



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

November 22, 2005
7:00 p.m.

I. Call to Order

II. Roll Call

III. Approval of Agenda

IV. Presentations

- Cheryl Kisunzu and Laura LaBauve-Maher: Diversity Committee Annual Report

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 - October 27, 2005 Regular Board Meeting | Exhibit IX-A.1 |
| 2. Bills Payable, Payroll for October 28, 2005, and November 10, 2005; Estimated Payroll for November 23, 2005 | Exhibit IX-A.2 |
| 3. Bid Awards | Exhibit IX-A.3 |
| 4. Purchase Orders | Exhibit IX-A.4 |
| 5. Personnel Action Sheets | Exhibit IX-A.5 |
| 6. Career Advisory Appointments | Exhibit IX-A.6 |
| 7. President's Employment Contract | Exhibit IX-A.7 |

B. For Information

- | | |
|-----------------------------------|----------------|
| 1. Financial Statements | Exhibit IX-B.1 |
| 2. Committee and Liaison Reports | Exhibit IX-B.2 |
| 3. Grants and Gifts Status Report | Exhibit IX-B.3 |
| 4. Summary of Items Purchased | Exhibit IX-B.4 |

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

Minutes of the Regular Board Meeting of Tuesday, October 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 Thursday, October 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 Thursday, October 27, 2005 at 7:02 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

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

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the President; Judy Thorson, V.P. Administrative Services; Cheryl Kisunzu, Associate V.P. Diversity/Organizational Development; David McShane, V.P. Information Technology; Margaret Skold, V.P. Academic Affairs; Sheila Quirk, Associate V.P. for Strategic Planning and Alliances; Catherine Brod, V.P. for Development; Joe Accardi; Mike Alsup; Carol Blotteaux; Larry Bielawa; Arlene Bublick; Phil Burdick; Stan Byers; Maria Coons; Rob Dix; Robert Getz; Sally Griffith; Vickie Gukenberger; Michael Harkins; Thea Keshavarzi; Roberta Lindenthaler; Terry Lindsay; Jim Ma; Fredia Martin; Russ Mills; Mark Mrozinski; Michael Nejman; Mark Neubecker; Janie Petersen; Sheryl Otto; Diana Sharp; Dave Webster; Dennis Weeks and Deanna White. Student: Jennifer Chiluk.

Guests: Mike Puente, Daily Herald; Mario Bartoletti, Pioneer Press; Cathy Baumann and Jeff Markert, KPMG; Tommi Anttonen, PKKY (Finland); Laura Allen, Tiffany Lawrence, Kevin Mayer, visitors.

Member Graft led everyone in the Pledge of Allegiance.

Chair Stone announced that there would be a short executive session following the Board meeting to discuss personnel issues.

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

In a voice vote, the motion carried.

EDUCATIONAL
PRESENTATIONS

There were no presentations.

STUDENT TRUSTEE
REPORT

Student Member Hurtubise noted that last Thursday there was a lecture regarding suicide awareness by William Gorman, Clinical Director of Psychology and Psychiatry at UIC. It was one of the best educational events he has ever attended. Taskforces have been formed on suicide awareness around Harper and other community colleges and universities. They are doing a good job planning, working on Harper's website and hotlines in an effort to get the word out to students.

Jennifer Chiluk, Harper College student and Vice President of the Program Board, addressed the Board. She explained that the Program Board is a student-centered organization which organizes many events and activities on campus. She listed several upcoming events. Ms. Chiluk, along with five other Harper students and two staff members, had the opportunity to attend the Illinois Community College Student Activities Association (ICCSAA) retreat, which was held on October 14 and 15 at the College of Lake County (CLC). Approximately 18 different community colleges were represented, including Elgin Community College, Oakton Community College, College of Lake County, Harper College and College of DuPage. She shared what she learned from the activities, keynote speakers and seminars.

Student Member Hurtubise announced that Michael Nejman was elected President of ICCSAA for the following year, which will help keep Harper ahead of the curve. He encouraged Board members to attend upcoming events in October and November, and added that he has never been disappointed by any event he has attended at Harper.

PRESIDENT'S
REPORT

Dr. Breuder introduced newly-hired Community Relations Director Fredia Martin. Vice President Marge Skold introduced Tommi Anttonan, Principal of the Valtimo Vocational College in Valtimo, Finland, who has been visiting Harper College for two weeks.

HARPER EMPLOYEE
COMMENTS

There were no employee comments.

CITIZEN
COMMENTS

There were no citizen comments.

CONSENT AGENDA

Member Hill moved, Member Graft seconded, approval of the minutes of the September 27, 2005 regular Board meeting; bills payable; payrolls for September 16, 2005 and September 30, 2005 and October 14, 2005; estimated payroll for October 28, 2005; bid awards; purchase orders; personnel action sheets; review of closed session minutes; financial statements, committee and liaison reports, grants and gifts status report, and summary of items purchased from state contracts, consortiums or cooperatives, as outlined in Exhibits IX-A.1 through IX-B.4, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,531,960.82
Tuition Refunds	723,672.17

The payroll of September 16, 2005 in the amount of \$2,338,896.47; September 30, 2005 in the amount of \$2,353,535.36; and October 14, 2005 in the amount of \$2,395,547.55; and estimated payroll of October 28, 2005 in the amount of \$2,374,541.45.

