$0.00	\$4,645.00
Memorial	3	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00
Margaret Scott	39	\$2,730.00	\$0.00	\$38.33	\$0.00	\$2,768.33
Personal Solicitation	2	\$20,000.00	\$100,000.00	\$0.00	\$0.00	\$120,000.00
Proposal	1	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Pacesetter Campaign FY06	2	\$1,150.00	\$0.00	\$0.00	\$0.00	\$1,150.00
Resource for Excellence Campaign FY05	7	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Scholarship Stewardship Reports	2	\$1,500.00	\$2,500.00	\$0.00	\$0.00	\$4,000.00
Stewardship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Unsolicited	6	\$1,225.00	\$0.00	\$3.00	\$0.00	\$1,228.00
Calendar Year-End Direct Mail FY05	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
<b>Grand Totals:</b>	<b>130</b>	<b>\$47,045.00</b>	<b>\$102,520.00</b>	<b>\$41.33</b>	<b>\$0.00</b>	<b>\$149,606.33</b>

## Harper College Educational Foundation August Fundraising Report FY06

Appeal Description	Gift Count	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Corporate Scholarship Drive	2	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00
1979-1989 Foundation Activity	1	\$0.00	\$20.00	\$0.00	\$0.00	\$20.00
Kolbusz-Kosan Wedding	28	\$2,645.00	\$0.00	\$0.00	\$0.00	\$2,645.00
James McGrath Scholarship	33	\$4,645.00	\$0.00	\$0.00	\$0.00	\$4,645.00
Memorial	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Margaret Scott	39	\$2,730.00	\$0.00	\$38.33	\$0.00	\$2,768.33
Pacesetter Campaign FY06	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Personal Solicitation	1	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00
Resource for Excellence Campaign FY05	4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Scholarship Stewardship Reports	2	\$1,500.00	\$2,500.00	\$0.00	\$0.00	\$4,000.00
Stewardship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Unsolicited	5	\$1,200.00	\$0.00	\$3.00	\$0.00	\$1,203.00
<b>Total</b>	<b>118</b>	<b>\$35,495.00</b>	<b>\$2,520.00</b>	<b>\$41.33</b>	<b>\$0.00</b>	<b>\$38,056.33</b>

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

There are no purchases against consortiums or cooperatives this month.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

College Protection, Health and Safety: Energy Conservation, Environmental Protection and Handicapped Accessibility Projects.

II. REASON FOR CONSIDERATION

Prior to adopting the 2005 Tax Levy, Harper College is required to submit to the Illinois Community College Board for approval the 2005 Life Safety projects which will be included in the 2005 Tax Levy. After the Illinois Community College Board reviews the requested Life Safety projects, and if the projects qualify and meet their approval requirements, they will provide the certification documents necessary for the tax levy process.

III. BACKGROUND INFORMATION

House Bill 1587 was signed by Governor Thompson in September 1984. This bill, which is now part of Section 3-20.3.01 of the Illinois Public Community College Act, provides a process for Community College districts to levy a tax or issue bonds for the purpose of altering or repairing their facilities for protection, health or safety, energy conservation, handicapped accessibility, and/or environmental protection reasons.

New projects being recommended for 2005 Life Safety Tax Levy funding that will be levied for Tax Year 2005:

Proposed Work Item	Estimated Project Cost
Fire Alarm Replacement – Phase III -2005	\$500,000
Total Project Cost	\$500,000

**Combined Total 2005 Levy** **\$500,000**

IV. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the attached resolution for approval of the above project to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Community College Act.

The administration further recommends that the Board of Trustees approve the employment of Legat Architects to provide the architectural services specified for the 2005 Life Safety repair and renovation project listed above.

RESOLUTION FOR APPROVAL BY THE BOARD OF TRUSTEES OF  
PROJECTS TO ALTER AND REPAIR FACILITIES PURSUANT TO  
SECTION 3-20.3.01 OF THE ILLINOIS PUBLIC COMMUNITY COLLEGE ACT

WHEREAS, there is need for the alteration and repair of certain of the facilities of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry; and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to levy a tax to pay for such alterations or repairs upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such alterations or repairs; and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that any Board authorized to levy the aforesaid tax may also, or in the alternative by proper resolution, borrow money for such specifically identified purposes, not to exceed FOUR MILLION FIVE HUNDRED THOUSAND DOLLARS (\$4,500,000.00) in the aggregate at any one time, and as evidence of such indebtedness may issue bonds without referendum, said bonds to mature within twenty (20) years and to bear interest at such rate(s) as is authorized by applicable Illinois law; and

