



Harper College  
1200 West Algonquin Road  
Palatine, Illinois

## Regular Board Meeting Agenda

October 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 27, 2005 Regular Board Meeting Exhibit IX-A.1
    - 2. Bills Payable, Payroll for September 16, 2005, September 30, 2005 and October 14, 2005; Estimated Payroll for October 28, 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. Review of Closed Session Minutes Exhibit IX-A.6
  - B. For Information**
    - 1. Financial Statements Exhibit IX-B.1
    - 2. Committee and Liaison Reports Exhibit IX-B.2
    - 3. Grants and Gifts Status Report Exhibit IX-B.3
    - 4. Summary of Items Purchased 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: Annual Financial Audit for Fiscal Year 2004-05 Exhibit X-A
- B. RECOMMENDATION: Resolution for 2005 Estimated Tax Levies Exhibit X-B
- C. RECOMMENDATION: Agreement Between Harper College and Walt Disney Parks and Resorts to Bring "The Disney Keys to Excellence" Program to Harper College Exhibit X-C
- D. RECOMMENDATION: Agreement Between Harper College Continuing Education Department and Human Kinetics Exhibit X-D
- E. RECOMMENDATION: Authorization to Approve Depositories and Investment Brokers for College Funds Exhibit X-E
- F. RECOMMENDATION: Selection of Underwriters Exhibit X-F

## XI. Announcements by the Chair

- A. Communications
- B. Calendar Dates

### On-Campus Events

(Note: \* = Required)

November 11, 12, 18 and 19	8:00 p.m. - Harper Ensemble Theatre Company - <i>Antigone</i> - Performing Arts Center
November 13, 20	2:00 p.m. - Harper Ensemble Theatre Company - <i>Antigone</i> - Performing Arts Center
*November 22	7:00 p.m. - Regular Board Meeting - Room W214-215
<b>November 24-27</b>	<b>Thanksgiving Holidays - classes not in session - CAMPUS IS CLOSED</b>
November 29	7:30 p.m. - Guitar Ensemble Concert - Performing Arts Center
November 30	7:00 p.m. - Distinguished Scholar Reception - Avanté - Room X102 - <b>by invitation only</b>
December 3	2:00 p.m. - Family Event: Theatre Works USA presents <i>Junie B. Jones</i> - J Theatre
December 4	3:00 p.m. - Harper Festival Chorus - Performing Arts Center
December 7	12:00 p.m. - Annual Tree-Trimming Event - Student Center Lounge - Building A
December 11	3:00 p.m. - Harper Symphony Orchestra - Performing Arts Center
*December 20	7:00 p.m. - Regular Board Meeting - Room W214-215
<b>December 23 - January 2</b>	<b>Holiday Break - classes not in session - CAMPUS IS CLOSED</b>

### Off-Campus Events

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

## XIII. Adjournment

**Minutes of the Regular Board Meeting of Tuesday, September 27, 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, September 27, 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, September 27, 2005 at 7:10 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Gillette, Graft (8:04 p.m. arrival), Hill, Hoffman, Kelley, Murphy and Stone  
Absent: Student Member Hurtubise

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the 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; Sheila Quirk, Associate V.P. for Strategic Planning and Alliances; Catherine Brod, V.P. for Development; Joe Accardi; Mike Alsup; Carol Blotteaux; Carole Bomba; Angela Bowling; Arlene Bublick; Phil Burdick; Maria Coons; Daniel Corr; Laura Crane; Rob Dix; Terry Engle; Denise Evans; Terence Felton; Robert Getz; Sally Griffith; Vickie Gukenberger; Michael Harkins; Mike Held; Thea Keshavarzi; Laura LaBauve; Terry Lindsay; Jim Ma; Jennifer Mathes; Melanie Matias; Tom McCabe; Russ Mills; Maria Moten; Mark Mrozinski; Michael Nejman; Mark Neubecker; Patricia O'Leary; Sheryl Otto; Douglas Spiwak; Dennis Weeks and Deanna White. Student: Sharon Cash.

Guests: Tim Kane, Chicago Tribune; Mike Puente, Daily Herald; Mario Bartoletti, Pioneer Press; Marilyn Morel, LWVPA; William Huley, Northwest Tax Watch; Michael Lundeen, Legat Architects; Mark Bomba, citizen; Amy Kunz, Illinois Education Association - NEA.

Linda Kolbusz led everyone in the Pledge of Allegiance.

Chair Stone noted that Student Member Hurtubise was unable to attend the Board meeting due to the death of a

close family friend. Student Senate President Sharon Cash will be giving the Student Trustee Report.

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

In a voice vote, the motion carried.

EDUCATIONAL  
PRESENTATIONS

There were no presentations.

STUDENT TRUSTEE  
REPORT

Student Senate President Sharon Cash noted that the New Student Carnival held on September 7 was well-attended. An estimated 800 to 1,000 new students attended it, with total participation of 3,000. She thanked Dr. Breuder and Trustee Dick Hoffman for joining the students that day. From information gathered, an e-mail database will be set up to send alerts and get student opinions.

On September 20, the students held a Hurricane Katrina Benefit Rally with a concert in the Quad. It was attended by 200 students. They have collected approximately \$1,800 and received additional commitments. Kraft Foods will match Harper's donation to America's Second Harvest, for a total donation of approximately \$4,000.

Ms. Cash listed additional upcoming events, including *Pack the Stands* night at Barrington High School on Saturday, October 1. The event will honor Coach John Eliasik, who is retiring after 35 years. She noted that Coach Eliasik is the "winningest" coach in community college history, nationwide.

Chair Stone noted that they are doing some outstanding things with the students, and the Board appreciates all their efforts.

PRESIDENT'S  
REPORT

Insurance Committee

Dr. Breuder noted that there will be a number of reports.

Dr. Breuder stated that, by contract relationship with the faculty, there is a joint committee which monitors health insurance for everyone at Harper College. It is the obligation of the Insurance Committee to bring back recommendations for how to adjust insurance coverage to keep increases down. He introduced Michael Harkins to give a brief update on the success of the Insurance Committee.

Michael Harkins stated that it has been a positive experience for him to Chair the Harper College Insurance Committee for

Spring and Summer 2005. During the last faculty contract negotiations, the Board and the faculty agreed to establish an Insurance Committee consisting of faculty and administration. The committee has been enlarged to include other constituency groups, and collaboration has been great. The committee began the process of studying existing insurance in Spring. They reviewed data from insurance carriers, brought in a number of experts to look at Harper's insurance, and they focused on the purpose of the committee. By contract, if the premiums increase beyond 16 percent, the Insurance Committee is required to make plan design changes to reduce it.

Through favorable claims, experiences and negotiations by Willis of Illinois, the College's broker, Harper would realize no premium increase for 2006 renewal, starting January 1, 2006. According to the contract, no plan design changes are needed for the 2006 renewal. Throughout the process, the Committee focused on a number of key elements that are important to everyone at Harper College. There was a spirit of collaboration, communication, open dialogue and mutual respect. They were consistent in effectively communicating the issues and concerns for the entire Harper College faculty and employee community.

Doug Spiwak, Athletic Coordinator, noted that he was able to lend his expertise - being an employee with some background in the medical field as a former athletic trainer, but also as an employee who has a family to insure. He noted that, in the short term, the insurance position is very good. However, there are three issues to consider in the future.

#### Future Considerations

1. Premium support - this will be ending in January 2007. Without the premium support, the employees' share will increase.
2. Prescription drug costs - Harper's use of prescription drugs and their costs have exceeded national averages. This is definitely an area of concern. They will continue to look into programs where they can save costs for both the College and employee.
3. Open category - the committee must look at areas where the College can continue to save money, as well as keep the cost to the employee down. They will be looking at programs offered by Blue Cross/Blue Shield and other programs that can be efficient and cost-effective.

For the benefit of newer Trustees, Chair Stone asked if they could explain the premium support. Angela Bowling, Benefits and Compensation, explained that the premium increase support, which amounted to \$56.25 per insured employee, was put into place January 1, 2003. It can be considered a "rebate" for their health insurance. On January 1, 2007, the premium support will be gone, which means that everyone's insurance cost will automatically increase by \$56.25 per month, in addition to any other premium increases.

Ms. Bowling explained the source of the rebate. Harper College had a self-insurance plan until 1998, so they set aside money for that until they became fully insured with Blue Cross/Blue Shield. As a result of faculty negotiations in 2002, the "pot of money" that was established from the self-insurance would be used to rebate/offset the cost of the health insurance for the next four years, until the end of 2006. That amount came to \$675 per year per insured employee or \$56.25 per month.

Vice President Thorson clarified that there was actually a grievance filed by the faculty as the College made the transition from self-insurance to the traditional plan, and the settlement of that grievance was rolled into the contract negotiations. Although the faculty filed the grievance, this was a health insurance plan for all employees, so the benefit was divided up among **all** employees.

In response to Member Hill, Ms. Bowling stated that Willis has many options or ideas for the future - too many to list here. Recent newspaper articles show that everyone is trying all sorts of things to help reduce insurance costs.

Vice President Thorson offered additional information to Trustees. When the last contract was negotiated, they were being faced with a 50 percent increase in the PPO health insurance one year and a 30 percent increase the next year. During negotiations with all of the employee groups in Years 1, 2 and 3 of the contract, they put into the contract different benefit changes for each year. Ms. Bowling added that they implemented the three-tiered formulary system - changed deductibles and out-of-pocket maximums - and they have been tinkering with the existing plans. Harper's use of prescription drugs always exceeds national averages. There is an option to carve out the prescription drug plan, offer new programs, behavior modification, promote the use of generic drugs or mail order drugs, etc.

Vice President Thorson noted that they feel good about the things they have implemented to date, because this year the premium increase is zero, and last year it was under ten percent. It has been under trend. There was a lot of discussion regarding which plan design change to implement in the fourth year of the contract. Since no agreement was reached, Michael Harkins proposed the idea of resurrecting the Insurance Committee and having them deal with the problems as they came up.

Member Kelley stated that the fact that the insurance increase has been under trend is phenomenal. He thanked the Insurance Committee and the administration for their efforts.

In response to Member Hill, Vice President Thorson stated that some community colleges use Blue Cross/Blue Shield. There are also a number of community colleges that have formed an insurance consortium and are being serviced together as a group. Harper looked into that three or four years ago, but at the time, they were riding on very bad experience years, and the consortium did not want Harper College in the pool. In response to Member Hill, Vice President Thorson stated that they have not explored the consortium again because they are not sure that their plan design is at all comparable with Harper's plan design. They would have to look to the Insurance Committee and the various union groups, because the College has committed to this specific plan design.

Chair Stone complimented the Insurance Committee and thanked Michael Harkins for his leadership and foresight.

#### ERP Update

Dr. Breuder noted that they will go live shortly on the first module of the ERP system. Terence Felton gave the following update.

#### **Project Organization**

Acknowledgement was given to the following team leaders: Coordinating Team - Sheryl Otto; Technical Team - Don Malzahn; Interface Team - Linda Mueller; Change Management Team - Cheryl Kisunzu; Data Management Team - Kevin Perez and Linda Mueller; Data Storage Team - Roberta Lindenthaler and Maria Moten; Portal Team - Yasmeen Schuller; Greenbrier and Russel (vendor) - project manager, Dan Corwin.

#### **Budget**

Overall budget is \$8M. After what has been expensed through June 2005 and what has been obligated through June 2006, there is a balance in the backfill and hardware budgets. Overall, the budget is good.

### **Phoenix Alert System**

This is an online system that Mr. Felton uses to communicate with the Planning Group on issues that come up that could negatively affect the scope, budget or schedule of the project. Green Alert means that everything is fine; Yellow Alert means that something is happening that could affect one of the pieces and needs to be resolved fairly quickly; Red Alert means that it has happened. So far, they have had three Yellow Alerts, and as of today, they have all been cleared.

### **Assessment of Greenbrier & Russel and Oracle**

They have both performed up to expectations. Greenbrier & Russel (G&R) has been very flexible in terms of some minor changes to the Statement of Work. They have done some things that really were not planned, but they were able to bring some additional people on board. Technically, Oracle is not engaged yet, and they will not be engaged until the student system goes live in November. Oracle has helped on two of the Yellow Alerts from a technical perspective; they also came out to give a mini demonstration on the student system.

### **Overall Assessment of the Project**

Mr. Felton's overall assessment is that they are doing well - they are on schedule and on budget. Nothing unexpected has come up in the project. The challenges and issues, questions and concerns are all things he has seen in many other projects of similar size. He applauded the Change Management program, headed up by Cheryl Kisunzu. They are doing an excellent job communicating with all the folks in the College who will be affected by this. The challenge in any big project like this is the balance between the wants and the project limitations, scope, schedule and budget.

On November 1, they will be going live with online procurement and the financial reporting pieces. Steps that have been taken to get to that point include:

- There were a number of configuration workshops that were several weeks long. The third one for financials is continuing right now.

- Various Harper employees have taken courses on the product, either at Oracle University or on Harper's campus.
- Data conversions have been taking place. Financial data is being converted - approximately 70,000 records.
- Data interfaces have been developed - both internal and external. Internal interfaces would be from the old system over to Oracle financials. External interfaces would be built to Harper's bank.
- Twenty Oracle instances have been brought up - copies of the entire system. They are doing a number of things at the same time, so while some folks are doing configuration and finance, another group is doing configuration and human resources. In order for them not to step on each other, they must have so many instances.
- Self-service training for procurement and budget reporting has started. They will continue with HR/payroll implementation, which started in June, and they will begin student implementation in November 2005.

The high-level schedule shows that all of this will be completed by November 2006.

In response to Member Gillette, Mr. Felton stated that the plan is to go out with at least parts of the portal as they go out with the financial pieces. The portal part is funded separately. In response to Member Gillette's comments regarding Oracle and their security problems, Mr. Felton stated that there is network security; they also have security at the database level and security at the application level. The security that Harper has at the network level is staying in place; it does not change just by plugging in Oracle.

In response to Member Murphy, Mr. Felton explained that the "Go Live" is November 1. Employees are going through training right now and will continue up to Go Live. He noted that no one likes change. In response to Chair Stone, Cheryl Kisunzu stated that, in terms of change management, they have attempted to work in collaboration with G&R and their consultant. They have utilized a comprehensive model that goes from the pre-training mode to the actual implementation and follow-up. It includes a "readiness assessment," which is given prior to orientation to the system. It assesses how well individuals understand the role of technology, the impact and importance of this system and their comfort with technology. After the readiness

assessment, each of the areas has a Change Management Effective Principles Workshop that they go through as a team. It identifies those principles which are effective in navigating through change; issues are dealt with concerning personal discomfort, fears associated with change and the potential impact of a new system. They then have listening sessions for the respective groups to hear what is going well and what is not going well.

Ms. Kisunzu added that they have fun - they now have a 60/40/20 countdown for those areas that are involved in making this a reality, and they have some mini-celebrations in their areas. Some discretionary funds are set aside for the administrators and supervisors to use when they recognize their people are getting very tired. They can do something spontaneous to help them relax a little bit and recognize that they are valued. They hope to fine-tune the experience for the next module.

In response to Member Kelley, Mr. Felton stated that they have spent approximately 60 percent of the money that was allocated for backfill for the financial pieces. He cautioned that, in any project like this, the real heavy work is in the last two months. In September/October 2006, he expects that they will use a chunk of that money. However, he does not expect to use it all. He feels they are in good shape.