Bid Awards

Ex. IX-A.3.a Award bid Q00439 for bulk road salt for campus roads and parking lots to Conserv F.S., the low bidder, in the amount of \$25,956.

Ex. IX-A.3.b Award bid 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.

Purchase Orders

Ex. IX-A.4.a 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.

Ex. IX-A.4.b 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.

Ex. IX-A.4.c 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.

Personnel Actions

Professional/Technical Appointments

David Kobler, Network Analyst I, IT/TS, 10/10/05,
\$48,500/year

Joseph Maxon, Academic Research Analyst, OFF RES,
10/17/05, \$38,000/year

David Webster, Desktop Integration Analyst, IT/CS,
10/07/05, \$44,000/year

Supervisory/Confidential Appointment

Fredia Martin, Community Relations Manager, CRF,
10/24/05, \$55,000/year

Classified Staff Appointments

Joshua Rogers, Admissions & Records Assistant, ADM
PRO, 10/17/05, \$27,500/year

Katie Schuetz, Payroll Clerk, Accounting Services, 10/17/05,
\$32,000/year

Eulonda Wright, Testing Assistant-Evening, p/t, ASMT CTR,
09/26/05, \$15,763/year

Harper #512 IEA-NEA Appointment

Ramiro Lira, Custodian/Groundskeeper, PHY PLT, 10/17/05,
\$21,923/year

Supervisory/Confidential Retirement

Charlene Christin, Bursar, BUR OFF, 12/31/05, 25 years

Classified Staff Retirement

Jean Kraft, Buyer I-Bookstore, BKST, 02/28/06, 14 years

Faculty Resignation

Jennifer Puente, Instructor, N/T-Psychology, BUS/SS,
12/16/05, 2 years 4 months

Professional Technical Resignation

P. Robert Dix, Desktop Integration Analyst, 10/28/05, 2 years
Zoe Steinfeldt, Desktop Integration Analyst, 09/30/05, 2 years

Classified Staff Resignations

Diana Lopez, Library Assistant I, p/t, LIB SER, 10/02/05, 1 year 1 month
Melissa Mulholland, Special Projects Assistant, CE, 10/04/05, 5 years 1 month

The executive session minutes of April 26, 2005; May 31, 2005; June 28, 2005; July 26, 2005; and August 23, 2005 remain confidential.

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

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

Motion carried. Student Member Hurtubise voted aye.

NEW BUSINESS:

Annual Financial Audit for Fiscal Year 2004-05

Member Kelley moved, Member Hill seconded, acceptance of the annual draft financial audit for Fiscal Year 2004-05, as outlined in Exhibit X-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Jeff Markert, chief auditor for KPMG, gave an overview of the June 30, 2005 audit. Board members should have received electronic copies of the financial statements, the management letter and the SAS61 Report, the standard report to the Board which explains what an audit is and the significant highlights. He thanked Roberta Lindenthaler and her staff for all of the hard work that has gone into the audit, especially during the ERP conversion.

Mr. Markert noted that KPMG is prepared to issue an unqualified opinion on the financial statements. An unqualified opinion (or clean opinion) means that there are no conditions; it means that they believe the financial statements of the College fairly present the financial position of the College. In addition to the financial statement opinion, they have also added a second report at the request last year of Laurie Stone and Bill Kelley, which talks about their report on compliance and internal control over financial

reporting. In that report, they have stated that there are no material weaknesses in internal control and no material non-compliance.

Mr. Markert highlighted parts of the audit. Page 13 is the financial statements of the College. It is shown in a consolidated basis, which includes all of the capital assets and all the long-term debt. From a GAAP perspective, it is designed to show how the College looks, from an economic perspective. This is different because they are used to seeing it from a fund basis, which is demonstrating the fiscal accountability and spending of the resources. On page 13, it presents all of the assets, liabilities and the net assets on a consolidated basis, and picks out highlights from a variance perspective.

The first thing that sticks out is the significant change in the make-up of cash investments, current investments and long-term investments. Cash equivalents decreased from \$7M to \$3M; current investments decreased from \$55M to \$24M and non-current assets/other long-term investments increased from \$4M to \$43M. When added together, they are similar. The difference is that Harper's investments are a little bit longer term out, due to the change in the interest rate environment. Restricted cash equivalent and restricted investments under non-current assets decreased as spending occurred for the capital projects during the year, including the completion of the Avanté Center and some technology expenditures.

Liabilities decreased from \$10M to \$4M from the prior year. There were quite a few construction payables outstanding related to all of the activity that was going on. There was a reserve for PTAB (Property Tax Appeals Board) of \$1,950,000. Under long-term liabilities, total liabilities decreased during the year by a net of \$5M. There was an issuance of \$2M for technology, offset by \$7M in scheduled repayments.