WHEREAS, the Board of Trustees may adopt the aforesaid Resolution(s) to levy a tax or to issue bonds in the authorized amount only on the condition that the Board: (a) makes a determination that there are not sufficient funds in the Operations and Maintenance Fund of the District to permanently pay for such alterations or repairs; (b) secures from a licensed architect or engineer a certified estimate of the amount, not less than TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00), that is necessary to make such alterations or repairs; and (c) secures from the Executive Director of the Illinois Community College Board approval of said project(s) and estimate(s); and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that the county clerks shall extend such tax: (a) on the filing by the Board of Trustees of a certified copy of a Resolution levying said tax; or (b) on the filing by the Board of Trustees of a certified copy of a Resolution fixing the amount of bonds authorized, the date, maturities and interest thereon, provide for the levy and collection of a direct annual tax upon all the taxable property of the District sufficient to pay the principal and interest on such bonds to maturity;

NOW, THEREFORE, be it resolved by the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, as follows:



Section 1: That the Board of Trustees has determined and identified the projects for alteration and repair. Section 3-20.3.01 of the Illinois Public Community College Act provides that the alteration and repair of facilities of William Rainey Harper College, Community College District No. 512, listed below as necessary for energy conservation, health or safety, environmental protection or handicapped accessibility and has tentatively estimated costs of said projects as follows:

The following new project is being recommended for Life Safety Tax Levy funding for Tax Year 2005:

Proposed Work Item	Estimated Project Cost
Fire Alarm Replacement – Phase III - 2005	\$500,000
<b>Total Project Cost</b>	<b>\$500,000</b>

Combined Total 2005 Levy **\$500,000**

Section 2: That the Board of Trustees has determined that there are not sufficient funds available in the Operations and Maintenance Fund of the District to permanently pay for the alterations and repairs identified in Section 1 above.

Section 3: That the Board of Trustees has secured from a licensed architect a certified estimate of the costs of completion of the alterations and repairs required for the projects identified in Section 1 above.

Section 4: That the Board of Trustees shall forward the certified estimates of the costs of completion of the alterations and repairs required for the projects identified in Section 1 above to the Executive Director of the Illinois Community College Board for approval.

Passed and approved the 27th day of September 2005.

APPROVED:

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

ATTEST:

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

STATE OF ILLINOIS        )  
                                  )  
COUNTY OF COOK        )     SS

RESOLUTION CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and as such official I do further certify that attached hereto is a true, correct and complete copy of the Resolution for approval of Projects to Alter and Repair Facilities Pursuant to Section 3-20.3.01 of the Illinois Public Community College Act which was adopted by the Board of Trustees on the 27th day of September, 2005.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 27th day of September, 2005.

\_\_\_\_\_  
Secretary, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution designating a person or persons to prepare a tentative budget for 2006-2007.

II. REASON FOR CONSIDERATION

The Illinois Public Community College Act requires that a person or persons be designated by the Board of Trustees to prepare a budget in tentative form.

III. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the following resolution:

RESOLUTION DESIGNATING A PERSON OR PERSONS  
TO PREPARE TENTATIVE BUDGET

BE IT RESOLVED by the Board of Trustees of Community College District No. 512, in the Counties of Cook, Kane, Lake and McHenry, State of Illinois, that Robert L. Breuder and Judith A. Thorson be and are hereby appointed to prepare a tentative budget for said College district for the fiscal year beginning July 1, 2006 and ending June 30, 2007, which tentative budget shall be filed with the Secretary of this Board and notice of public inspection shall be timely published in accordance with the law.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

**Second Reading** of modification of Board Policy on Disposition of Personal Property.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

IV. RECOMMENDATION

The administration recommends that the Board of Trustetees approve the Board Policy on the Disposition of Personal Property. 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

***Second Reading*** of modification of Board Purchasing Policy.

II. REASON FOR CONSIDERATION

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

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 administration recommends that the Board of Trustees approve the Board Policy modification to the Purchasing Policy. 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  
SUMMARY COSTS FOR THE 1/1/06 RENEWAL**