In response to Member Gillette, Mr. Felton stated that this budget covers all the internal Harper employees working on it, from a backfill perspective. Dr. Breuder explained that, for example, when Sheryl Otto is working on this project, it would not be found in this budget, because she is just doing a piece of her work and committing it here. If they need to supplement some piece of her work or somebody else's work on campus, that would be backfill people. The College would go out and buy some service for someone to execute while Harper's key people internally are freed up to go ahead and execute this piece of the plan. This budget does not reflect all the man-hours of people in this room and throughout the institution who are devoted to making ERP come into play. Ms. Kisunzu added that it also deals with the overtime for those individuals who are hourly, if they were not able to get someone to backfill.

In response to Chair Stone, Ms. Kisunzu stated that they are meeting with Vice President Joan Kindle's team to articulate the best way to identify and to address change with the student population - how to introduce them to the system

most efficiently. Last year, they made several visits to the Student Senate to tell them about the system, to get their initial feedback and to hear their concerns. Initial conversations have begun, and they will accelerate as they transition to the student system.

Vice President Kindle explained that they have a very diverse student population. There are a percentage of students who are probably way ahead, as far as being comfortable in a much less paper-oriented way of communicating. Students will be able to do more self-service with the new system. Traditional age students will be more comfortable with that, but there will be a process of trying to make sure that everyone is aware of that. Some students will not be very comfortable in that environment, and they know they will have to make more transition opportunities available to them. There are different types of students and different things to work with them on.

In response to Member Kelley, Mr. Felton explained that, with the new system, there are certainly more opportunities to have interface with online course management applications than there would be with the current system. Vice President Kindle added that students will be able to communicate easily with the faculty, because there will be more online opportunities, more paperless communications that will be a regular part of any student's communications.

Member Hill suggested that they take a look at the administrative operational savings that will accrue after the conversion is finished. With regard to the financial module, he would like to see what things they are now able to do much differently with much less ongoing operational resource. Vice President Thorson explained that she does not think the benefits are going to be as big in the financial area as they will be in HR and the student side. The real savings will come from self-service, and a much bigger portion will be on the human resources side and on the student side. They can certainly keep it in mind, because there will be some things in procurement that will become easier. Mr. Felton noted that he believes the real savings (visible savings) will be in self-service.

In response to Member Hill, Vice President Thorson explained that Lansing Community College in Michigan is the forerunner on the ERP system. She thinks they are trying to turn it into some consulting opportunities. She does not believe there is any other community college in Illinois doing

that. In comparison with Lansing Community College, Dr. Breuder explained that Harper is a little more on target. Lansing had originally connected with a vendor that they had to abandon after considerable investment. Member Hill noted that perhaps Lansing is selling consulting on how not to do it, and Harper should take the opportunity to consult on how to do it correctly.

Member Gillette stated that there are two commercial companies that are at ACCT who are doing this for multiple colleges. He will look up this information if anybody is interested. Member Hill stated he would be very interested. In response to Member Hill, Dr. Breuder explained that, whenever you take on an initiative this large and this complex, it does put stress and strain on many people. It is up to many people to manage that. However, the transition is temporary. It is something we will get through, but there will be some difficult times here or there.

Member Gillette stated that he thought they would operate the old system and the new system simultaneously for a while. Vice President Dave McShane explained that the original plan did include a simultaneous run, but based on the timing of the implementation, some of those time frames did not match and fall into the equation. They feel comfortable going ahead. The key to the whole project is being embraced by the Board and the focus from top management that this is an institutional initiative and not just an IT initiative. He has heard from other colleagues involved with projects of this size and nature that not having a buy-in from the executive level has doomed their project to failure. That is why they see success at Harper College. Everyone is under a lot of stress, but they all recognize the importance of getting it done under a particular period of time.

Chair Stone noted that Member Graft entered the meeting at 8:04 p.m.

Chair Stone thanked Terence Felton for a very informative presentation.

Harper College for  
Businesses

Dr. Breuder introduced Maria Coons in her new capacity as the Managing Director of Harper College for Businesses, which falls under Colleen Murphy's area of marketing.

Ms. Coons explained that she began her new responsibilities two weeks ago as Managing Director of the former Corporate Services, which is now Harper College for

Businesses. She described her background and experiences which will help her serve in her new position. In her past 18 years at Harper College, she has been an adjunct and then full-time faculty member, has coordinated several departments, and acted in a dual role last year as an administrator and a faculty member.

They have re-charged the department, and they see a great need to serve the adult community and businesses. There are businesses out there, large and small, that have employees who need development and consulting services. They will offer customized training and credit programs. They have an initiative going on right now with Motorola where Harper is supplying their Cisco training, and that is bringing in FTE to the College. They have opportunities to bring in continuing education courses that already exist and developing customized courses as well.

Ms. Coons noted that her product knowledge and her passion for Harper College will show when she goes out to sell the College to the business community. Chair Stone congratulated Ms. Coons in her new role. As a representative of the business community, she is excited about the changes. She feels that the business community will be very responsive.

Dr. Breuder added that the Board will hear more about this initiative as it is rolled out formally and as the community becomes aware of the new approach.

#### Higher Learning Commission

Dr. Breuder explained that over the past two weeks, visitors from the Higher Learning Commission were on campus to conduct a site visit in two very important areas. Diana Sharp, Associate Vice President for Academic Affairs, was one of a number of people who coordinated and prepped for that visit.

Ms. Sharp introduced two people who headed up the two sides of the visit: Joe Accardi, who wrote the report for the Distance Learning Initiative; and Russ Mills for accreditation of the Northeast Center (NEC) and Harper Professional Center (HPC) extension sites for degree program development. She introduced others and thanked them all for their efforts.

Ms. Sharp explained that Harper is accredited through the Higher Learning Commission (HLC). Individuals from the Commission visit the campus every ten years and tell Harper

what they are doing wrong or not doing well, and they accredit the College for another ten years. This visit was one of those in-between years, because there are things that the HLC requires to get accreditation. Several things need to be done before the visit in 2007. The College was within two courses of having totally online distance degrees. One of the courses is already underway to be put together and, as the other one will come up eventually, they needed to be accredited before they offered distance degrees. Additionally, they needed to accredit their sites at the NEC and the HPC, so that they can offer degree programs there. HLC requires that, if you have 100 people enrolled and they can get 50 percent or more of their degree there, the site needs to be accredited.

On September 12 and 13, HLC sent two people to visit - since it is a peer review process, people from similar institutions that have typical programs like Harper wants to offer and be accredited. They met with students in person and had an online chat with Dr. Cheryl Marrs, one of the members of the Commission, so they could meet in the room and distance at the same time. They met with faculty, people involved with assessment and a variety of folks who are on the various teams that put the reports together. They met with administrators and made sure that the College had the services there to support the programs. As Harper brings up distance degrees, they experienced how the students get their books, see an advisor, or do the sorts of things on the web regarding financial and other aspects of the College. They met with a few Trustees and Dr. Breuder, and they took some tours. They went to the NEC and HPC, and spent a lot of time in Building X meeting with folks. The visitors were provided with resources and materials along the way also.

On the way out the door, the site visitors said they were very impressed with what they had seen. They gave the College high praise for many things, one of which was the facilities. One of the individuals had been to the campus several years ago, and she was in awe as she walked back on the campus to see what has happened in that time span. They had high praise for the technology available to the students, for the people teaching, for the teaching support system and for the technology support system. One of the bigger areas of praise that was not expected - the College was praised for the amount of data they had available to share with them. They also felt that Harper was very unique in that data is used to make decisions and it is used to substantiate what

they are doing. They had high praise for those individuals with whom they met - students, faculty, staff and others.

Ms. Sharp added that when the accreditation people come out, they say the College is doing all these good things, but they still have got to find something to improve upon. They did say that we were a little closer than they had hoped we would be at this point. We are ahead. When they walked out the door, they said that they would recommend that Harper be accredited for both sites of the visit - for the distance degree program, as well as for the extension sites.

The accreditation will mean that Harper can offer adult Fast Track options at both sites and not worry about how many people to enroll. Two cohorts will be added every six months in that program alone, which brings approximately 50 students to campus in that process. Harper can then offer as many courses as they have space for. In 2004, they had approximately 182 students, and that has grown to 630 students this semester during their daytime program. There are now 912 students enrolled in a regular week at the NEC between the day and evening. Distance enrollment has increased from 2,942 to 4,600 heads since 2002, which is approximately 500 headcount growth per year. Ms. Sharp reminded everyone that this growth is occurring without even advertising full degrees online - they are just advertising their courses.

In response to Member Murphy, Ms. Sharp explained that she cannot talk about exact room sizes, but they have moved from offering 13 courses out there to offering 23 this past year. Russ Mills stated that they are pretty much booked at the HPC, but there is room to expand at the NEC. In response to Member Kelley, Mr. Mills stated that they are booked in the evening. There are ten computer labs and two general classrooms. One side has been remodeled to handle the additional Fast Track program. If they want to add more classrooms for the evening classes, they would need to renovate again. In response to Member Hill, Vice President Skold explained that they are very eager for the student module in the new ERP system, because it is going to allow them to create the kind of tracking that is essential for the delivery models and the vocations, the time, student intent, student outcome, etc. Right now they do not have that. Member Hill suggested that they do a current enrollment matrix, get the baseline now so that they could then watch the impact, not just of ERP, but of the accreditation. Vice President Skold stated that the

accreditors asked, "Against whom do you benchmark yourselves?" They had to admit to them that most benchmark against Harper.

In response to Member Kelley, Vice President Skold stated that, in terms of distance learning, some community colleges are doing the same thing Harper is - moving along at pretty much the same pace.

Sheila Quirk noted that in their last community survey, the biggest needs identified by taxpayers in the district were full programs online, programs close to home and at convenient times. Part of the Board's responsibility is to make sure that the College is responding to the needs of the community.

Dr. Breuder explained that these are not just storefront operations of 100 square feet; they are substantial operations that reach right into the community, and they are accessible. He invited Board members to visit the NEC and the HPC.

## Enrollment

Vice President Colleen Murphy stated that they have seen incredible growth in the last seven years - FTE growth from FY 98 to the end of FY 05 is 22.8 percent. Last fiscal year, they served 20,465 FTEs. When Dr. Breuder came to Harper, they were serving just 16,500 FTEs. She displayed a chart that showed enrollment over the last 10 years. When she started at Harper College, she asked Dr. Breuder what he wanted her to do with enrollment. He said, "I want you to get past our high water mark of 1992." With a great deal of work from many people in this organization, they have more than surpassed that.

## Summer

Vice President Murphy noted that they were a bit concerned about summer enrollment - FTE growth was just under one percent. In an effort to understand the lower growth, they did some surveys with major populations they usually serve in the summer. They found the same themes surfacing that they heard in the community needs assessment. People have very full lives, and it is hard to balance work or school and the rest of their lives. Even the 19- and 20-year-olds in the district struggle to fit everything in. They found many students who could not take the courses that they wanted due to the hours that they worked. They also found some students who really wanted to take classes that Harper was offering, but they could not because they had to work more hours over the summer just to prepare for going back to

school in the fall. They are finding that all the different modalities people need, whether it is distance learning, whether it is day, evening, or short-term courses, Harper must be ready to make those offers. Fortunately, Dr. Skold and the Deans are continuously looking at those offerings. Student Affairs and the advisors who see the students every day have a lot of valuable input as to how the courses should be offered. It is really a team effort to do that.

### **Fall**

The College opened with 8,398 FTEs on opening day; on the tenth day, they were up 1.8 percent over last year. This compares very favorably to the other community colleges in the region; both College of DuPage and Elgin Community College have actually declined from last year. McHenry County College is flat; Joliet Junior College (JJC), College of Lake County (CLC) and Waubonsee Community College have seen similar increases to what Harper is experiencing.

She noted that they have continued increases throughout the semester due to all the flexible formats that are offered. Today, due to some AED, dual credit and open enrollment classes that are on the books, they have actually surpassed the mid-term enrollment goal as of this morning. They expect to end the semester up over 2.5 percent. She noted that the size of the graduating class in the district high schools was 260 smaller than in June 2004. However, despite that decrease in class size, Harper has continued a very strong performance with the 'first time in college' (or high school) market segment. In the young adult and adult market, applications and enrollments are actually down from last year. However, conversions are up. A conversion is taking an applied student and actually getting them to enroll.

Member Hill noted that Waubonsee, CLC and JJC are increasing because there is incredible growth of new housing. Unfortunately, the Harper College district is built out, which is confirmed with the high school enrollment etching down slightly. The increase at Harper should be congratulated. The targets and the focus are a great part of why Harper is succeeding. Member Murphy added that at Harper, they must be smarter and be in tune with what the community wants, and the surveys show that.

Dr. Breuder noted that today, they are up 2.43 percent in FTEs over last year. If they can reach their target of three percent for the year, they will be up 26 percent since 1998,

which is enormous growth for the district. This is a result of many people inside the institution holding it together.

#### National Science Foundation Grant

Sally Griffith explained that they recently received word that Harper has been awarded a grant by the National Science Foundation (NSF) for doing a special project in chemistry. This is unique because approximately 18 months ago, they applied for a project in which they would provide students in chemistry with the opportunity to do authentic research. They received a lot of recognition across the country and had many of the top chemists in the country supporting this effort; however, the National Science Foundation decided not to fund it. The chemists of the country spoke up, so the NSF came back to Harper last spring and said that they really did want to fund the project. Ms. Griffith just received word last week that it was official.

The project is aimed at giving Harper students, and community college students in general, the opportunity to do research. Students at four-year research institutions get to do research, and graduate students do research. It is known that those students who do research are much more likely to pursue careers in science, math and technology. The NSF understands that the community colleges are just an untapped wealth of students from very diverse backgrounds. Harper has been charged with setting up this example and then telling the 1,171 community colleges how they can do it, because Harper is the first one in the country that will be doing this. They are excited to move forward with this. Ms. Griffith introduced three faculty members who worked very hard to achieve this: Tom Dowd, Dan Stanford and Roger House. Chair Stone asked that the Board be kept informed as the project progresses - from students and instructors.

Ms. Griffith added that this has gotten the attention of the chemistry scholars around the country, and they have approached Harper College to host two of the national chemistry conferences this year. In November, they will have all of the two-year chemistry faculty from across the country here, and in March they will have chemists from four-year and two-year schools, with the theme being "What the Four-Year Institutions Can Learn From the Community College."

Dr. Breuder noted that there is a transformation in community colleges in this country, and Harper has the ability to be right out there in the front. He had a phone conversation today with an executive director from Project

Kaleidoscope, an organization in the country whose focus is to work with the best and brightest science teachers at the community college level whom they see as playing leadership roles in science education in the United States. This organization heard about Harper, they heard about Harper's faculty and about Avanté. They want to hold their national meeting at Harper in September 2006, simply because of the stellar reputation Harper has in chemistry and the sciences, and because of our commitment.

#### Harper Professional Center

Dr. Breuder explained that Vice President Thorson will be providing information regarding the Harper Professional Center (HPC) and its condominium association. He noted that Harper owns approximately 92 percent of the building; there are tenants that lease from Harper, but there are also some owners in the building.

Vice President Thorson explained that the HPC is a multi-tenant, multi-use building which Harper purchased in 2001. The College bought approximately 92 percent (or 40,000 square feet) of the 44,000 square feet in the building. Three other condo owners, dentists, are in the building. A condo association exists, with a condo board, bylaws, a budget and other things that are required. Harper College has all of the votes and all of the officers, since they own 92 percent of the building. Bob Getz is President, Roberta Lindenthaler is Treasurer, and Russ Mills is Secretary of the condo association. They do have quarterly meetings, and the other three tenants often attend the meetings.