Net assets increased by approximately \$5M. From an economic perspective, that says that the College is better off by \$5M at the end of the year than they were at the beginning of the year.

Page 14 shows revenues, expenses and changes in net assets on a consolidated basis. There was an increase from \$27M to approximately \$30M in student tuition revenue during the year. That is indicative of the increase in

enrollment and the increase in the tuition rate of about \$4 per tuition hour.

Total expenses decreased from \$116M to \$105M. With regard to total operating expenses, last year the College had an unusual item flow through this - a one-time payment made on behalf of the College by the State to the State University Retirement System (SURS) of \$21.2M. If that \$21.2M is subtracted from last year's number of \$116M, on a comparable basis, the result would have been \$95M last year vs. \$105M this year in expenses. Likewise, under the non-operating revenues, State Retirement Plan Contributions decreased from \$25M to \$4M - the same amount comparable. Net increase in net assets this year is \$5M compared to \$10M the prior year.

Page 38 shows the Uniform Financial Statements - all of the activities on a fund basis. Mr. Markert explained that, in addition to being required to present the GAAP financial statements, the ICCB requires the auditors to present the fund level financial statements. With regard to the Education and the Operations and Maintenance funds, there is a net increase of approximately \$3.2M combined, after considering the transfer of \$2.6M out to the Restricted Purposes Fund. In the O&M Fund Restricted, there is an increase of \$9M, which is the capital activity that has occurred over the past year, including Life Safety projects, the completion of Avanté and technology purchases, etc.

Mr. Markert noted that auxiliary enterprises are breaking even, which is a great accomplishment in this day and age. Harper College should be commended. He added that he has looked at a lot of community colleges, and many times their activities tend to lose money. It is apparent that individuals at Harper spend a lot of time managing those operations.

He pointed out that the College received a number of grants from ICCB, and the auditors have issued a separate opinion on each grant, and they have done a compliance audit on the grants. They have issued unqualified opinions on all of the grants. They have also done an audit on enrollment data for ICCB and have issued an unqualified opinion on the enrollment data, as well.

In response to Member Gillette's question regarding the Educational Foundation audit, Mr. Markert explained that, when they do the audit of the College, they do it in

accordance with the American Institute of Certified Public Accountants (AICPA) auditing standards (generally accepted auditing standards), which is what all auditors follow. In addition, they perform the College audit in accordance with government auditing standards. The College is required to have an audit done in accordance with government auditing standards in addition to the AICPA standards, because it receives federal funds and they do a single audit. The Foundation is not required to have an audit done in accordance with government auditing standards, because they receive no federal funds and they do not receive a single audit. The auditors that do the audit of the Foundation just do it in accordance with the AICPA auditing standards. The information in the Cover Letter just makes the differentiation that only the College audit is done in accordance with government auditing standards.

In response to Member Gillette's question regarding the condominium association, Mr. Markert explained that the criteria for bringing something in as a "component unit" are based on its significance and materiality to the financial statements of the College. The Foundation is designed solely to support the activities of the College, and the assets were determined to be significant, which is the criteria for an "affiliated organization." Traditionally, condominium associations are not technically legally separate entities that are required to be included within these financial statements. Vice President Thorson added that the yearly budget of the condominium association is in the range of \$150,000-\$160,000, and their fund balance for projects is approximately the same. That is the key issue; it is too small.

In response to Member Gillette's question regarding limiting investment risk, Mr. Markert stated that, although Harper is doing the right thing, they have recommended in the management letter to modify the investment policy to formally document that.

In response to Member Kelley's question regarding ethics policies and procedures mentioned in Appendix A, Mr. Markert explained that this is a best practice and a "Sarbanes-Oxley-like" recommendation. He clarified that Harper College is not subject to Sarbanes-Oxley. The College does have a number of policies and procedures that are currently imbedded in different places with regard to these best practices; KPMG is simply recommending that they put them into one comprehensive document as a formal

code of ethics. In response to Member Kelley, Vice President Thorson stated that they will do that in conjunction with implementing the confidential reporting in January.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Hurtubise voted aye.

Chair Stone thanked Jeff Markert for his presentation. She also thanked Member Hoffman for meeting with her and Mr. Markert prior to the meeting to review the Management Letter. She explained that, for as long as she is Chair, she will have a different Trustee do this every time so that all Board members are exposed to the meeting with KPMG. In response to Member Hill, Chair Stone explained that the Chair and Vice Chair have been acting as an auditing committee. However, for the purpose and timing of the meeting with KPMG, she invited Dick Hoffman to participate with her.

Vice President Thorson explained that that this is in draft form because the College still does not have its tax numbers from Cook County. The tax numbers are estimates. Once the final numbers are given, they will make a final determination if any adjustments have to be made. At that point, KPMG will issue the audit as a final. In response to Member Hill, Vice President Thorson stated that the Board will be informed if there are any material changes.