<b><u>PROVIDER (MEDICAL)</u></b>	<b><u>2005 Premium</u></b>	<b><u>2006 Premium</u></b>	<b><u>Change</u></b>
<b>HMO ILLINOIS</b>			
Annual Total	\$2,840,128	\$2,840,128	0.0%
• Number of covered employees = 393			
<b>BLUE CROSS BLUE SHIELD PPO</b>			
Annual Total			
• Number of covered employees = 364	\$4,660,973	\$4,660,973	0.0%
Total HMO IL and PPO	\$7,501,101	\$7,501,101	
<b>LIFE – HARTFORD</b>			
\$1,000 Payroll	0.24	0.24	
Annual Total	\$ 236,826	\$246,299	
<b>AD&amp;D - HARTFORD</b>			
\$1,000 Payroll	0.020	0.020	
Annual Total	\$ 19,570	\$20,353	
Total Life/AD&D	\$ 256,396	\$266,652	
<b>LONG-TERM DISABILITY - HARTFORD</b>			
Per 1% Payroll/Month	0.22	0.22	
Total Long Term Disability	\$ 105,865	\$110,099	
<hr/>			
<b>ADMINISTRATION FEES - CORESOURCE</b>			
Dental			
Employee/Month = 787	3.40	3.55	
STD			
Employee/Month = 787	1.25	1.25	
Annual Maintenance Fee	\$340	\$340	
Total Administration Fees	\$44,255	\$45,671	
<b>GRAND TOTAL OF PLAN EXPENSES</b>	<b>\$7,907,617</b>	<b>\$7,923,523</b>	
Percent Change			+0.002%

WILLIAM RAINEY HARPER COLLEGE  
BOARD ACTION

I. SUBJECT

Recommendation for the issuance of purchase orders to CoreSource, Hartford Life Insurance Company, Blue Cross Blue Shield of Illinois, and HMO Illinois.

II. REASON FOR CONSIDERATION

Annual insurance renewal. Funds are or will be provided for in the Board approved budgets: FY 2006 and FY 2007.

III. BACKGROUND INFORMATION

At the direction of the College administration, Willis of Illinois, the College broker for employee insurance plans, reviewed the insurance programs and the renewal quotes presented from Blue Cross Blue Shield and CoreSource. Due to favorable claims experience, Willis negotiated a 0% increase to the medical plans provided by Blue Cross Blue Shield for calendar year 2006. Willis also contacted several insurance companies including Aetna, Humana, United Healthcare, CIGNA and Unicare to secure the lowest cost for the current employee insurance plans. Prices from these vendors ranged from a 9.38% to a 15.53% increase in premiums. We are currently in the middle of a two year rate guarantee from Hartford Life Insurance Company for our Life, AD&D and long-term disability plans. As a result, Willis has recommended remaining with the current insurance companies for the various plans as identified in the attached report for medical and dental insurance, and Life, AD&D, long-term disability and short-term disability.

IV. RECOMMENDATION

It is recommended that the Board of Trustees accept the proposal of Willis of Illinois and the College administration to have Hartford Life provide the College with Term Life, not to exceed \$0.24 per \$1,000 of covered payroll; Accidental Death and Dismemberment, not to exceed \$0.02 per \$1,000 of covered payroll; Long-Term Disability insurance coverage, not to exceed \$0.22 per 1% of payroll per month; and CoreSource to provide claims administration, not to exceed \$3.55 for dental and \$1.25 for Short-Term Disability. Further, it is recommended that Blue Cross Blue Shield of Illinois and HMO Illinois provide the College with medical insurance coverage, not to exceed the proposed amount per level of coverage per covered individual per month.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a partnership fee for two community outreach centers, the Palatine Opportunity Center and the Police Neighborhood Resource Center in Rolling Meadows, Illinois.

II. BUDGET STATUS

Funds in the amount of \$20,000 (\$10,000 each) are available in the 2005/06 Education Fund Budget, under account number 0183-028-559.00-0000, Community Relations.

III. INFORMATION

This request is for the partnership fee for the two community outreach centers stated above. It represents Harper College's commitment toward annual funding of operations for the Palatine Opportunity Center and the Police Neighborhood Resource Center in Rolling Meadows as they support security, facility management and coordination of services for the Harper programs and staff serving in the facility.

In 1991, Harper College joined other community institutions as a founding member of the Police Neighborhood Resource Center (PNRC) in Rolling Meadows, Illinois. The PNRC has received state and national recognition for proactively providing after school programs, health screening, counseling services and access to library materials. Since the PNRC opened, Harper College's Adult Educational Development department has offered free English as a Second Language (ESL) courses to community residents. In recent years, Harper has expanded its services to include Citizenship Preparation courses and Basic Computer Literacy courses. During

fiscal year 2005, the Adult Educational Development Department (AED) offered 74 different course sections with enrollment of close to 900 students.

Harper College has offered a variety of programs and services at the Palatine Opportunity Center (POC) since 2000. The POC provides a variety of counseling services, health screenings, senior citizen programming and youth services to community residents.

Harper College also offers free GED preparation, English as a Second Language and Employment Skills courses at the POC. In 2005, the College added a second computer lab to expand accessibility and Basic Computer Literacy Skills courses. During fiscal year 2005, Harper College offered 115 different course sections with an approximate enrollment of 1200 students.

#### IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of the partnership fee for the Palatine Opportunity Center and the Police Neighborhood Resource Center in Rolling Meadows, Illinois.