Vice President Thorson explained that the \$180,000 budget pays for those items that are shared, such as some of the utilities, snowplowing, landscaping, etc. In that budget, some money is set aside every year for small maintenance projects and larger projects that they are anticipating. The following three projects have been identified: the parking lots, the roofs and tuck pointing of the building itself. It was noted that the last time the Higher Learning Commission visited, they were very critical of Harper because they felt that the extension site (at that time it was only the NEC) was not kept up to the same quality as Harper's main campus. In anticipation of accrediting the two extension sites this year, they included \$100,000 for each of the properties in the budgeting process last year to do some parking lot and tuck pointing work. The work has been completed at the NEC and a bid is being presented to the Board tonight for the parking lot project at the HPC. Vice President Thorson reminded everyone that they have started to focus the HPC

as the place to serve the business community, and they believe that the environment there should meet expectations.

With regard to the condo association, Vice President Thorson explained that since the other owners only have 8.9 percent of the building, they contribute approximately \$13,000-\$14,000 in the overall annual budget. Their resources are limited, so if they had to make the decision, they would probably not do the whole parking lot, but just fix the "bad spots." Vice President Thorson explained that they went out to bid with that approach, but when the bid came back favorable (20 percent lower than any of the other bids), they decided it would be best to do the entire lot. The condo association has built up some reserve, and that reserve will be paying back the other owners' share of this total project. The other owners have been appreciative of Harper being a partner with them. They have received good feedback.

Dr. Breuder explained that Harper is the principal owner of the HPC, and they have to maintain it to a standard equivalent to the main campus. If there is not adequate money coming in from the condo association for the big ticket items, he feels the College is obliged to take care of it, to protect the capital investment. Harper College purchased the building for \$4.2M, and it was appraised closer to \$7M. It has 44,000 square feet and sits on 5.5 acres on Higgins, which is a prime location. Dr. Breuder added that the College can never lose money on that facility if they maintain it. Vice President Thorson explained that it was their long-term plan that, as needs grew and as leases expired, Harper would not renew the leases, but move into the space until they would eventually occupy the 40,000 square feet. Every day, they feel like they are getting a bit closer to that. Over time, she feels they will reach that goal, and they will no longer have tenants; they will still have other condo owners, but they will no longer have tenants. There are approximately seven years left of the ten-year bonds. The College collects rent from both of the tenants, so they pay money into the fund that is used to pay off bonds.

In response to Member Gillette, Dr. Breuder clarified that there is approximately \$160,000 sitting in the condo reserve fund. He had a choice to use the entire condo reserve fund to pay for this project or to use other funds. He chose to use referendum dollars, interest earned for Harper's piece of it, so they did not deplete Harper's portion of the reserve fund in the condo association, knowing that sooner or later they

would be facing roof and tuck pointing projects. He added that Vice President Thorson will go back to Bob Getz to take out the other owners' pieces from that so that they pay their proportionate share. In response to Member Kelley, Vice President Thorson stated that the condo association reserve is on Harper's balance sheet.

#### Recognition

Vice President Colleen Murphy noted that Harper College has recently received recognition from two different organizations for outstanding work in marketing communications. The University and College Designers Association is an organization promoting excellence in visual communications for institutions for higher learning. This is one of the most wonderful awards Harper can get because it is peer recognition, and it is mostly university designers across the United States. Harper recently won a silver or second place nationwide for TV commercials. The Educational Foundation's Case brochure received the Award of Excellence for the cover design. In addition, the National Council for Marketing and Public Relations has notified them that Harper will receive a bronze, silver or gold for both the Fall Credit Course Schedule and the *Learning Life* e-newsletter (June/July 2005 editions). It is a wonderful monthly update that comes out that is focused on adults, and it promotes all the cultural events on campus. Vice President Murphy noted that they could not accomplish this without the support of Dr. Breuder and the Board. She thanked them.

#### Student Affairs Awards

Vice President Joan Kindle explained that one of Harper's long-range goals over the last ten years has been to create a climate that is responsive to its growing diversity, both in the majority population, as well as from the minority population. In 2004, among Illinois community colleges, the ICCB recognized Harper College for the Innovative Program of the Year for its Multicultural Affairs Program, or more specifically, the Multicultural Faculty Fellows program. It is a program to create diversity awareness, diversity celebrations for students and educational programs for students. The Faculty Fellows program is a training and educational program for faculty that supports their research as well as their diversity awareness. It infuses diversity within the context of their courses - they redesign their course to make it much more diversity aware through the readings, assignments and resources selected.

This afternoon, Vice President Kindle was notified that they competed with other colleges and universities and received a

similar award - the Innovative Award from the Midwest Colleges and Universities Student Affairs Association, similarly a peer organization that looks at all of the colleges and universities in the Midwest. She asked Laura LaBauve to stand and be recognized for her efforts. During her three years at Harper, she has won two awards.

#### State Money

Dr. Breuder stated that Illinois Governor Blagojevich's Office announced that \$195M has been released for 567 projects around the State. Included in that is Harper College - \$4.25M. It has been something the College has sought to receive for more than three years. Dr. Breuder thanked Member Graft for providing him with a name of someone who could assist the College in getting that money. The State money would be matched with an equal amount of money from the College's referendum account. They will be able to begin the process of doing infrastructure improvements which will allow Harper to better serve students, to better provide for employees and to provide for future growth at the institution. This is welcome news for the College.

#### Financial Statement

With regard to the financial statement by KPMG, Dr. Breuder stated that Vice President Thorson and Roberta Lindenthaler feel they are on target to get it done by the first of October. The delay in the end came from the Cook County Tax Collector, because they did not provide the data that was needed. As soon as the accurate data is received, they will be able to finalize the audit report and give it to the Board. The good news is that they had a very strong year against last year financially, against the odds of PTAB and reduced funding from the State. They are able to say with some sense of confidence that they will be able to place \$3.5M into the fund balance, which will further strengthen the College's position and help maintain the Aaa bond rating from Moody's. In the end, that benefits the taxpayer. In the last seven years, they have been able to grow the fund balance from \$18M to \$38.5M at a time when others seem to be going in the opposite direction.

Dr. Breuder explained that, when looking at the various things that determine the health of an organization - an enrollment increase of approximately 25 percent; increasing financial stability; change in manifestation of the physical plant - one will begin to appreciate fully what these people are doing on a daily basis to make the institution even more viable and more responsive to the needs of the community. He thanked Linda Kolbusz for her work in that regard with

the \$4.25M, for helping to make certain that it did not fall off the table during the past three years, so that when the Governor was ready to execute, there was nothing missing.

Chair Stone explained that she did request Dr. Breuder to present the Board with the detail that was received this evening. All too often, so many of these good things occur and the Board does not hear about them in detail and from the people who are directly involved. She is hoping that they can do this on a regular basis, but certainly not this level of reporting every month. It is her desire that the Board remains fully informed. Chair Stone added that the Board has certain responsibilities: they approve policy; they make sure that they approve a budget to keep the College funded; they hire a President and make sure that the relationship is a good and productive one; and they make sure they are good ambassadors for the institution. The Board is, in effect, part of the public relations arm. Detailed information, such as what was received this evening, helps each Board member become a good ambassador. On behalf of the Board, she thanked everyone for the preparation they went through tonight. It was very much appreciated.

Member Kelley added that this was one of the most informative sessions he has sat through in the past two years. It has been impressive at all levels.

Member Graft stated that they can never thank people enough - the College is really serving the community well and serving the taxpayers well. It is absolutely an honor for him to serve as a Trustee. A lot of work has been done by many smart and very hard-working people. He is proud to hear the presentations.

With regard to his role in referring someone to assist with the State money, Member Graft explained that the work was already done in some ways - the grant was sitting there. In Harper's demographic area, it would be very unlikely with the current situation to have someone tell our story, and it would be remiss of me if we did not thank Kevin Richardson, Village President in Lake Barrington. Member Graft thanked the prior Board for having the courage to gain some assistance - it is not an easy thing to do.

Chair Stone added a personal thank you to Dr. Breuder. They are congratulating a team; this is a team effort, but the team needs a leader.

In response to Member Kelley, Dr. Breuder explained that there are not many community colleges on the list of recipients, but if you look at the size of the appropriation, Harper is clearly in the top 10 percent. Member Hill clarified that they are in the top 1.5 percent. It is an outstanding achievement for Harper College to get this grant in this day, in this area, against the stream.

### HARPER EMPLOYEE COMMENTS

Michael Harkins read the following prepared statement.

"This evening, I'm here as a representative of the distinguished faculty of William Rainey Harper College. Last Thursday many of us learned for the first time about item IX-A.7 - Contract Extension on your agenda this evening. As a faculty, we were both surprised and concerned. Our concerns centered upon the processes of communication and the consultation employed by the Board. As a faculty, we are disappointed in the manner in which the pending action for decision was communicated. Over the past three years, the Harper faculty have dedicated themselves to open dialogue, discussion, involvement, consultation and a sincere willingness to engage in collaborative communication throughout this institution. The evidence of this approach is compelling. Our actions speak for us. This evening, I would like to suggest that we consider moving one step further in our efforts to enhance communication and dialogue. Recent research at the College points to the need to establish this link. Therefore, I would encourage the Board to look at some opportunities that we, the faculty, have outlined and to move forward.

1. That a Board member be our guest on a rotational basis at our Faculty Senate meetings - listen, observe, meet faculty and talk. Different Board members each month. We meet on the first and third Thursdays, right next to us here in W219.
2. That a member of the Board meet several times each semester with the officers and leaders of the Harper College Faculty Senate for an opportunity to dialogue and discuss and to establish open lines of communication and to get to know each other.
3. To re-engage and to re-establish those quarterly meetings that we used to have with the Board for our faculty senators - again, to enhance communication, an opportunity for you to meet the elected representatives by divisions and indeed our faculty representatives who are elected at large by the entire faculty.

Tonight our hand is extended in truly the best interests of this College, and especially our students. We, as a faculty, are dedicated to the betterment of Harper College and the profession of teaching and learning. It is a hallmark of what we do each day within this institution. Join us in the spirit of cooperation to move Harper College forward - that step, open dialogue and communication with you, the Board, together we can strive for those things that are best. Thank you."

CITIZEN  
COMMENTS

There were no citizen comments.

CONSENT AGENDA

Chair Stone stated that Exhibit IX-A.7 will be considered separately from the Consent Agenda.

Member Graft moved, Member Hill seconded, approval of the minutes of the August 30, 2005 regular Board meeting; bills payable; payrolls for August 19, 2005 and September 2, 2005; estimated payroll for September 16, 2005; bid awards; purchase orders; personnel action sheets; faculty mid-year tenure status report; 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	\$4,140,547.60
Tuition Refunds	1,255,298.93

The payroll of August 19, 2005 in the amount of \$1,868,871.60; and September 2, 2005 in the amount of \$2,337,048.57; and estimated payroll of September 16, 2005 in the amount of \$2,208,836.72.

Bid Awards

Ex. IX-A.3.a      Award bid 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.

- Ex. IX-A.3.b Split award bid 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.
- Ex. IX-A.3.c Award bid 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.
- Purchase Order Ex. IX-A.4.a Approve issuance of a purchase order to Cognos Corporation for renewal of a software maintenance agreement in the amount of \$28,743.
- Personnel Actions Administrator Appointment  
Maria Coons, Managing Director, Harper College for Businesses (formerly Corporate Services), HCB, 09/14/05, \$87,500/year
- Professional/Technical Appointment  
Richard Berk, Retention Analyst, STU AFF, 10/03/05, \$45,000/year
- Classified Staff Appointments  
Susan Lloyd, Accounting Clerk II, BKST, 09/19/05, \$32,800/year

Jessica Mihm, Library Assistant I, p/t, LIB SER, 09/06/05,  
\$13,464/year

Celina Ocampo, Bilingual Associate, ESL & ISO, AE/LS-  
ESL, 08/24/05, \$35,000/year

Jill Padera, Admissions & Records Assistant, ADM PRO,  
09/26/05, \$27,500/year

#### Supervisory/Confidential Retirement

Terry Donahue, Supervisor, Success Services, RFL,  
12/31/05, 14 years

#### Faculty Resignations

Karen Duellman, Assistant Professor-Mathematics, TM/PS,  
12/31/05, 6 years 4 months

Janet Landato, Associate Professor-Astronomy/Physics,  
TM/PS, 05/31/06, 9 years

#### Professional Technical Resignation

Heidi Vila, Desktop Integration Analyst, IT/CS, 09/02/05, 3  
years 8 months

#### Classified Staff Resignations

Christina Kuenstler, Testing Assistant, Evening, ASMT CTR,  
09/02/05, 7 months

Yolanda Lopez Vera, Bilingual Secretary I, ADM OUT,  
08/16/05, 1 year

#### Harper #512 IEA-NEA Resignations

Willie McClarty, Custodian/Groundskeeper, PHY PLT,  
08/26/05, 10 months

Arthur Pappas, Custodian/Groundskeeper, PHY PLT,  
08/25/05, 1 year

Approval of the Faculty Mid-Year Tenure Status Report  
which included the following:

- Sam Giordano - Fire Science Technology (HCPS) Spring 2006 - first year eligible for tenure (mid-year)
- Roger House - Chemistry (TMS) Spring 2007 - first year eligible for tenure (mid-year)
- Veronica Mormino - Geography (BUSSS) Spring 2007 - first year eligible for tenure (mid-year)
- Patricia Bruner - Graphic Arts (TMS) Spring 2008 - first year eligible for tenure (mid-year)
- Uriel Buitrago-Suarez - Biology (TMS) Spring 2008 - first year eligible for tenure (mid-year)
- Mary Hood - Radiologic Technology (TMS) Spring 2008 - first year eligible for tenure (mid-year)

- Greg Horeni - Nursing (HCPS) Spring 2008 - first year eligible for tenure (mid-year)
- Keith Jensen - Humanities (LIBARTS) Spring 2008 - first year eligible for tenure (mid-year)

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.

#### President's Employment Contract

Chair Stone noted that Exhibit IX-A.7 has been thoroughly considered in Executive Session. She asked for any comment that would be other than what has been discussed in Executive Session.

Member Graft moved, Member Hoffman seconded, approval of the President's contract being extended through June 30, 2009, as detailed in the Thirteenth Addendum to the President's Employment Contract, and authorization of the Board Chair and Secretary to execute the Thirteenth Addendum to the President's Employment Contract on behalf of the Board of Trustees, as outlined in Exhibit IX-A.7 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried.

#### Committee Reports

Member Gillette noted that he sent a report to Board members. He was the representative at the ACCT Congress meeting in Seattle. Two is the maximum number from any state that can be elected to the ACCT Board, and two were elected from Illinois, so Illinois weighs heavy on the national board. The Illinois Community College Board has put together a CD about the History of Community Colleges. A copy will be given to each Board member and a copy will be available in the Library. Member Gillette spoke about additional presentations he attended, including the importance of community colleges, legal issues, serving underserved students, customer service training, stackable

certificates, and the need for higher education with regard to the book, *The World is Flat*.

It was noted that Member Gillette would be attending the ICCTA conference this weekend, rather than Member Kelley.

Member Kelley noted that the U.S. House of Representatives extended for three months the Higher Education Act, which governs most of the federal student aid that goes to colleges. There were a lot of things on the chopping block before Hurricane Katrina hit, and they are being rethought. There possibly could be some significant negative impact to financial assistance for needy students.