Resolution for 2005
Estimated Tax Levies

Member Graft moved, Member Murphy seconded, adoption of the Resolution providing for the estimated tax levies, required publication, and hearing date for 2005, as outlined in Exhibit X-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Thorson explained that, since they do not have final numbers from Cook County, the numbers reflect estimates based on what they think last year is going to be. The final tax levy will be brought to the Board in December. She added that, if there are changes, they will make them, and the Board will see the updated numbers. In response to Member Hill, Vice President Thorson explained that part of the reason it is so late is because there have been severe medical issues in the tax extension office. Also, Harper is

very unusual because it covers four counties. They have to hand-calculate burden of debt because of the way the tax levy is submitted. She was told that they would have the calculations for the College after November 1. In response to Member Hill, Vice President Thorson noted that she does not think the total will change much because she has seen people's tax bills. If there is a change, it is going to be out in the decimal places.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Hurtubise voted aye.

Agreement Between Harper College and Walt Disney Parks and Resorts to Bring "The Disney Keys to Excellence" Program to Harper College

Member Kelley moved, Member Graft seconded, approval of the agreement between Walt Disney Parks and Resorts and Harper College to bring "The Disney Keys to Excellence" program to Harper College. In addition, approval of Walt Disney Parks and Resorts to be added to the Educational Service Provider list for future possible programming, and authorization for the Dean of Continuing Education to sign the agreement, as outlined in Exhibit X-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Hoffman stated that this is an excellent program. As a business owner in the district, he is excited about this venture. Member Hill added that the *Keys to the Magic Kingdom* is a great management book. His company has used it as a training manual; it is fun and insightful.

In a voice vote, the motion carried.

Agreement Between Harper College Continuing Education Department and Human Kinetics

Member Graft moved, Member Kelley seconded, approval of the licensing agreement between Harper College and Human Kinetics of Champaign, Illinois, and authorization for the Vice President of Academic Affairs to sign the agreement, 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.

Authorization to
Approve Depositories
and Investment Brokers
for College Funds

Member Kelley moved, Member Hoffman seconded, approval of the Resolution listing the College depositories and investment brokers, as outlined in Exhibit X-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Selection of Underwriters

Member Hill moved, Member Graft seconded, approval of appointing 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, as outlined in Exhibit X-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

With regard to Member Gillette's suggestion regarding the 201D series bonds, Vice President Thorson stated that she will look into whether or not they should be included. She explained that when they did the review, they reviewed all the series at that time and targeted the ones that make economic sense to refinance. She added that some were tax exempt and some were not tax exempt, which would also have an implication. There was a discussion regarding callable vs. non-callable bonds. Chair Stone asked Vice President Thorson to provide Member Gillette with an answer after she looks into it.

In response to Member Hill, Vice President Thorson explained that they are planning on selling very close to the November Board meeting. The Board will have the terms and approve the actual sale at the November Board meeting. Member Gillette noted that, if the bond market when they sell is the way it was last Thursday, the total savings will be approximately \$1.9M. They would pay from that all of the expenses; the taxpayers will save approximately \$1.6M to \$1.7M.

Member Hill stated that the Board should keep in mind that the market is going to move almost definitely negatively in that 25-30 day period. If the market moves so rapidly that they decide not to sell, it would cost the College slightly, rather than make money. Costs might include printing and financial advising. Member Hill added that this almost always makes sense, but it is an unusual time.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Hurtubise voted aye.

ANNOUNCEMENTS BY
CHAIR

Communications

Chair Stone noted that Board members should expect to be polled about the availability of dates for the Board retreat, which would be approximately a half-day retreat. They will look at a variety of times and dates to try to best accommodate everyone's schedule.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The next Board meeting is November 22, 2005 at 7:00 p.m.

OTHER BUSINESS

Educational Foundation

Member Hoffman distributed a copy of the Foundation report. He reported the following information.

- President's Circle, which secures gifts and grants at \$10,000 and above, has raised \$275,000, which is 75 percent of its annual goal of \$350,000.
- Harper Heritage Society, which secures planned gifts, has received commitments of \$170,000 to date, which is 34 percent of their annual goal of \$500,000.
- Director's Circle, which secures gifts of \$1,000 or more, has received \$35,700, which is 13 percent of the annual goal.

He encouraged Board members to contribute to the Pacesetter Campaign. He has committed to the Foundation that they will have 100 percent participation from the Board of Trustees. He announced that two major gifts were received recently. These special gifts were recognized at the September Foundation meeting - one was \$100,000 from the Square D Foundation for programming and scholarships in the Avanté Center; and the other is \$200,000 from David and Diane Hill to create the Kimball Hill Family Deafness Institute. The institute will support programs dedicated to students who are challenged with deafness and hearing impairments. Member Hoffman stated that the support from the Hills is beyond words. He asked if Member Hill would like to comment.