#### NEW BUSINESS:

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

Member Kelley moved, Member Graft seconded, adoption of the Resolution for approval of the project to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Community College Act; in addition, approval of the employment of Legat Architects to provide the architectural services specified for the 2005 Life Safety repair and renovation project, as outlined in Exhibit X-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Resolution Designating  
a Person or Persons  
to Prepare a Tentative  
Budget for 2006-2007

Member Hill moved, Member Graft seconded, adoption of the Resolution Designating Robert Breuder and Judith Thorson to Prepare a Tentative Budget for 2006/07, as outlined in Exhibit X-B (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.

Second Reading of  
Modification of Board  
Policy on Disposition of  
Personal Property

Member Graft moved, Member Hoffman seconded, approval of the Board Policy on the Disposition of Personal Property, as outlined in Exhibit X-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette stated that he felt more comfortable with the steps that were included in the previous version of the policy. He suggested that they do not remove the steps.

Member Kelley stated that he felt more comfortable with items A through E, which are being deleted in this modification. He suggested adding an item F which would state, "The administration may determine another disposal methodology most beneficial to the College and consistent with Illinois law." Additionally, he suggested adding a catch-all of A through F that says, "in any case, the administration will report back to the Board itemizing what property is disposed of in accordance with items A through F above and how much was received in the aggregate by each category."

Member Graft stated that he feels the past policy looks very cumbersome and complex to him. He feels that, if the College meets Illinois legal requirements, and the course of conduct is that the administration does report to the Board how they were disposed of, that should be enough. It is not the highest and best use of a Board to attempt to micromanage through a policy. There are a lot of people working very hard, and if they take too long to dispose of some of the property, the useful life is gone. He urges his fellow Trustees to consider the proposal, because it is flexible and the Board should get away from micromanaging.

Member Murphy stated he is in favor of having the administration report back to the Board regarding what has been sold or disposed of, and at what benefit to the College. However, he does not know whether they need items A through E or A through F.

Dr. Breuder stated that this policy has been before the Board for two months, and they heard nothing until late in the process. He agrees with Member Graft that the existing policy is more than is required. The two most critical things are in the top paragraph: they must authorize the disposition of the equipment, and they must be compliant with Illinois law. Even the attorney agrees that the rest of it is excess.

Member Graft moved, Member Murphy seconded, to amend the motion as follows: add to the paragraph the sentence, "Vice President of Administrative Services will report back, not less often than annually, to the Board on the disposition."

In a voice vote, the motion carried as amended.

Second Reading of  
Modification of Board  
Purchasing Policy

Member Kelley moved, Member Graft seconded, approval of the Board Policy modification to the Purchasing Policy, (with the change of the word "substantial" to "substantive"), as outlined in Exhibit X-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried, as revised.

Annual Insurance  
Renewal

Member Kelley moved, Member Murphy seconded, acceptance of 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. In addition, acceptance of Blue Cross Blue Shield of Illinois and HMO Illinois to provide the College with medical insurance coverage, not to exceed the proposed amount per level of coverage per covered individual per month, as outlined in Exhibit X-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Graft noted that he would abstain, because he is on the Board of Directors of Advocate Healthcare.

Upon roll call, the vote was as follows:

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

Motion carried.

Issuance of a Partnership  
Fee for Two Community  
Outreach Centers

Member Hill moved, Member Murphy seconded, approval of the issuance of the partnership fee for the Palatine Opportunity Center and the Police Neighborhood Resource Center in Rolling Meadows, Illinois, as outlined in Exhibit X-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

ANNOUNCEMENTS BY  
CHAIR

Communications                      On behalf of the Board, Chair Stone thanked Linda Kolbusz for all the help she has provided over the years to each of the Trustees. They wished Linda well as she enters her retirement and her new married life in Nebraska.

Calendar Dates                      Calendar dates are printed on the Agenda for Board information. The next Board meeting is October 25 at 7:00 p.m.

OTHER BUSINESS                      There was no other business.

ADJOURNMENT                      Member Kelley moved, Member Graft seconded, that the meeting adjourn.

In a voice vote, the motion carried at 9:36 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

## BOARD REQUESTS

### SEPTEMBER 27, 2005 REGULAR BOARD MEETING

1. Member Hill suggested that they take a look at the administrative operational savings that will accrue after the conversion is finished. With regard to the financial module, he would like to see what things they are now able to do much differently with much less ongoing operational resource.
2. Member Hill suggested that they do a current enrollment matrix, get the baseline now so that they could then watch the impact, not just of ERP, but of the accreditation.
3. With regard to the grant from the National Science Foundation, Chair Stone asked that the Board be kept informed as the project progresses - from students and instructors.

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I.	BILLS PAYABLE	
	Operating Fund	\$ 3,531,960.82
	Tuition Refunds	\$ 723,672.17
II.	PAYROLL	
	09/16/2005	\$ 2,338,896.47
	09/30/2005	2,353,535.36
	10/14/05	2,395,547.55
III.	ESTIMATED PAYROLL	
	10/28/2005	\$ 2,374,541.45

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

October 27, 2005

SUMMARY OF BIDS

- Exhibit IX – A.3.a The administration recommends that the Board award bid request Q00439 for bulk road salt for campus roads and parking lots to Conserv F.S., the low bidder, in the amount of \$25,956.
- Exhibit IX – A.3.b The administration recommends that the Board award bid request Q00438 for the purchase and installation of a fiber optic network backbone cabling system from Avanté to buildings I, J and F to TelePlus, Inc., the low bidder, in the amount of \$94,821.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00439 for bulk road salt for campus roads and parking lots as requested by Physical Plant/Auxiliary Services for the Roads and Grounds department.

II. BUDGET STATUS

Funds in the amount of \$25,956 are provided in the 2005/06 Operations and Maintenance Fund budget, under account number 0273-065-544.03.

III. INFORMATION

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

Conserv F.S.	\$25,956
Town & Country Landscape	27,140
Envirotech Central	27,600

The road salt is for use on campus roads and parking lots.

The prior award was to Conserv F.S. for road salt for fiscal year 2004/05 in the amount of \$24,400 for 400 tons which is the same as the quantity for 2005/06.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00439 for bulk road salt for campus roads and parking lots to Conserv F.S., the low bidder, in the amount of \$25,956.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00438 for the purchase and installation of a fiber optic network backbone cabling system from Avanté to buildings I, J and F as requested by Information Technology/Technical Services.

II. BUDGET STATUS

Funds in the amount of \$94,821 are provided in the 2005/06 Operations & Maintenance Fund budget, under account number 0295-256-539.

III. INFORMATION

A legal bid notice was published and 25 bids solicited. Eight responses were received. The following is a recap of the bid tab sheet:

TelePlus, Inc.	\$ 94,821
PCS Cable & Wireless Solutions	107,630
Malko Tech Services	119,415
Low Voltage Solutions, Inc.	119,464
Maron Electronic Switching Systems, Inc.	135,025
Gurtz Technical Services	138,310
McWilliams Electric Company, Inc.	158,670
Facility Technologies LLC	173,330

The new computer room in Avanté is being positioned as the main network hub for the campus as Information Technology transitions existing services there from the present computer room in the Student and Administration Center. New pathways were put in place during the construction of Avanté to ease the future

installation of new network backbone cabling to older buildings. The new network backbone cabling will supplement and eventually replace aging existing backbone cabling that was installed in more vulnerable locations (i.e. in conduit buried below ground; in exposed conduit along a roof) and has suffered accidental damage over the years.

This improvement to the campus network infrastructure will permit Information Technology to provide better, faster and more reliable data and telephone service to the College and will accommodate significant growth in the future. This is a new purchase.

This is to upgrade the campus backbone and is not part of the ERP Project.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00438 for the purchase and installation of a fiber optic network backbone cabling system from Avanté to buildings I, J and F to TelePlus, Inc., the low bidder, in the amount of \$94,821.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

October 27, 2005

SUMMARY OF PURCHASE ORDERS

- Exhibit IX – A.4.a The administration recommends that the Board approve issuance of a purchase order to Optio Software, Inc. for the purchase of Optio e.ComIntegrate Document and Output Management Software, maintenance, training and onsite consulting, to be utilized with the Oracle ERP software suite, in an amount not to exceed \$42,680.
- Exhibit IX – A.4.b The administration recommends that the Board approve issuance of a purchase order to Midco, Inc. for a five year renewal of a maintenance agreement covering electronic security system hardware and software in the amount of \$49,815, \$9,963.00 each in fiscal years 2005/06, 2006/07, 2007/08, 2008/09 and 2009/10.
- Exhibit IX – A.4.c The administration recommends that the Board approve issuance of a purchase order to Selah Solutions, LLC for the purchase of a software upgrade from the existing standard Pharos Uniprint license to a site license, a site license for Pharos Off-The-Glass software, 3 years of hardware maintenance and 40 smart-card readers and mounts in the amount of \$92,934.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Optio Software, Inc. for the purchase of Optio e.ComIntegrate Document and Output Management Software, maintenance, training and onsite consulting, to be utilized with the Oracle ERP software suite as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$42,680 are provided in the 2005/06 Restricted Purposes Fund budget, under account number 0695-183-585.1.

III. INFORMATION

Harper College needs to acquire a new print solution for Document and Output Management. Currently, several different methods are used. The cost of maintaining these methods is high, requiring the use of many applications and manual output generation. Many of these methods will be obsolete in the new environment brought about by the implementation of the Oracle ERP; most notably the use of Fantasia, a software print utility used to produce Purchase Orders as well as Payroll and Accounts Payable Checks. The Fantasia software utility is no longer supported and will not work in the new environment brought about by the Oracle ERP.

Three products were investigated as part of the research for a document management solution to support the Oracle ERP environment: Laser Forms Enterprise by Evergreen Data Systems, Output Server Enterprise by Red Star Technologies and Optio e.ComIntegrate Document and Output Management by Optio Software, Inc.

The investigation resulted in the selection of the Optio e.ComIntegrate product. It will meet the needs of printing Purchase Orders and Checks as well as satisfying other print requirements for document and output management.

Optio Software, Inc. is one of the leading vendors of Document and Output Management Software that integrates with the Oracle ERP software suite. Optio Software, Inc. is a Certified Partner of Oracle Corporation with a long-standing relationship. Its product is designed to work specifically with the Oracle ERP. Only the Optio product is integrated with the Oracle release testing process. Optio Software, Inc. is able to fully test its Optio e.ComIntegrate software prior to the release of new versions of the Oracle ERP software suite; thereby insuring compatibility and interoperability.

Additionally, only the Optio Software, Inc. product offered:

Multi-Channel Distribution – Ability to "burst" print jobs out simultaneously to multiple printers, e-mail addresses, and fax numbers.

Broad Bar Code Support – Ability to dynamically render bar codes in a variety of popular bar code standards including MaxiCode and PDF417.

Acceptance Of Secondary Data Sources – This is a critical feature as the College will rely on systems that will be integrated with the ERP software suite, such as Schedule 25 and DARS.

This purchase complies with State Statute and Board Policy

#### IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Optio Software, Inc. for the purchase of Optio e.ComIntegrate Document and Output Management Software, maintenance, training and onsite consulting, to be utilized with the Oracle ERP software suite, in an amount not to exceed \$42,680.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Midco, Inc. for a five year renewal of a maintenance agreement covering electronic security system hardware and software as requested by Information Technology for the Harper College Police Department.

II. BUDGET STATUS

Funds in the total amount of \$49,815 will be provided, \$9,963.00 each in the 2005/06, 2006/07, 2007/08, 2008/09 and 2009/10 Education Fund budgets, under account number 0195-231-534.01.

III. INFORMATION

The standard for electronic security system hardware, software, video cameras and wiring was established during the building of Avanté. The award of request for proposal Q00441 to Midco, Inc. for the purchase of the electronic security system for Avanté including hardware, software, video cameras and wiring in the amount of \$163,215 was approved by Board action March 23, 2004.

This request is for renewal of the base agreement for maintenance and support. The College originally approached Midco about a one year agreement. The amount for one year is under ten thousand dollars and does not require bidding. Midco suggested a five year agreement, from December 15, 2005 through December 14, 2010, and is willing to lock in the rate for the entire period. This recommendation is for acceptance of the locked-in five year rate.

The agreement entitles the College to receive new releases of software, software enhancements, hardware preventative maintenance and technical support, all of which ensure that the

software is up to date and consistent with technological advances and industry standards.

Normal software maintenance on this type of product is at least 10% and hardware at least 15% of the initial purchase price. This agreement is 3% of the original purchase price.

The College can terminate the contract, at any time, with 90 days written notice.

This is a software and hardware maintenance agreement for the campus wide security system and is not part of the ERP Project.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Midco, Inc. for a five year renewal of a maintenance agreement covering electronic security system hardware and software in the amount of \$49,815, \$9,963.00 each in fiscal years 2005/06, 2006/07, 2007/08, 2008/09 and 2009/10.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Selah Solutions, LLC for the purchase of a software upgrade from the existing standard Pharos Uniprint license to a site license, an additional site license for Pharos Off-The-Glass software, 3 years of hardware maintenance and 40 smart-card readers and mounts to support the campus printer/copier environment as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$92,934 are provided in the 2005/06 Technology Fund budget, under account number 0695-245-585.10.

III. INFORMATION

Last year the College replaced the copiers utilized by departments and divisions with advanced multi-functional print/copier devices from Xerox. A critical requirement of these devices was the capability to be connected to the Harper College Communication Network (HCCN). The rationale for this capability was to eventually acquire software and hardware components that would permit better management of the devices and control the volume of printing and copying on campus.

Uniprint software tracks, monitors, measures, routes and charges for network printing/copying. It utilizes an accounting database that has been certified for use with Xerox equipment and permits the ability to interface with third party accounting and authentication systems.

Off-The-Glass enables stand alone copiers and multi-function devices to be integrated with Uniprint services through a Network Terminal Device. This integration provides the ability to authenticate and validate, manage cost, charge back to cost centers and provide reporting on all copying, printing, scanning and faxing.

Peripheral hardware equipment is required to permit smart card reading capability thus controlling user access to print/copy. A card reading device will be mounted on or near the multi-functional print/copy device to permit and track usage by individual and/or department.

The College has utilized the Uniprint software system in open computer labs and library public workstations since 2002. The original purchase was made through Selah Solutions, LLC, a Pharos System Value Added Reseller (VAR). Pharos Systems markets all of its solutions through a network of VAR's and has a policy that restricts any other VAR from expanding or renewing an existing software solution. A letter stating this is on file in the Purchasing department.

This is a new purchase. Upgrade credits of \$14,000 will be provided pertaining to the upgrade from the existing standard Pharos Uniprint license to a site license.

This is a request to support the final phase of the print copy project and is not part of the ERP project.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Selah Solutions, LLC for the purchase of a software upgrade from the existing standard Pharos Uniprint license to a site license, a site license for Pharos Off-The-Glass software, 3 years of hardware maintenance and 40 smart-card readers and mounts in the amount of \$92,934.

WILLIAM RAINEY HARPER COLLEGE

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Review of Executive Session Minutes

II. REASON FOR CONSIDERATION

Public Act 85-1355 requires each Board to review at least every six months the minutes of closed sessions to determine whether the minutes, in whole or in part, may be made part of the public record. The Act became effective January 1, 1989.

III. BACKGROUND INFORMATION

In compliance with Public Act 85-1355, the Board of Trustees has scheduled the review of executive session minutes in April and October of each year. On Thursday, October 27, 2005, a review may take place in closed session to be followed by action on disclosure during regular session.

IV. RECOMMENDATION

It is recommended that the Board take the following action:

BE IT RESOLVED that the Board approve for public record the executive session minutes (date[s] of executive session[s])

and/or

BE IT RESOLVED that the executive session minutes of (date[s] of executive session[s]) remain confidential.