Member Hill stated that one of the reasons they are so proud to support the institute is that Harper has the best Deafness and Hearing Impaired program in the State, bar none. There is only one other program that begins to approach it. One of the goals is to have Harper qualify to be the Illinois Center for Deafness. It is their hope that this will empower Tom Thompson, the spectacular leader of the program, and help Harper to achieve that goal. When that happens, anybody who is deaf in the State of Illinois can come to Harper at local tuition prices and participate in the program. Member Hill added that it is truly one of the many jewels of the crown at Harper.

Member Hoffman noted that the Foundation is growing. They just received five new Board members. The asset balance of the Foundation is \$4.6M. Everything is very positive. He thanked Cathy Brod and her leadership in the Foundation for doing a great job for the College. He asked everyone to mark their calendar for Community Night at Buffalo Grove on December 7.

ICCTA Meeting

Member Gillette noted that he attended a presentation on Homeland Security at the recent ICCTA meeting. The presentation is available from Carol Blotteaux if any Board member has an interest. He gave Dr. Breuder the phone number for the FBI agent for Illinois who is in charge of any suspected terrorist activities. Additionally, Member Gillette attended a presentation on physical plant perspective from Brooks Baker, University of Alabama in Montgomery, and Harper's own Robert Getz. A copy of that presentation has been given to Member Hoffman and is also available from Carol Blotteaux, if anyone is interested.

Member Gillette stated that the State of Illinois passed a law recently which stated that a teacher or professor at a community college could become a member of the Community College Board. Harper suggested to the ICCTA that they should add a Board member, as well as a faculty member. That law was passed at the senate, and they put together a policy on nomination requirements.

In response to Member Hill's comment regarding the Jackson Community College Summary, Chair Stone stated that they will discuss this prior to the time that the Agenda is put together for the November Board meeting and determine if it is appropriate for Harper to consider.

EXECUTIVE SESSION

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

In a voice vote, the motion carried at 7:58 p.m. Following a short break, the executive session began at 8:05 p.m.

Following executive session, the Board reconvened the Regular meeting at 8:59 p.m.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 9:00 p.m.

Chair

Secretary

BOARD REQUESTS

OCTOBER 27, 2005 REGULAR BOARD MEETING

1. With regard to Member Gillette's suggestion regarding the 201D series bonds, Vice President Thorson stated that she will look into whether or not they should be included. There was a discussion regarding callable vs. non-callable bonds. Chair Stone asked Vice President Thorson to provide Member Gillette with an answer after she looks into it.
2. In response to Member Hill's comment regarding the Jackson Community College Summary, Chair Stone stated that they will discuss this prior to the time that the Agenda is put together for the November Board meeting and determine if it is appropriate for Harper to consider.

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I.	BILLS PAYABLE	
	Operating Fund	\$ 3,266,623.39
	Tuition Refunds	\$ 185,113.82
	Accounts Payable & Tuition Refunds (Oracle)	\$ 186,293.20
II.	PAYROLL	
	10/28/2005	\$ 2,407,071.11
	11/10/2005	2,404,904.36
III.	ESTIMATED PAYROLL	
	11/23/05	\$ 2,405,987.73

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

November 22, 2005

SUMMARY OF BIDS

- Exhibit IX – A.3.a The administration recommends that the Board award bid request Q00440 to Colfax Corporation, the low bidder that submitted a complete bid for asbestos abatement in building D in the amount of \$162,800 and consulting fees to United Analytical in an amount not to exceed \$16,570 for a total award of \$179,370.
- Exhibit IX – A.3.b The administration recommends that the Board award bid request Q00444 for carpet replacement in Building D to Jemrick Carpets, Inc., the low bidder, in the amount of \$175,781 and a contingency of not to exceed \$6,000 for a total award of \$181,781.
- Exhibit IX – A.3.c** The administration recommends that the Board award bid request Q00442 to York International Corporation, the low bidder for a maintenance agreement for 18 York chillers **in the amount of \$31,050** for the period of January 1, 2006 through December 31, 2006 with the option, subject to the discretion of the administration, to renew for a second and third year in the amounts of **\$33,950** and **\$35,070** respectively for a total of \$100,070.
- Exhibit IX – A.3.d The administration recommends that the Board award request for proposal request Q00437 for the water treatment program for the College heating and cooling systems to ChemTreat, Inc., in the amount of \$46,174.84 for the period of January 2006 through December 2006 with the option to renew for four additional years, at the discretion of the administration, at the same unit cost plus the federal government national CPI as of December 31st of the expiring year.

Revised Consent Agenda
Exhibit IX – A.3
November 22, 2005

- Exhibit IX – A.3.e The administration recommends that the Board award Q00441 to College Class Schedule Specialists, the low bidder for printing of the Spring 2006 Continuing Education Course Schedule, which is a major publication promoting enrollment, in the amount of \$30,610.65.
- Exhibit IX – A.3.f The administration recommends that the Board award bid request Q00443 for document cameras and replacement bulbs for use in academic and administrative areas of the College to Fox River Graphics, the low bidder, in the amount of \$53,174.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00440 for asbestos abatement in Building D as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$179,370 are provided in the 2005/06 Operations and Maintenance Restricted Fund budget, under account numbers 0003-8060-039-5304001-5007 and 0003-8060-039-5304001-5011.