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Chair

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Secretary

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

Exhibit IX-B.1  
10/27/2005

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 9/30/2005	Market Value	
Certificates of Deposits								
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/Am Heritage Natl Bank	09/07/05	09/28/06	386	3.96	63,161.85	1,500,000.00		
PMA/Missouri State B&TC	09/07/05	10/12/06	400	3.96	65,370.64	1,500,000.00		
PMA/Guaranty Bank-MO	09/07/05	10/26/06	414	3.96	67,696.04	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: 3.26						53,400,000.00	53,400,000.00
<u>Agencies</u>								
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	
	Weighted Average: 2.87						3,000,000.00	2,972,820.00
Illinois Funds	Monthly Average			3.43		7,490,734.00	7,490,734.00	
TOTALS AS OF:	9/30/2005					\$ 63,890,734.00	63,863,554.00	

**WILLIAM RAINEY HARPER COLLEGE**  
**FY2005/2006 BUDGET AND EXPENDITURES**  
 September 30, 2005

Oct. 27, 2005  
Exhibit IX-B.1

**EDUCATION FUND**

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
<b>Institutional</b>						
Admin Services	13,676,666.00	2,571,213.21	1,782,420.41	60,939.11	13.48%	11,833,306.48
<b>Sub-Total</b>	<b>\$13,676,666.00</b>	<b>\$2,571,213.21</b>	<b>\$1,782,420.41</b>	<b>\$60,939.11</b>	<b>13.48%</b>	<b>\$11,833,306.48</b>
<b>President</b>						
Development Office	557,697.00	104,847.04	134,035.96	287,401.41	75.57%	136,259.63
Pres/Brd of Trustees	374,935.00	70,487.78	93,419.29	231,284.34	86.60%	50,231.37
Strategic Alliance	620,746.00	116,700.25	133,283.89	359,789.89	79.43%	127,672.22
Assoc VP Development	55,174.00	10,372.71	44,833.97	0.00	81.26%	10,340.03
<b>Sub-Total</b>	<b>\$1,608,552.00</b>	<b>\$302,407.78</b>	<b>\$405,573.11</b>	<b>\$878,475.64</b>	<b>79.83%</b>	<b>\$324,503.25</b>
<b>Student Affairs</b>						
Student Activities	457,473.00	86,004.92	89,053.23	219,237.06	67.39%	149,182.71
Student Development	2,960,758.00	556,622.50	664,134.96	1,453,275.50	71.52%	843,347.54
Wellns/Human Perform	1,912,322.00	359,516.54	419,826.60	877,442.37	67.84%	615,053.03
VP Student Affairs	349,083.00	65,627.60	87,967.53	222,680.19	88.99%	38,435.28
Access & Disability	679,418.00	127,730.58	123,503.65	288,572.14	60.65%	267,342.21
<b>Sub-Total</b>	<b>\$6,359,054.00</b>	<b>\$1,195,502.15</b>	<b>\$1,384,485.97</b>	<b>\$3,061,207.26</b>	<b>69.91%</b>	<b>\$1,913,360.77</b>
<b>VP Academic Affairs</b>						

**WILLIAM RAINEY HARPER COLLEGE**  
**FY2005/2006 BUDGET AND EXPENDITURES**  
**September 30, 2005**

Oct. 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>
Acad Enrich/Lang Std	3,641,649.00	684,630.01	797,322.66	1,904,131.70	74.18%	940,194.64
VP Academic Affairs	1,505,423.00	283,019.52	78,429.57	142,527.83	14.68%	1,284,465.60
Assoc VP Aca Affairs	336,708.00	63,301.10	70,639.93	193,797.34	78.54%	72,270.73
Bus/Social Sciences	5,574,274.00	1,047,963.51	1,203,729.48	2,757,515.42	71.06%	1,613,029.10
Dean of Cont Educ	532,852.00	100,176.18	131,360.16	299,230.05	80.81%	102,261.79
Liberal Arts	6,411,764.00	1,205,411.63	1,294,351.95	3,414,626.47	73.44%	1,702,785.58
Life Sci/Hum Services	3,747,471.00	704,524.55	674,875.23	1,913,367.90	69.07%	1,159,227.87
Resource for Learning	2,889,291.00	543,186.71	654,788.46	1,451,154.93	72.89%	783,347.61
Tech/Math & Phy Sci	6,163,921.00	1,158,817.15	1,433,511.63	3,439,924.47	79.06%	1,290,484.90
Asst. VP Aca Affairs	173,857.00	32,685.12	65,587.39	60,438.43	72.49%	47,831.18
<b>Sub-Total</b>	<b>\$30,977,210.00</b>	<b>\$5,823,715.48</b>	<b>\$6,404,596.46</b>	<b>\$15,576,714.54</b>	<b>70.96%</b>	<b>\$8,995,899.00</b>
<b>VP Admin Services</b>						
Admin Services	1,811,511.00	340,564.07	460,459.27	1,148,373.82	88.81%	202,677.91
<b>Sub-Total</b>	<b>\$1,811,511.00</b>	<b>\$340,564.07</b>	<b>\$460,459.27</b>	<b>\$1,148,373.82</b>	<b>88.81%</b>	<b>\$202,677.91</b>
<b>VP Diversity/Org Dev</b>						
Human Res/Int. Affairs	495,016.00	93,063.01	66,810.31	771.97	13.65%	427,433.72
Asst VP Diversity/Org	609,710.00	114,625.48	140,099.58	321,449.79	75.70%	148,160.63
<b>Sub-Total</b>	<b>\$1,104,726.00</b>	<b>\$207,688.49</b>	<b>\$206,909.89</b>	<b>\$322,221.76</b>	<b>47.90%</b>	<b>\$575,594.35</b>

**WILLIAM RAINEY HARPER COLLEGE  
FY2005/2006 BUDGET AND EXPENDITURES  
September 30, 2005**

Oct. 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>VP Info Technology</b>						
Info Technology	6,461,779.00	1,214,814.45	1,445,466.74	3,059,095.02	69.71%	1,957,217.24
<b>Sub-Total</b>	<b>\$6,461,779.00</b>	<b>\$1,214,814.45</b>	<b>\$1,445,466.74</b>	<b>\$3,059,095.02</b>	<b>69.71%</b>	<b>\$1,957,217.24</b>
<b>VP Mktg &amp; Advancement</b>						
VP Enroll/Marketing	1,594,568.00	299,778.78	432,297.96	810,369.03	77.93%	351,901.01
Enrollment Svcs	1,620,111.00	304,580.87	464,139.50	852,182.45	81.25%	303,789.05
Pub/Comm Services	1,557,472.00	292,804.74	383,635.62	1,093,331.33	94.83%	80,505.05
<b>Sub-Total</b>	<b>\$4,772,151.00</b>	<b>\$897,164.39</b>	<b>\$1,280,073.08</b>	<b>\$2,755,882.81</b>	<b>84.57%</b>	<b>\$736,195.11</b>
<b>Grand Total:</b>	<b>\$66,771,649.00</b>	<b>\$12,553,070.01</b>	<b>\$13,369,984.93</b>	<b>\$26,862,909.96</b>	<b>60.25%</b>	<b>\$26,538,754.11</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  
 FY2005/2006 BUDGET AND EXPENDITURES  
 September 30, 2005

Oct. 27, 2005  
Exhibit IX-B.1

OPERATIONS AND MAINTENANCE FUND					
DIVISION	BUDGET	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
<b>Institutional</b>					
Admin Services	2,838,099.00	724,753.97	135,797.55	30.32%	1,977,547.48
<b>Sub-Total</b>	<b>\$2,838,099.00</b>	<b>\$724,753.97</b>	<b>\$135,797.55</b>	<b>30.32%</b>	<b>1,977,547.48</b>
<b>VP Admin Services</b>					
Construc/Spec Proj	149,388.00	40,159.27	102,463.39	95.47%	6,765.34
Physical Plant	10,508,406.00	1,637,166.97	3,854,805.46	52.26%	5,016,433.57
<b>Sub-Total</b>	<b>\$10,657,794.00</b>	<b>\$1,677,326.24</b>	<b>\$3,957,268.85</b>	<b>52.87%</b>	<b>5,023,198.91</b>
<b>VP Info Technology</b>					
Info Technology	1,473,683.00	163,863.01	591,943.93	51.29%	717,876.06
<b>Sub-Total</b>	<b>\$1,473,683.00</b>	<b>\$163,863.01</b>	<b>\$591,943.93</b>	<b>51.29%</b>	<b>717,876.06</b>
<b>Grand Total:</b>	<b>\$14,969,576.00</b>	<b>\$2,565,943.22</b>	<b>\$4,685,010.33</b>	<b>48.44%</b>	<b>7,718,622.45</b>

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: October 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>NEW</u> Career and Technical Education Strand Grant I - Continuous Quality Improvement D.Corr	Develop, enhance or implement process/system that provides regular and systematic program evaluation and improvement related to career and technical education administration, programs and services.	ICCB \$10,000	07-01-05 06-30-06
<u>NEW</u> Career and Technical Education Strand Grant II - Performance Enhancement D.Corr	Develop, implement and improve computerized automated degree and certificate auditing systems which recognize and promote student success.	ICCB \$10,000	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, \$183,320 State Basic, \$175,701 State Public, \$18,358 EL/Civics, \$45,773 State Performance, \$169,098)	ICCB \$592,250	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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<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
<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. 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
<u>NEW</u> <b>CSSI (Critical Skill Shortages Initiative – Partnership for Healthcare Solutions II) Partnering for healthcare Systems Solutions Career Program</b> <b>D. Corr</b>	<b>50 incumbent workers will be enrolled in training (39 to successfully complete training). 39 individuals will be upgraded to CSS occupations; 8 of the individuals advancing to LPN occupations and to continue training in second year for advancement to RN’s.</b>	<b>WBMC</b> <b>\$75,000</b>	<b>08-01-05</b> <b>06-30-06</b>
<u>NEW</u> <b>CSSI (Critical Skill Shortages Initiative – Manufacturing Shortages)</b>	<b>Addressing shortages in Manufacturing</b>	<b>WBMC</b> <b>\$100,000</b>	<b>10-01-05</b>

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<u>NEW</u> Collaborative Research:2YC- REU S. Griffith	Two-year college research experience for undergraduates site	NSF \$78,168	09-15-05 08-31-07

**Total as of October 27, 2005**

**\$2,492,172**

*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  
September Fundraising Report FY06

Appeal Description	Gift Count	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Kolbusz-Kosan Wedding	52	\$4,195.00	\$5,000.00	\$0.00	\$0.00	\$9,195.00
James McGrath Scholarship	4	\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00
Memorial	1	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00
Personal Solicitation	3	\$1.50	\$100,250.00	\$0.00	\$0.00	\$100,251.50
Pacesetter Campaign FY06	8	\$5,700.00	\$1,650.00	\$0.00	\$0.00	\$7,350.00
Resource for Excellence Campaign FY05	1	\$1.50	\$0.00	\$0.00	\$0.00	\$1.50
Scholarship Stewardship Reports	1	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Special Initiatives	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Unsolicited	9	\$1,850.00	\$0.00	\$504.00	\$0.00	\$2,354.00
<b>Grand Totals:</b>	<b>80</b>	<b>\$16,028.00</b>	<b>\$106,900.00</b>	<b>\$504.00</b>	<b>\$0.00</b>	<b>\$123,432.00</b>

**Harper College Educational Foundation  
Year to Date Fundraising Report (as of 9/30/2005)**

<b>Appeal Description</b>	<b>Gift Count</b>	<b>Cash</b>	<b>Pledges/Stocks</b>	<b>In-Kind Gifts</b>	<b>Other</b>	<b>Total</b>
Corporate Scholarship Drive	4	\$1,850.00	\$0.00	\$0.00	\$0.00	\$1,850.00
Kolbusz-Kosan Wedding	80	\$6,840.00	\$5,000.00	\$0.00	\$0.00	\$11,840.00
James McGrath Scholarship	37	\$5,895.00	\$0.00	\$0.00	\$0.00	\$5,895.00
Memorial	4	\$255.00	\$0.00	\$0.00	\$0.00	\$255.00
Margaret Scott	39	\$2,730.00	\$0.00	\$38.33	\$0.00	\$2,768.33
Personal Solicitation	6	\$20,001.50	\$200,250.00	\$0.00	\$0.00	\$220,251.50
Proposal	1	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Pacesetter Campaign FY06	10	\$6,850.00	\$1,650.00	\$0.00	\$0.00	\$8,500.00
Resource for Excellence Campaign FY05	8	\$51.50	\$0.00	\$0.00	\$0.00	\$51.50
Scholarship Stewardship Reports	3	\$3,500.00	\$2,500.00	\$0.00	\$0.00	\$6,000.00
Special Initiatives	2	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Stewardship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Unsolicited	14	\$2,075.00	\$0.00	\$507.00	\$0.00	\$2,582.00
Calendar Year-End Direct Mail FY05	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
<b>Grand Totals:</b>	<b>210</b>	<b>\$63,073.00</b>	<b>\$209,400.00</b>	<b>\$545.33</b>	<b>\$0.00</b>	<b>\$273,018.33</b>

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

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

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

WILLIAM RAINEY HARPER COLLEGE  
BOARD ACTION

I. SUBJECT

The annual financial audit for Fiscal Year 2004-05.

II. REASON FOR CONSIDERATION

The Board of Trustees approved the appointment of the firm of KPMG to conduct the annual financial audit for Fiscal Year 2004-05 as required by the Illinois Public Community College Act.

III. BACKGROUND INFORMATION

Each year a certified public accounting firm conducts an audit of the College financial records and transactions and issues a report. Submitted herewith is the audit as prepared by the firm of KPMG.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees accept the annual financial audit for Fiscal Year 2004-05.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution for 2005 Estimated Tax Levies

II. REASON FOR CONSIDERATION

In accordance with the Truth in Taxation Act, a resolution must be adopted showing the 2005 estimated tax levies.

III. BACKGROUND INFORMATION

The Truth in Taxation Act requires that the Board of Trustees determine the estimated amounts of taxes necessary to be levied for the year at least thirty (30) days before the official adoption of the tax levies and to give public notice and schedule a public hearing.

IV. RECOMMENDATION

The administration recommends that the attached resolution providing for the estimated tax levies, required publication, and hearing date for 2005 be adopted.

**RESOLUTION REGARDING ESTIMATED AMOUNTS  
NECESSARY TO BE LEVIED FOR THE YEAR 2005**

**WHEREAS**, the *Cook County Truth in Taxation Law* requires a taxing district that has territory in Cook County, Illinois to determine the estimated amounts of taxes necessary to be levied for the year not less than 30 days prior to the official adoption of the aggregate tax levy of the district; and

**WHEREAS**, said statute further requires a tax district to give public notice and to hold a public hearing on the district's intent to adopt an aggregate tax levy; and

**WHEREAS**, it is hereby determined that the estimated amounts of money necessary to be raised by taxation for the year 2005 upon the taxable property of the district are as follows:

<b>Education Purposes</b>	<b>\$28,804,075</b>
<b>Operations and Maintenance Purposes</b>	<b>\$12,394,210</b>
<b>Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance</b>	<b>\$674,000</b>
<b>Medicare Contributions</b>	<b>\$879,000</b>
<b>Audit</b>	<b>\$125,000</b>
<b>Life Safety</b>	<b>\$700,000</b>
<b>TOTAL</b>	<b>\$43,576,285</b>

**WHEREAS**, the *Cook County Truth in Taxation Law* requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service made

pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

**WHEREAS**, the aggregate amount of property taxes extended for bond and interest purposes for 2004 was **\$11,472,499**; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2005 is **\$10,678,858**.

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

**Section 1:** The aggregate amount of taxes estimated to be levied for the year 2005 is **\$43,576,285**.

**Section 2:** The aggregate amount of taxes estimated to be levied for the year for 2005 for debt service is **\$10,678,858**.

**Section 3:** Public notice shall be given in the *Daily Herald*, a newspaper of general circulation in said district, and a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall be not less than 1/8 page in size, with no smaller than twelve (12) point, enclosed in a black border not less than 1/4 inch wide and in substantially the following form:

**NOTICE OF PROPOSED PROPERTY TAX LEVY FOR  
WILLIAM RAINEY HARPER COMMUNITY COLLEGE DISTRICT NO. 512**

- I. A public hearing to approve a proposed property tax levy for William Rainey Harper Community College District No. 512 for 2005 will be held on **December 20, 2005** at **7:00 p.m.** in the Wojcik Conference Center, Room W-214 at Harper College, 1200 W. Algonquin Road, Palatine, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact **Carol Blotteaux**, (telephone **847.925.6390**).

- II. The corporate and special purpose property taxes extended or abated for the year 2004 were **\$41,169,366**.

The proposed corporate and special purpose property taxes to be levied for 2005 are **\$43,576,285**. This represents a **5.8% increase** over the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2004 were **\$11,472,499**.

The estimated property taxes to be levied for debt service and public building commission leases for 2005 are **\$10,678,858**. This represents a **6.9% decrease** over the previous year.

- IV. The total property taxes extended or abated for 2004 were **\$52,670,303**.

The estimated total property taxes to be levied for 2005 are **\$54,255,143**. This represents a **3.0% increase** over the previous year.

**(NOTE: THIS MUST BE IN AT LEAST 12 POINT TYPE, THE BLACK BORDER MUST BE NOT LESS THAN 1/4 INCH WIDE, AND THIS NOTICE MUST BE 1/8 PAGE IN SIZE.)**

**Section 4:** This resolution shall be in full force and effect forthwith upon its passage.

**ADOPTED this 27th day of October, 2005.**

BOARD OF TRUSTEES  
WILLIAM RAINEY HARPER COMMUNITY  
COLLEGE DISTRICT NO. 512  
COUNTIES OF COOK, KANE,  
LAKE and MCHENRY  
STATE OF ILLINOIS

By: \_\_\_\_\_  
Laurie Stone, Chair

ATTEST:

\_\_\_\_\_  
Richard Gillette, Secretary

**TRUTH IN TAXATION**  
**CERTIFICATE OF COMPLIANCE**

*I, Laurie Stone* hereby certify that I am the presiding officer of the Board of Trustees of William Rainey Harper Community College, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code – Truth in Taxation Law, 35 ILCS 200/18-60 through 18-85(2002).

This certificate applies to the 2005 levy.

\_\_\_\_\_  
Laurie Stone  
Chair  
Board of Trustees  
William Rainey Harper College  
District No. 512  
Counties of Cook, Kane, Lake and McHenry  
State of Illinois

Date: \_\_\_\_\_

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I.        SUBJECT

Recommendation for the approval of an agreement between Walt Disney Parks and Resorts and Harper College to bring “The Disney Keys to Excellence” program to Harper College on April 28, 2006.

II.       REASON FOR CONSIDERATION

The Community College Act, Section 805/3-40 stipulates that the Board may enter into contracts with any person, organization, association, educational institution, or governmental agency for providing or securing educational services. Harper’s legal council has reviewed the Event Agreement.

III.      BACKGROUND INFORMATION

“The Disney Keys to Excellence” program will be presented by Walt Disney Parks and Resorts (WDPR) at Harper College on April 28, 2006. The program consists of four professional development sessions including:

8:00am-9:30am	Leadership, Disney Style
10:00am-11:30am	Management, Disney Style
1:00pm-2:30pm	Service, Disney Style
3:00pm-4:30pm	Loyalty, Disney Style

The Disney Institute is a leader in premier professional development programs, having trained tens of thousands of leaders from more than 35 countries and 40 industries. These group programs reveal best practices and philosophies that have made Walt Disney World a popular and effective benchmark for the best business practices worldwide.

The program is targeted to the Harper College business community. The program content is appropriate for large, mid-sized, and small companies and can serve as a catalyst for positive organizational change.

This agreement is presented at this time for WDPR requires a signed agreement prior to Harper's promotional efforts.

The registration fee for the individual sessions will be \$99.00 per person, or all four for \$349.00. Potential revenue for the program is \$70,000 to \$80,000. Harper College must pay WDPR \$39,000 within seven business days after the Program is completed. Harper must pay for all marketing expenses, for the luncheon, and for the use of the Wojcik amphitheatre. It is estimated that net profit for this event will be in the range of \$20,000 to \$30,000.

This is a Continuing Education sponsored program and the expenses will be paid for out of the Auxiliary Account 05-48-691.

Assuming the event is of the highest quality and is profitable; Harper intends to hold a follow-up program titled "Team Creativity Disney Style" in September 2006.

#### IV. RECOMMENDATION

The administration recommends that the Board approve the attached agreement between Walt Disney Parks and Resorts and Harper College to bring "The Disney Keys to Excellence" program to Harper College.

It is also recommended that Walt Disney Parks and Resorts be added to the Educational Service provider list for future possible programming.

It is finally recommended that the Dean of Continuing Education is authorized to sign this agreement.

**DISNEY INSTITUTE**  
**EVENT AGREEMENT**  
**FOR**  
**HARPER COLLEGE**

AGREEMENT dated as of September 9, 2005 (this "**Agreement**") between Walt Disney Parks and Resorts ("**WDPR**") and Harper College ("**Event Organizer**").

Event Organizer desires to have WDPR bring "The Disney Keys to Excellence" program to Palatine, IL (the "**Target Territory**") on April 28, 2006 (the "**Program Date**").

The parties therefore agree as follows:

**I. Program Agenda**

"The Disney Keys to Excellence" program to be presented by WDPR in the Target Territory on the Program Date (the "**Program**") will consist of the following sessions:

7:30 a.m. – 8:00 a.m.	Registration
<b>8:00 a.m. – 9:30 a.m.</b>	<b><i>Leadership, Disney Style</i></b>
9:30 a.m. – 10:00 a.m.	Registration
<b>10:00 a.m. – 11:30 a.m.</b>	<b><i>Management, Disney Style</i></b>
11:30 a.m. – 1:00 p.m.	Registration/Lunch (on own)
<b>1:00 p.m. – 2:30 p.m.</b>	<b><i>Service, Disney Style</i></b>
2:30 p.m. – 3:00 p.m.	Registration
<b>3:00 p.m. – 4:30 p.m.</b>	<b><i>Loyalty, Disney Style</i></b>

The price to be charged by Event Organizer for participants to attend the Program will not be more than U.S. \$99.00 per person per session (Event Organizer shall be free to charge less), plus any applicable taxes, unless otherwise agreed by the parties.

**II. Program Content**

The agenda for the Program will consist of four (4) 90-minute sessions that explore business practices at the *Walt Disney World*® Resort. Topics to be covered are outlined below.

**A. Leadership, Disney Style - Discover how effective leadership has been the catalyst at Disney to drive employee/customer satisfaction and bottom-line results, from the company's inception to today.**

*Topics will include:*

-  Communicate a compelling vision

-  Building involvement and ownership
-  Organize for maximum involvement
-  Capitalize on change

**B. Management, Disney Style - Understand the importance of integrating your corporate culture into selection, training and care.**

*Topics will include:*

-  Establish a culture through learning by design
-  Select and hire "right-fit" employees
-  Train and motivate employees
-  Create a supportive environment

**C. Service, Disney Style - Explore world-renowned Disney principles for service excellence.**

*Topics will include:*

-  Develop a service philosophy
-  Learn tools to support a service culture
-  Deliver on the service theme

**D. Loyalty, Disney Style - Learn key practices and principles in building and sustaining loyalty that have made Disney a trusted and revered brand around the world for more than 75 years.**

*Topics will include:*

-  The business case for loyalty
-  Strategies for creating loyalty
-  Align for loyalty

**III. Roles and Responsibilities – WDPR**

**A. Presenters; Participant Materials**

WDPR will provide experienced, qualified presenters, all appropriate media, and participant materials required during the presentation of the Program.

**B. Disney Marketing Resources Website**

WDPR will provide Event Organizer a password for access to the Disney Marketing Resources Website, which will contain promotional marketing materials, appropriate logos, press releases (collectively, the "**Disney Materials**"), printing specifications and guidelines, for use by Event Organizer in creating digital and/or printed Program Promotional Materials, as defined below (subject to the provisions of this Agreement, including, without limitation, Section IV.A.[Promotional Activities]).

### C. Evaluation Form

WDPR may provide a form to participants at the Program requesting their names and e-mail addresses if they wish to participate in the Program Evaluation process. Participants will be asked to leave the form on the tables, and facilitators will collect these for WDPR after the Program. WDPR will have the unfettered right to use all such names, e-mail addresses and other information collected at the Program.

## IV. Roles and Responsibilities - Event Organizer

### A. Promotional Activities

For the purposes hereof, "**Disney Companies**" means WDPR and its parent, subsidiary and other affiliated or related companies; and "**Program Promotional Materials**" means Event Organizer's promotional materials (including, but not limited to, printed material, banners and signs, radio and television promotions, and electronic promotional means such as the Internet) and other printings and materials of any third party, which materials mention the Program, WDPR, or the name "Disney" (or any variation thereof), or contain any copyrighted works of art or other copyrighted or registered materials of WDPR or any other Disney Company.

Event Organizer will be responsible (at its sole cost and expense) for all promotional activities for the Program.

The entirety of all Program Promotional Materials shall be subject to the prior written approval of WDPR (which approval WDPR may withhold in its sole discretion). Event Organizer shall submit to WDPR for approval the entirety of all Program Promotional Materials, together with copies of all other materials that may accompany such Program Promotional Materials (whether or not using any Disney Materials) and a brief statement as to the intended use to which such Program Promotional Materials will be put (including, without limitation, the media through which and the period of time during which such Program Promotional Materials will be distributed or displayed) and all such other background and supporting material as WDPR may request. Any Program Promotional Materials not specifically approved in writing by WDPR shall be deemed disapproved. In addition, except as otherwise provided by WDPR in writing, any Program Promotional Materials approved by WDPR shall be deemed to have been approved only for the specific catalog, envelope or other item that is the subject of the intended use of such Program Promotional Materials as disclosed to WDPR at the time such Program Promotional Materials are submitted to WDPR for WDPR's approval hereunder and not for any other use.

In furtherance of and without limiting the foregoing, any Program Promotional Materials must strictly adhere to the terms and conditions of this Agreement, including, without limitation, the requirements of the Disney Marketing Resources Website referred to above and the guidelines set forth on Attachment A hereto. Any Disney Materials included in Program Promotional Materials will in no way be changed without WDPR's written approval, which approval may be withheld in

WDPR's sole discretion. In addition, Event Organizer will be solely responsible for the accuracy of Program Promotional Materials (notwithstanding WDPR's approval thereof), and Event Organizer shall be required to pay any additional printing or other costs incurred as a result of errors. To help avoid these costs in the case of Program Promotional Materials that are printed, Event Organizer is encouraged to sign off on a blueline and the film before commencing with any printing processes. Event Organizer will provide WDPR upon its request with a copy of the Program Promotional Materials once they are printed or otherwise produced.

Except as otherwise expressly provided herein, Event Organizer shall acquire no right under this Agreement to use, and shall not use, the name "Disney Institute" or the name "Disney" (either alone or in conjunction with, or as part of, any other word or name) or any fanciful characters, trademarks, trade names, or designs of WDPR or any other Disney Company (collectively, "**Disney Properties**") (i) in any advertising, publicity or promotion of Event Organizer; (ii) to express or imply any endorsement by WDPR or any other Disney Company of Event Organizer's products or services; or (iii) in any other manner whatsoever (whether or not similar to the uses hereinabove specifically prohibited).

Event Organizer acknowledges that WDPR and the other Disney Companies may suffer irreparable harm and injury if Event Organizer fails to strictly comply with its obligations under this Section IV.A., and Event Organizer agrees that WDPR and the other Disney Companies shall be entitled to seek injunctive and other equitable relief if Event Organizer fails to perform any such obligations.

## **B. Marketing Participants**

Event Organizer may seek third party companies ("**Marketing Participants**") to underwrite expenses related to hosting the Program. Event Organizer shall submit a list of any proposed Marketing Participants to WDPR for approval (which approval WDPR may withhold in its sole discretion) and WDPR shall provide Event Organizer with a list of any such Marketing Participants that WDPR approves. If WDPR does not provide Event Organizer with such a list, any proposed Marketing Participants submitted to WDPR shall be deemed to have been disapproved. Approved Marketing Participants may be offered the opportunity to submit their company logo to WDPR to be included on Program Promotional Materials, as well as provide signage outside the event room. However, the Marketing Participant's logo may not be used, whether on Program Promotional Materials or on signage outside the event room or otherwise, without obtaining WDPR's prior written approval (which approval WDPR may withhold in its sole discretion). Except for WDPR, Event Organizer and such Marketing Participants, if any, as WDPR may approve pursuant hereto, no person or entity shall have any right of public exposure or other affiliation or association with the Program or any part thereof, including, without limitation, as a title or presenting sponsor. No Marketing Participant shall have any right to indicate there is any endorsement of its products or services by WDPR or any of the other Disney Companies on account of such Marketing Participant's activities hereunder. No Marketing Participant shall promote or endorse any commercial product or service of the manufacturers, owners or providers of any product or service during or in connection with the Program except as expressly agreed to by

WDPR (which approval may be withheld in its sole discretion). WDPR shall not be entitled to any of the sponsorship revenue that Event Organizer earns from any Marketing Participants approved by WDPR pursuant hereto (subject to Event Organizer's obligation to pay WDPR the Program Fee).

**C. E-Mail Promotions**

Nothing contained herein requires Event Organizer to advertise or promote the Program through e-mails. If, however, Event Organizer chooses to do so, whether directly or indirectly, Event Organizer shall comply with all laws, rules and regulations applicable to the sending of commercial e-mails and, in furtherance of and without limiting the foregoing, Event Organizer shall maintain a list of recipients who have requested not to receive future commercial e-mails from Event Organizer, Event Organizer shall not send any e-mails advertising or promoting the Program to anyone who has previously requested not to receive (and has not subsequently affirmatively consented to receive) any such e-mails from Event Organizer, Event Organizer shall not knowingly obtain or directly or indirectly use any e-mail address with respect to which a recipient has made an unsubscribe request (or any mailing list containing any such e-mail address), and Event Organizer shall ensure that recipients of any e-mails advertising or promoting the Program are provided with an opportunity to request not to receive future commercial e-mails from Event Organizer, all in accordance with applicable law (including, without limitation, the federal CAN-SPAM Act) and Event Organizer's privacy policies. All e-mails advertising or promoting the Program are subject to WDPR's prior approval in accordance with this Agreement.

**D. Registrant Information**

At least two (2) months before the Program, Event Organizer shall begin providing WDPR with weekly reports detailing the number of registered participants.

Event Organizer will provide the facilitator(s) with a participant list before the Program to assist with referencing area organizations within the Program.

**E. On-Site Participant Check-In**

Event Organizer will be responsible (at its sole cost and expense) for on-site participant check-in for the Program.