III. INFORMATION

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

High Efficiency Professional Abatement, Inc.	\$153,498	No bid 1 item
Colfax Corporation	162,800	
Focus Environmental Contractors, LLC	169,000	
The Mutual Group, LLC	171,170	
Universal Asbestos Removal, Inc.	187,750	
IFE&S, Inc.	197,000	
LVI Environmental Services, Inc.	211,000	
EHC Industries, Inc.	234,900	
Kinsale Contracting Group, Inc.	248,760	
Associated Surface Cleaning, Inc.	277,205	
AMW Environmental Services	279,000	
The Luse Companies, Inc.	307,550	

This request is for asbestos abatement which includes the gross removal of carpet, baseboard, asbestos floor tile and asbestos

mastic and the removal of asbestos pipe insulation from the rooms and hallways in Building D. Replacement of the pipe insulation in the mechanical spaces is included in the project. This project is scheduled in two phases. Phase I is scheduled to begin in December 2005 and Phase II is scheduled to begin in May 2006.

This request is also for consulting fees of not to exceed \$16,570 for the Consultant of Record for the College concerning asbestos abatement, United Analytical Services, for pre-design inspection, design drawings, samplings and to oversee and conduct air monitoring and analysis during both phases of the abatement process.

This is an approved Life Safety project. This is a one-time procurement.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00440 to Colfax Corporation, the low bidder that submitted a complete bid for asbestos abatement in building D in the amount of \$162,800 and consulting fees to United Analytical in an amount not to exceed \$16,570 for a total award of \$179,370.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00444 for carpet replacement in Building D as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$181,781 are provided in the Operations and Maintenance Restricted Fund budget, under account number 0100-8060-039-5804000-5512.

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:

Jemrick Carpets, Inc.	\$175,781
R. W. Johnson Corp.	189,000
Libertyville Tile and Carpet Co.	219,714

All carpeting on both floors of Building D from the elevator west is scheduled for replacement. Since the existing carpet is installed over vinyl composition tile, this project is tied to the asbestos abatement project. Once the abatement is complete, the carpet installation will begin. This project is scheduled in two phases. Phase I is scheduled to begin in December 2005 and Phase II is scheduled to begin in May 2006.

The College has selected carpet squares for the project. This is a one time procurement.

Included in this request is a contingency of not to exceed \$6,000 for any unforeseen floor repair that may be needed once the current carpet and tile are removed.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00444 for carpet replacement in Building D to Jemrick Carpets, Inc., the low bidder, in the amount of \$175,781 and a contingency of not to exceed \$6,000 for a total award of \$181,781.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00442 for a maintenance agreement for 18 York chillers for the period of January 1, 2006 through December 31, 2006 with the option, subject to the discretion of the administration, to renew for a second and third year, as requested by Physical Plant.

II. BUDGET STATUS

Funds in the total amount of \$100,070 will be provided; **\$31,050**, **\$33,950** and **\$35,070** respectively in the 2005/06, 2006/07 and 2007/08 Building Fund budgets, under account number 0002-7060-068-5304001.

III. INFORMATION

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

York International Corporation	\$ 100,070
Carrier Corporation	120,950
Johnson Controls, Inc.	177,183

The maintenance agreement will cover the period of January 1, 2006 through December 31, 2006 in the amount of **\$31,050** with the option, subject to the discretion of the administration, to renew for a second and third year in the amounts of **\$33,950** and **\$35,070** respectively for a total of \$100,070.

The agreement includes annual shutdown, inspection and preventive maintenance of the equipment, as well as operating season start-up and inspection. One purpose of the work is to ensure that all units are operating reliably and efficiently through

the cooling season. Another is to extend the life of the chillers and reduce their energy consumption.

The current annual maintenance agreement, with York in the amount of \$33,200, expires December 31, 2005.

This recommendation is for the optional package including both the chiller and control panel maintenance and the turbo modulator maintenance, which is less costly than the sum of the separate pricing for the chiller and control panel maintenance plus the turbo modulator maintenance.

IV.

RECOMMENDATION

The administration recommends that the Board award bid request Q00442 to York International Corporation, the low bidder for a maintenance agreement for 18 York chillers **in the amount of \$31,050** for the period of January 1, 2006 through December 31, 2006 with the option, subject to the discretion of the administration, to renew for a second and third year in the amounts of **\$33,950** and **\$35,070** respectively for a total of \$100,070.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of request for proposal Q00437 for the water treatment program for the College heating and cooling systems for the period of January 2006 through December 2006 with the option to renew for four additional years, at the discretion of the administration, as requested by Physical Plant for the Utilities department.

II. BUDGET STATUS

Funds in the amount of \$48,000 are provided in the Operations and Maintenance Fund budget, under account number 0002-7060-068-5404004.