**F. Facility Arrangements**

Event Organizer will be responsible (at its sole cost and expense) for providing and coordinating requirements for the facility for the Program.

The facility shall be conveniently located within the Target Territory and able to accommodate at least two hundred (200) participants in classroom style. Participants must have an adequate writing surface. Only those facilities meeting Disney standards of excellence will be considered as acceptable locations. In no

event shall the Program be held in a casino or a hotel that includes a casino. WDPR will have final approval of such facility.

At least four (4) weeks before the Program, Event Organizer will provide WDPR with a diagram of the room featuring dimensions, seating, and positioning of audio-visual elements required by WDPR and contact information for the audiovisual technician. The WDPR facilitator will take responsibility for contacting the audiovisual technician to work out relevant details in advance of the room inspection the night before the Program. The room and audiovisual elements must be set and available for the WDPR facilitator and an audiovisual technician (provided by Event Organizer) the night before for a final walk-through. WDPR will have final approval of room arrangements and layout.

WDPR will provide approximately seventy-five (75) mylar *Mickey Mouse* balloons to assist in decorating the rooms. Event Organizer shall be responsible for filling the balloons with helium, purchasing ribbon to tie to the balloons, and arranging the displays. Event Organizer may, at Event Organizer's sole cost and expense, enlist a retail balloon company to fill the balloons with helium and arrange the displays. The balloons will be donated to a local children's charity with the recipient name being announced during the Program.

#### **G. Audiovisual Requirements**

Event Organizer shall provide, at its sole cost and expense, a contracted, professional audiovisual technician as required below:

- For the pre-program check of the audiovisual equipment listed below on the day before the Program (time to be agreed upon by technician and facilitator).
- During the entire Program, to operate and monitor all audiovisual equipment.

The parties acknowledge and agree that professional audiovisual technicians are a requirement for WDPR's presentation of the Program. Therefore, if Event Organizer fails to provide contracted professional audiovisual technicians as required above, WDPR shall have the right, in its sole discretion, to charge Event Organizer an additional fee of U.S. \$2,000.00 to be added to Event Organizer's invoice.

Event Organizer shall provide the following audiovisual equipment at its sole cost and expense:

- XLR audio cable (to connect the speaker system to the facilitator's laptop)
- One (1) CD Player
- One (1) LCD Data Projector\*\*
- One (1) Rear Screen Projection Screen\*
- Two (2) Wireless Lavalier Microphones
- Two (2) Wireless Handheld Microphones

- One (1) External Sound System with mixer and speakers (unless house system is available – A/V must be able to be controlled independently of other rooms)

\*Depending on group size – Event Organizer may need to use two (2) Rear Screen Projection Screens and two (2) LCD Data Projectors. **These details will be worked out when the WDPR Facilitator speaks with Event Organizer's a/v technician two (2) weeks before the Program Date (see Attachment B hereto for a checklist of required activities).**

\*\*Note: The presentation uses Power Point images as well as video. Therefore, it is necessary to have proper wiring for both a computer input and video input. Where more than one (1) LCD Data Projector and Rear Screen Projection Screen are used, the Power Point and video must be visible on both screens.

- Pipe & Drape to conceal screen assembly if not already hidden
- For groups over two hundred (200), one (1) 12'x12' riser if stage already not present
- One (1) small (table must be skirted) cocktail round in front of room

#### **H. Meal Functions**

Breakfast, refreshment breaks and/or lunch may be offered to participants by Event Organizer for a nominal fee, outside of the applicable per-session fee, and must be advertised separately. Event Organizer shall be responsible (at its sole cost and expense) for all meals and meal arrangements. WDPR shall not be entitled to any of the revenue that Event Organizer earns from such meal arrangements (subject to Event Organizer's obligation to pay WDPR the Program Fee).

#### **I. Facilitator Accommodations**

Event Organizer shall provide separate complimentary accommodations for two (2) facilitators for two (2) nights: the day before the Program Date and the Program Date. Such accommodations shall be in the hotel in which the Program will be held or in an establishment of close proximity if the Program is not held in a hotel.

#### **J. Continuing Education Credits**

The Program is accredited with the American College for Healthcare Executives (ACHE) and the National Association of State Boards of Accountancy (NASBA). Participants seeking continuing education credits for these two (2) organizations are asked to contact WDPR directly for instructions on how to receive a certificate evidencing such credits. Many other professional organizations accept Disney Institute programs for continuing education credit. It is up to participants to apply for credit with their respective groups. Please inquire with WDPR as to the number of hours of credit currently given for the Program. Event Organizer will gather names and addresses of those participants wanting to apply for credit, and forward the list to WDPR. WDPR will create the certificate needed and mail the certificate to the requesting participant using the name and address provided

by Event Organizer. *In order for WDPR to create certificates for participants, Event Organizer must provide WDPR with the above-mentioned information immediately following the Program.* WDPR will promptly advise Event Organizer if at any time before the Program is presented it ceases to be accredited with ACHE or NASBA.

**K. Merchandise**

Event Organizer shall not, without WDPR's prior written consent (which WDPR may grant or withhold in its sole discretion), directly or indirectly (i) sell or offer for sale to Program participants at the Program location any merchandise or other products (other than the meal arrangements referred to above); or (ii) distribute free to Program participants at the Program any literature, catalogues, merchandise, souvenirs or other items.

**V. Financial Arrangements**

**A. Payment of Program Fee**

Event Organizer shall pay to WDPR the sum of U.S. \$39,000.00 (the "**Program Fee**") for the presentation of the Program. Event Organizer shall also pay any and all sales tax due with respect to the Program. The Program Fee shall be payable within seven (7) business days after the Program.

If Event Organizer fails to make any payment to WDPR within five (5) days of the date when due, then (without limiting any other right or remedy available to WDPR) Event Organizer shall pay to WDPR a late payment charge on the unpaid balance at the rate of 1½% per month or the maximum rate allowed by law, whichever is less. Event Organizer shall also pay any costs WDPR may incur to collect any amount owed to WDPR by Event Organizer, including, without limitation, attorneys' fees and costs up through and including any appeal.

**B. Payment by Event Organizer of Program Cancellation Fee**

Event Organizer acknowledges that WDPR will incur substantial costs in preparing for the Program. If Event Organizer should determine to cancel the Program for any reason, Event Organizer agrees that the damages WDPR would suffer as a result of those costs and the loss of Program and other ancillary revenue would be substantial, but cannot be readily ascertained at this time. Accordingly, in such event Event Organizer will immediately provide written notice of cancellation to WDPR, and pay to WDPR, together with that notice, as liquidated damages and not as a penalty, a cancellation fee for the canceled Program in the amount shown below, based on the number of days before the Program Date on which the Program is canceled (provided that the original Program Date will be used to calculate the Cancellation Fee if the Program Date is postponed to a later date):

<u>Number of Days before the Program Date</u>	<u>Cancellation Fee</u>
60 or more days	U.S. \$ 3,900.00
30 days to 59 days	U.S. \$ 9,750.00
Less than 30 days	U.S. \$19,500.00

Event Organizer acknowledges and agrees that the cancellation fee for the Program is reasonable based on the circumstances existing on the date of this Agreement.

**A. Additional Costs**

All costs associated with the Roles and Responsibilities of WDPR as described in Section III [Roles and Responsibilities – WDPR], will be the sole responsibility of WDPR. Similarly, all costs associated with the roles and responsibilities of Event Organizer as described in Section IV [Roles and Responsibilities – Event Organizer], will be the sole responsibility of Event Organizer.

**B. Complimentary Admissions**

WDPR will have up to twenty (20) complimentary attendees for the Program. WDPR will reimburse Event Organizer for the food and beverage costs for any complimentary attendees of WDPR and the WDPR facilitator(s). The amount to be reimbursed to Event Organizer for the food and beverage costs for each such person will be the lowest price charged by Event Organizer for such food and beverage, as shown on Event Organizer's promotional materials, and will be deducted from the Program Fee payable to WDPR by Event Organizer under Section V.A. above. WDPR will provide names of its complimentary attendees to Event Organizer one (1) week in advance of the Program. Any additional complimentary seats must be mutually agreed upon.

**VI. Exclusivity of Program Content and Program Materials**

All Program content and materials are the exclusive, copyrighted materials of WDPR. Event Organizer will not, at any time:

- (i) use any of the Program materials for its own commercial purpose;
- (ii) copy, distribute or otherwise disclose any of the content or materials used in the Program to any person or entity whatsoever; or
- (iii) videotape or otherwise record in audio, video, digital, or any other format, any portion of the Program.

Event Organizer shall use reasonable efforts to cause the Program participants not to audio- or video-record the Program.

**VII. Cancellation by WDPR**

WDPR may (without limiting any other right or remedy available to WDPR) cancel the Program, in WDPR's sole discretion, up to the time of the Program if Event Organizer in any way breaches Section IV.A. [Promotional Activities], or Section VI [Exclusivity of Program Content and Program Materials], unless Event Organizer cures such breach (if such breach is susceptible of cure) within five days after receiving notice of such breach from WDPR. Notwithstanding the foregoing, however, WDPR will not be required to give Event Organizer an opportunity to cure such breach and WDPR may immediately

terminate this Agreement (effective upon Event Organizer's receipt of written notice to that effect from WDPR), if Event Organizer uses any fanciful characters of the Disney Companies, or if Event Organizer uses any of the other Disney Properties in breach of the provisions of Section IV.A. [Promotional Activities], or Section VI [Exclusivity of Program Content and Program Materials] in a manner that adversely effects the image or goodwill of WDPR or any of the other Disney Companies or otherwise reflects adversely on WDPR or any of the other Disney Companies, all as determined by WDPR in its sole discretion. In the event of cancellation by WDPR, Event Organizer will be liable to pay WDPR (without limiting any other right or remedy available to WDPR) the cancellation fee for the canceled Program specified under Section V.B. [Payment by Event Organizer of Program Cancellation Fee], to the same extent as if Event Organizer had canceled the Program. In addition, Event Organizer shall promptly refund to all persons who registered for the Program all amounts paid by them to Event Organizer. WDPR shall have no further liability to Event Organizer under this Agreement following the cancellation by WDPR of the Program in accordance with the provisions of this Section VII.

#### **VIII. WDPR Services**

WDPR shall perform the services required under this Agreement as an independent contractor, and nothing contained herein shall be deemed to create any association, partnership, joint venture or relationship of principal and agent or master and servant between the parties hereto or any subsidiaries or other affiliates thereof to provide either party with the right, power or authority, express or implied, to create any duty or obligation on behalf of the other party.

#### **IX. Assumptions**

No other rights or responsibilities of any kind, except those specifically outlined herein, shall be assumed by either party without their express written consent.

#### **X. Force Majeure**

If the performance by either party of any obligation under this Agreement (other than any payment obligation) is directly delayed or prevented in whole or in part by any cause not reasonably within its control (including, without limitation, acts of God, war, civil disturbances, accidents, damage to its facilities or labor disputes), it will be relieved of performance of such obligation to the extent such performance is so directly limited or prevented, without liability of any kind (and if the Program cannot be held by reason of any such cause, Event Organizer will not be liable to WDPR for any cancellation fees). Nothing contained in this Agreement will be construed as requiring either party to accede to any demands of labor or labor unions, suppliers, or other entities which it considers unreasonable.

#### **XI. Indemnification**

To the fullest extent permitted by law, Event Organizer agrees to defend (with counsel reasonably satisfactory to WDPR), indemnify and hold WDPR and the other Disney Companies harmless from and against any and all claims, suits, damages, losses, liabilities, obligations, fines, penalties, costs and expenses, including, without limitation, reasonable attorneys' fees and costs up through and including any appeal, of whatever

kind or nature, arising out of or in connection with the offer, sale, marketing, advertisement or promotion of the Program by Event Organizer; the offer, sale, use, provision or consumption of any food or beverage items offered or sold at or in connection with the Program; the use of the facilities and any audio-visual equipment provided for the Program; any negligent act or omission or willful misconduct of Event Organizer or its employees, contractors or subcontractors; or any breach by Event Organizer or failure of Event Organizer to comply with the representations, warranties, covenants or agreements made by Event Organizer under this Agreement. The provisions of this paragraph shall survive the conclusion of the Program or sooner termination of this Agreement.

To the fullest extent permitted by law, WDPR agrees to defend (with counsel reasonably satisfactory to Event Organizer), indemnify and hold Event Organizer harmless from and against any and all claims, suits, damages, losses, liabilities, obligations, fines, penalties, costs and expenses, including, without limitation, reasonable attorneys' fees and costs up through and including any appeal, of whatever kind or nature, arising out of or in connection with any negligent act or omission or willful misconduct of WDPR or its employees, contractors or subcontractors; or any breach by WDPR or failure by WDPR to comply with the representations, warranties, covenants or agreements made by WDPR under this Agreement. The provisions of this paragraph shall survive the conclusion of the Program or sooner termination of this Agreement.

## **XII. Insurance**

Event Organizer shall maintain at all times during the Program (i) commercial general liability insurance (including contractual and product liability) with minimum limits of \$2,000,000 combined single limit per occurrence, protecting Event Organizer and WDPR and its parent, affiliated, subsidiary and related companies, and the officers, directors, agents, employees and assigns of each of the foregoing, from claims for personal injury, bodily injury (including, without limitation, death) and property damage that may arise from or in connection with the Program (including, without limitation, the matters described under Section XI [Indemnification] or from or out of any act or omission of Event Organizer, its officers, directors, agents, employees, contractors or subcontractors; and (ii) Workers' Compensation Insurance and Employer's Liability Insurance as required by applicable law. All such insurance required in this paragraph shall (A) be with companies and on forms acceptable to WDPR, (B) provide that the coverage thereunder may not be reduced or canceled unless thirty (30) days unrestricted prior written notice thereof is furnished to WDPR, (C) be primary and not contributory, (D) be on an occurrence basis, and (E) be written by companies with a BEST guide rating of B+ VII or better. Certificates of insurance (or copies of policies, if required by WDPR) shall be furnished to WDPR, at least thirty (30) days before the start of the Program, naming WDPR, its parent, subsidiary and other affiliated or related companies and the officers, directors, agents, employees and assigns of each, as additional insureds, and shall contain a waiver of subrogation with respect to the additional insureds. The minimum limits of the insurance required in this paragraph shall in no way limit or diminish Event Organizer's liability under other provisions of this Agreement.