III. INFORMATION

A legal request for proposal notice was published and seven proposals solicited. Five responses were received. The following is a recap of the proposal tab sheet:

World Environmental Technologies, Inc. (WET)	\$45,562.76
ChemTreat, Inc.	46,174.84
Nalco Co.	52,071.26
Chem-Aqua	54,417.20
earthwise environmental, inc.	81,113.84

The proposal from WET was disallowed because WET does not meet the mandatory specification of being ISO 9002 Certified. A work-around solution that WET recommended would be cumbersome and difficult to implement. It would also put more responsibility upon the College to ensure that the right chemicals are used.

This request is for the water treatment program for the College heating and cooling systems. The cost proposals were not opened initially. The first process was the analysis of the technical proposals. All vendors met the specifications for chemicals. Also included in the analysis were the programs provided by the vendors, references and other available services. Once the technical analysis was complete the cost proposals were opened.

The current provider is ChemTreat, Inc. The annual cost during the current year has been \$70,000 which includes extra chemicals needed to get two new boilers operational. Additionally, unit costs for the chemicals will be lower with the new program.

This request is for one year, from January 2006 through December 2006, with an option to renew for four additional years, January 2007 through December 2010. The contract renewal pricing will be based on the same unit costs plus the federal government national Consumer Price Index (CPI) as of December 31st of the expiring year.

IV.

RECOMMENDATION

The administration recommends that the Board award request for proposal request Q00437 for the water treatment program for the College heating and cooling systems to ChemTreat, Inc., in the amount of \$46,174.84 for the period of January 2006 through December 2006 with the option to renew for four additional years, at the discretion of the administration, at the same unit cost plus the federal government national CPI as of December 31st of the expiring year.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00441 for printing of the Spring 2006 Continuing Education Course Schedule, which is a major publication promoting enrollment, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$30,610.65 will be provided in the 2005/06 Auxiliary Enterprise Fund budget, under account number 2691-4080-777-5407004. This is part of the \$130,000 Continuing Education budget for flyers, brochures, posters and course schedules.

III. INFORMATION

A legal bid notice was published and 11 bids solicited. Three responses were received. The following is a recap of the bid tab sheet for 150M copies of the 96-page Spring 2006 Continuing Education Course Schedule:

College Class Schedule Specialists	\$30,610.65
Precise Printing Network Inc.	43,075.00
Daily Herald	79,762.02

Harper College Course Schedules are sent to households in the College district. Copies are also sent to out of district students, businesses, libraries and individuals upon request. The Course Schedule will list the College Continuing Education class offerings for the Spring 2006 term.

Last year's award, to College Class Schedule Specialists in the amount of \$29,443.40 for printing of 170M copies of the 84-page Spring 2005 Continuing Education Course Schedule, was approved by Board action April 27, 2004.

IV. RECOMMENDATION

The administration recommends that the Board award Q00441 to College Class Schedule Specialists, the low bidder for printing of the Spring 2006 Continuing Education Course Schedule, which is a major publication promoting enrollment, in the amount of \$30,610.65.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00443 for document cameras and replacement bulbs for use in academic and administrative areas of the College as requested by Information Technology/Client Services for the Media Services department.

II. BUDGET STATUS

Funds in the amount of \$53,174 are provided in the 2005/06 Education Fund budget, under account number 0001-8080-025-5806001.

III. INFORMATION

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

Fox River Graphics, Inc.	\$53,174.00
Media Resources, Inc.	54,680.45
Audio Visual Innovations, Inc.	58,267.00

This request is for 11 standard model WolfVision VZ-9 cameras and replacement bulbs. The document cameras will be used to replace dated units in classrooms and lecture halls that are scheduled to be retrofitted as “smart/media rich rooms” and to provide supplemental audiovisual equipment for a wide variety of special events on campus.

On April 26, 2005 the Board approved the award of bid request Q00411 for 11 WolfVision VZ-9 cameras and replacement bulbs to Fox River Graphics, Inc. in the amount of \$55,319 for fiscal year

2004/05. This award is \$2,145 less than the amount for fiscal year 2004/05.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00443 for document cameras and replacement bulbs for use in academic and administrative areas of the College to Fox River Graphics, the low bidder, in the amount of \$53,174.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

November 22, 2005

SUMMARY OF PURCHASE ORDERS

- Exhibit IX – A.4.a The administration recommends that the Board approve issuance of a purchase order to Oracle Corporation for renewal of the maintenance license agreement covering software updates and support for the Oracle ERP system and technology suite in the amount of \$425,618.63 per year for the period of January 25, 2006 through January 24, 2007 and for three subsequent years of coverage, ending January 24, 2010.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Oracle Corporation for renewal of the maintenance license agreement covering software updates and support for the Oracle ERP system and technology suite for the period of January 25, 2006 through January 24, 2007 and for three subsequent years of coverage, ending January 24, 2010, as requested by Information Technology/Application Systems.

II. BUDGET STATUS

Funds in the amount \$425,618.63 each will be provided in the 2005/06, 2006/07, 2007/08 and 2008/09 Education Fund budgets, under account number 0001-8080-231-5304002.