## **XIII. Postponement By Event Organizer**

Upon written notice to WDPR, Event Organizer may postpone the Program up to thirty (30) days before the Program Date, without incurring any liability to pay WDPR the cancellation fee, if pre-registration numbers are less than two hundred (200) total paid participants, and the reservation pattern indicates that a greater number will not likely be achieved, subject to the following provisions of this paragraph. Event Organizer must reschedule the Program to occur within the same fiscal year of WDPR (October 1<sup>st</sup> through September 30<sup>th</sup>) as the original Program Date. No more than thirty (30) days after notice of postponement, Event Organizer shall propose at least two (2) new dates for the Program (each within the same fiscal year of WDPR as the original Program Date). Within five (5) days after receipt of such notice, WDPR shall provide Event Organizer with notice regarding which date, if either, is acceptable. If one of the proposed dates is acceptable, such date shall be specified in the notice from WDPR. If neither proposed date is accepted, the parties agree to work together to determine a mutually agreeable date, within the same fiscal year of WDPR as the original Program Date, for the postponed Program. Upon determination of a mutually agreeable date, WDPR will, within a reasonable time, provide Event Organizer with an Addendum to this Agreement specifying the new Program Date (which shall be within the same fiscal year of WDPR as the original Program Date). Event Organizer agrees to sign and return such Addendum to WDPR within ten (10) days after receipt of such Addendum from WDPR. Notwithstanding anything to the contrary contained in this Agreement, if the parties are unable to determine a mutually agreeable date for the Program within the same fiscal year of WDPR as the original Program Date, or Event Organizer fails to sign and return the Addendum within such ten (10) day period, then Event Organizer shall be required to pay a U.S. \$19,500.00 cancellation fee and return to WDPR, at Event Organizer's sole cost and expense, all materials (in whichever format) that WDPR provided to Event Organizer. **If the Program does continue, the terms and conditions of this Agreement will continue to be honored with the new Program Date.**

#### **XIV. Restrictive Covenants**

For the purposes hereof, (i) "**Designated Disney Institute Programs**" means the following Disney Institute programs currently presented at the *Walt Disney World*® Resort by WDPR or any other Disney Company: "Leadership, Disney Style," "Management, Disney Style," "Service, Disney Style," "Managing for Creativity, Disney Style" and "Loyalty, Disney Style"; (ii) "**Designated Region**" means the area set forth on Attachment C hereto; and (iii) "**Designated Period**" means the period from July 19, 2005 to April 28, 2006 ; provided, however, that the Designated Period (and the restriction set forth in the following paragraph) shall immediately terminate upon the termination of this Agreement or the cancellation of the Program or the failure of Event Organizer to hold the Program on the original Program Date in accordance with this Agreement for any reason or any other breach by Event Organizer of the provisions of this Agreement.

WDPR agrees that, during the Designated Period, WDPR will not present to the public, on an open enrollment basis within the Designated Region, any of the Designated Disney Institute Programs. In furtherance of and without limiting the foregoing, the parties acknowledge and agree that (A) this restriction shall not be applicable to the presentation of (1) Designated Disney Institute Programs that are not open to the general public, e.g., Designated Disney Institute Programs offered or presented only to employees or members of or individuals associated with particular companies or other

organizations, (2) programs other than Designated Disney Institute Programs, including, without limitation, the "Team Creativity, Disney Style" program (which is not a Designated Disney Institute Program for the purposes hereof), (3) Designated Disney Institute Programs presented outside the Designated Region, or (4) Designated Disney Institute Programs presented after the end of the Designated Period; and (B) nothing contained in this paragraph shall restrict marketing, advertisement or promotion (whether to WDPR alumni or any other persons or entities) of any Designated Disney Institute Program referred to in clauses (1) through (4) of this sentence (even if such promotion or advertisement is conducted during the Designated Period and within the Designated Region).

Event Organizer agrees that it shall not, at any time until at least six (6) months after the Program Date, have a right of public exposure or other affiliation or association with or otherwise sponsor any lecture, speech or program presented within the Designated Region by any third party (other than WDPR), a principal purpose of which is to instruct, discuss or teach about Disney leadership, management, service, loyalty or other Disney values.

**XV.** [Intentionally omitted]

**XVI. Entire Agreement**

The Attachments to this Agreement are an integral part of this Agreement and will be deemed incorporated into this Agreement to the same extent as if set forth in full in this Agreement. This Agreement (including, without limitation, all Attachments hereto) constitutes the entire agreement of the parties with respect to the Program and supersedes any and all prior communication, representations or agreements, whether oral or written, between the parties.

**XVII. Other Provisions**

No waiver or modification of any provision of this Agreement will be valid unless in writing and duly executed by the party to be charged therewith. As a material consideration to WDPR for entering into this Agreement, notwithstanding anything to the contrary contained in this Agreement, in no event will WDPR or any of its affiliates be liable to Event Organizer for any non-economic, incidental, indirect, special, consequential or punitive damages arising out of or relating to this Agreement or the Program, whether in contract, tort or otherwise, even if WDPR has been advised of the possibility thereof

**XVIII. No Offer**

This instrument does not constitute an offer by WDPR and WDPR may withdraw from negotiations at any time without liability. When executed by Event Organizer, it shall constitute an offer by Event Organizer to WDPR irrevocable for a period of thirty (30) days after receipt by WDPR and, upon execution by WDPR and delivery to Event Organizer, shall constitute a binding agreement between the parties.

Each individual who signs this Agreement on behalf of either party represents and warrants that he or she has full and complete authority to do so.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the date first above written.

WALT DISNEY PARKS AND RESORTS

HARPER COLLEGE

By: \_\_\_\_\_  
Patrick Ault  
Sales Director

By: \_\_\_\_\_  
Name:  
Title:

By: \_\_\_\_\_  
Angie DeLuca  
Program Manager – Disney Keys

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT A: Please review ASAP

### Walt Disney Parks and Resorts ("WDPR") Guidelines for Designing Promotional Materials

As Event Organizer promotes the Program, Event Organizer may decide to use other materials in addition to the brochures provided by WDPR. This could include newsletter articles, fax broadcasts, etc. Please remember that any promotions Event Organizer plans to use in support of the Program must be approved by WDPR before release of the material. The guidelines below explain how to use Disney artwork, logos, and nomenclature. WDPR may have different requirements for e-mail campaigns, including but not limited to the removal, replacement or resizing of all Disney Institute content or logos.

#### Approvals

- All printed materials and website designs must be approved by WDPR. All draft versions of promotional materials must be submitted for approval and further direction. All design layouts and final mechanicals must be submitted for approval before being printed. Please allow five (5) working days for approval. Once materials are approved and printed, send five (5) samples to WDPR at the address listed below.

#### Artwork and Logos

- In general, Event Organizer's or any Marketing Participant's logo may appear on the same page as the Disney Institute or any Program logo, although WDPR may require that the Disney Institute or any Program logo appear smaller or significantly smaller than the Event Organizer's logo or any such Marketing Participant's logo. The Disney Institute or Program logo may not be co-mingled with Event Organizer's or any Marketing Participant's logo, or changed or altered in any way to appear as being a single entity with any such other logo, and should be appropriately spaced apart from Event Organizer's or any Marketing Participant's logo to appear as two distinctive logos or organizations. Promotional materials may not carry any mention, description or logo of any other organizations aside from Disney Institute and Event Organizer without written permission from WDPR.
- Disney character art cannot be used in any form. This includes persons dressed in Disney costumes or holding Disney plush characters. In addition, no artwork or illustrations may be produced by a non-Disney-licensed artist that depict or suggest Disney or *Walt Disney World*® Resort scenes and/or logos.

#### Nomenclature

- The name Disney Institute must be used in its entirety each time it is used in any promotional copy.
- The name "Walt Disney World" is a trademark and requires certain treatment, such as offsetting. When referring to the resort in Florida, the designation must appear as the *Walt Disney World*® Resort, with the registration mark following the trademark. Offsetting can be accomplished by using either all capital letters or initial caps with italics or initial caps with

bolding. The trademark may never be abbreviated (Disney World) or used as a possessive (Walt Disney World's).

- The following words should not be used in any promotional copy: secret or secrets, corporate culture, The Walt Disney Company, or Disney as a stand-alone word; instead all references should be to the *Walt Disney World*® Resort.

#### Media

- Event Organizer will notify WDPR immediately of any media wishing to cover the Program, and provide WDPR with contact information. WDPR will forward the appropriate guidelines and information to the media.

If Event Organizer has any questions, please contact Angie DeLuca at 407/566-6415. All materials must be e-mailed or faxed to Angie for approval at: Disney Institute Sales, 220 Celebration Place, Third Floor, Celebration, FL 34747; Fax: 407-566-7676; E-Mail: [angie.deluca@disney.com](mailto:angie.deluca@disney.com).

**ATTACHMENT B: Please review ASAP**

Recommended Schedule of Events

<b>PROGRAM ELEMENTS</b>	<b>TIMING</b>
WDPR provides password to Disney Marketing Resource Website to Event Organizer	Upon signing contract
Event Organizer begins ongoing marketing campaign: mails promotional materials; meets with local association chapters to promote Program to members, etc.	Four months prior to program date
Begin weekly e-mail or telephone reporting of registration status to WDPR	Two months prior to program date <b>(report PAID PARTICIPANTS only)</b>
Event Organizer and WDPR contract for program to occur in WDPR's next fiscal year (10/1 – 9/30)	4 weeks prior to program
Event Organizer submits room layout and contact information for a/v tech to WDPR	4 weeks prior to program
Event Organizer submits boilerplate media release (approved by WDPR) to meetings sections of local newspapers and business journals	4 weeks prior to program
Event Organizer begins publicity campaign with select newspaper, business journal, radio	3 weeks prior to program
WDPR facilitator contacts a/v tech and then contacts Event Organizer to walk through details	2 weeks prior to program
WDPR ships Program materials based on final registration estimate	1-2 weeks prior to program
Advance registration completed by Event Organizer	1 week prior to program
Presenters meet Event Organizer for meeting room inspection	Afternoon prior to Program
Program presented	Day of Program
Attendance verification: WDPR facilitator and Event Organizer sign form and fax to WDPR	Within 24 hours of Program day
Submit any CEU requests to WDPR	Day after Program
Event Organizer briefs WDPR on how Program went	Day after Program
Distribution of funds	Within 7 business days after program
Evaluations are sent to participants from the Walt Disney World Research Department	Within approximately one week after program
Evaluation report sent to Event Organizer	Approximately 6-8 weeks after program

**ATTACHMENT C: Designated Region**

[ATTACH MAP CLEARLY OUTLINING DESIGNATED REGION]

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Licensing agreement between Harper College and Human Kinetics of Champaign, Illinois, is presented for Board review.

II. REASON FOR CONSIDERATION

A licensing agreement is required by Human Kinetics for the adoption of their curriculum products and to utilize their instructor training. These products and training will be adopted by the Healthy Living and Exercise Program (HLEP) in the Continuing Education Division, formerly the Cardiac Rehabilitation Program and the Get Fit Program which were merged in August of 2005.

III. BACKGROUND INFORMATION

Human Kinetics, based in Champaign, Illinois, is a provider of sports and wellness curriculum and training for higher education, primary and secondary education, as well as team and individual sports. Harper will be specifically utilizing the Active Living Partners program, a tool for health and fitness professionals and the general public which assists clients in adopting and maintaining healthy habits such as physical activity and healthy eating. The specific curriculum will consist of several behavior change courses, e.g., Active Living Every Day, Healthy Eating Every Day. These courses will be incorporated into the existing programming for the HLEP Program in the Continuing Education Division.

IV. RECOMMENDATION

The administration recommends that the Board approve the licensing agreement as submitted and authorize the Vice President of Academic Affairs to sign the above.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Authorization to approve depositories and investment brokers for College funds.

II. REASON FOR CONSIDERATION

The College depositories and investment brokers are approved by the Board of Trustees in accordance with College investment procedures.

III. BACKGROUND INFORMATION

Review existing depositories.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the attached listing of College depositories and investment brokers.

WILLIAM RAINEY HARPER COLLEGE

RESOLUTION

BE IT RESOLVED, that the following financial institutions and U.S. Treasury Brokers are hereby designated as depositories to which funds of Community College District #512, State of Illinois may be transferred and deposited by the Treasurer of Community College District #512.

ABN AMRO Chicago Corporation  
Bank of America NA  
Fifth Third Bank  
Harris Bank, Palatine  
Illinois School District Liquid Asset Fund Plus  
JPMorgan Chase & Co.  
LaSalle Bank  
Northern Trust  
PMA Financial Network, Inc.  
The Illinois Funds

Dated this 27th day of October, 2005

WILLIAM RAINEY HARPER COLLEGE  
Community College District #512

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Laurie Stone  
Chair  
Board of Trustees

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Richard F. Gillette  
Secretary  
Board of Trustees

**WILLIAM RAINEY HARPER COLLEGE  
DEPOSITORIES**

**Indicating Total Capital Stock and  
Surplus or Net Worth**

<u>DEPOSITORY BANKS</u>	<u>TOTAL</u>
Bank of America NA	\$99,645,000,000
Fifth Third Bank	\$8,860,000,000
Harris Bank, Palatine	\$47,094,000
JPMorgan Chase & Co.	\$105,653,000,000
LaSalle Bank	\$ 10,515,430,000
Northern Trust	\$ 3,295,600,000

**FINANCIAL INVESTMENT SERVICE COMPANIES  
AND U.S. TREASURY BROKERS**

ABN AMRO Chicago Corporation  
Illinois School District Liquid Asset Fund Plus  
PMA Financial Network, Inc.  
The Illinois Funds

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Selection of Underwriters

II. REASON FOR CONSIDERATION

The College currently has \$66,000,000 in referendum bonds sold in 2001. Since those bonds were sold, the interest rates have dropped and financial advisors have alerted the College to the fact that there is a potential \$3,000,000 in savings for the taxpayers of the district if we were to refinance. In addition, EAV for the district has grown more than originally anticipated. This may provide the College an opportunity to restructure the bonds for taxpayer benefit.

III. BACKGROUND INFORMATION

The College, upon advice from outside financial advisors, has decided to pursue refinancing the 2001 referendum bonds to obtain savings for the taxpayers. The major objective of this bond sale would be to get the lowest possible rates. In this scenario, our financial advisors, Kane McKenna, have recommended that we use the negotiated sale method to achieve our objective. Bloomberg recently reported that in 2004 over 81% of municipal financings have been done using the negotiated method.

Kane McKenna prepared an RFP for underwriting services which was sent to the four top firms in Chicago. Each firm submitted a proposal and was interviewed. The firms were:

ABN AMRO  
Hutchinson, Shockey, Erley & Co.  
JP Morgan  
William Blair

The qualifications of the principals, knowledge and past experience with the College, and thoughtfulness of the proposals were the main evaluation criteria. Hutchinson, Shockey, Erley & Co. and JP Morgan both were judged to be equal in those criteria.

The principal for Hutchinson, Shockey, Erley & Co. is *Joanne Malinowski*. *“Joanne has been working with the College as a financial advisor with Kane McKenna for many years and has worked with the College on nine different series of bonds from 1996 to 2003... She assisted the College in attaining its Aaa rating in 2001.”* She is intimately familiar with the College and its financing plans and was instrumental in creating many of those plans with the College. She has now moved to the firm of Hutchison, Shockey, Erkey & Co. which is a strong regional firm, with much of their business in Chicago and the State of Illinois. *“In the last three years they have done 160 Illinois financings totaling over \$1.6 billion of par value.”* Joanne has been watching the market closely, on behalf of the College, and brought this refinancing potential to our attention this summer.

JP Morgan is a strong national firm. *“It is a top underwriter of Illinois municipal bonds underwriting \$6.6 billion of bonds over the past five years.”* JP Morgan also has been interested in the College over a number of years through their active bidding on previous bond issues. The last bond sale in February, 2005, which was done on a competitive basis, was awarded to JP Morgan at a very competitive rate. Their proposal was thoughtful and aggressively priced.

It is not unusual for underwriters to work together in a sale of this magnitude and the conclusion of the proposal and interview review was that a partnership of JP Morgan, as lead underwriter with 60% of the sale, and Hutchinson, Shockey, Erley & Co. at 40% would provide the College with the best combination of experience, national and regional reputation, leverage in the market and price for the service.

The underwriter's fees on the various proposals ranged from approximately \$3.36 per bond to \$4.75 per bond. The College negotiated with both firms and they both agreed to the lowest fee proposed

#### IV. RECOMMENDATION

It is the recommendation of the administration that the Board appoint JP Morgan, as the lead underwriter (60%), and Hutchinson Shockey, Erley & Co. as a partner underwriter (40%), for the refinancing of the College referendum bonds through a negotiated sale at an underwriter's fee not to exceed \$3.36 per bond.