III. INFORMATION

The acquisition of the Oracle ERP system and technology suite was approved by Board action December 21, 2004. The system is in the process of implementation and will eventually be used by the entire campus community.

This request is for renewal of the base agreement for continued maintenance of the Oracle ERP software system and technology suite. The standard maintenance and support agreement was established during negotiations that resulted in successfully establishing a fixed price for the first five years with a maximum increase of four percent per year commencing in the sixth year for the following five years for a total of 10 years.

The agreement entitles the College to receive new releases of software, software enhancements and technical support to ensure that the Oracle ERP software system and technology suite remain up-to-date and consistent with technological advances and industry standards.

Oracle is the supplier for all software products in the ERP software system and technology suite and is the sole provider for this maintenance.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Oracle Corporation for renewal of the maintenance license agreement covering software updates and support for the Oracle ERP system and technology suite in the amount of \$425,618.63 per year for the period of January 25, 2006 through January 24, 2007 and for three subsequent years of coverage, ending January 24, 2010.

WILLIAM RAINEY HARPER COLLEGE

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

A. Ratification of Administrator Appointments.

B. Ratification of Professional/Technical Appointment.

C. Ratification of Classified Staff Appointments.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Career Advisory Committee appointments for the 2005-2006 academic year.

II. REASON FOR CONSIDERATION

Board policy requires notification be given Advisory Committee appointees on an annual basis.

III. BACKGROUND INFORMATION

For the current year, 316 prospective committee members representing 31 career programs have been invited to assist the College in the further development and improvement of career education. Attached is a listing of advisory committee members and a copy of the letter to be sent to each individual committee member after Board approval.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the Career Advisory Committee appointments for the 2005-2006 academic year.

November 22, 2005

«Gender» «FirstName» «LastName»
«Company»
«Address1»
«Address2»
«City», «State» «Zip»

Dear «Gender» «LastName»:

On behalf of the Harper College Board of Trustees and the Administration, I am pleased to welcome you as a member of the «Program» Advisory Committee for the 2005-06 academic year.

We appreciate your willingness to commit time and energy to this endeavor. Your background and experience qualify you as a valuable member of this advisory team. The students who enter Harper's programs deserve the most current, practical and theoretical information available. Your contributions to this advisory committee will provide them that opportunity.

With your expert advice, we can continue to offer our students courses that are designed to provide the skills that are required in today's workplace.

Sincerely,

A handwritten signature in cursive script that reads "Robert L. Breuder". The signature is fluid and stylized, with the first letters of the first and last names being significantly larger and more prominent.

Robert L. Breuder

RLB: It

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

President's Employment Contract

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

The Board and the President are desirous of clarifying and affirming certain terms of the current Contract which expires on June 30, 2009.

IV. RECOMMENDATION

The Chair of the Board of Trustees recommends that the Board Chair and Secretary be authorized to execute the Fourteenth Addendum to the President's Employment Contract on behalf of the Board of Trustees.

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

Exhibit IX-B.1
11/22/2005

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 10/31/2005	Market Value
Certificates of Deposits							
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	
PMA/Associated Bank	10/27/05	07/05/06	251	4.35	44,996.39	1,500,000.00	
PMA/Associated Bank	10/27/05	07/19/06	265	4.40	48,069.05	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/Associated Bank	10/18/05	10/26/06	373	4.43	68,198.55	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/Stratford State	10/28/05	11/21/06	389	4.52	72,478.50	1,500,000.00	
PMA/Associated Bank	10/18/05	11/30/06	408	4.43	124,377.41	2,500,000.00	
Northern Trust	10/21/05	11/30/06	405	4.43	196,619.23	4,000,000.00	
PMA/Associated Bank	10/27/05	11/30/06	399	4.50	49,432.68	1,000,000.00	
PMA/Natl Bank of Commerce	11/10/04	11/30/06	750	3.07	95,592.63	1,500,000.00	
	Weighted Average: 3.54					62,400,000.00	62,400,000.00
Agencies							
Fed Home Loan Bank Callable	11/10/04	05/23/06	559	2.87	66,244.79	1,500,000.00	1,486,875.00
FNMA Notes	12/22/04	12/22/06	730	3.50	105,000.00	1,500,000.00	1,484,535.00
	Weighted Average: 2.87					3,000,000.00	2,971,410.00
Illinois Funds	Monthly Average			3.60		3,492,288.00	3,492,288.00
TOTALS AS OF:	10/31/2005				\$	68,892,288.00	68,863,698.00

**WILLIAM RAINEY HARPER COLLEGE
FY2005/2006 BUDGET AND EXPENDITURES**

October 31, 2005

Nov. 22, 2005

Exhibit IX-B.1

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Institutional						
Admin Services	13,676,666.00	3,681,758.49	2,288,309.10	525.94	16.74%	11,387,830.96
Sub-Total	\$13,676,666.00	\$3,681,758.49	\$2,288,309.10	\$525.94	16.74%	\$11,387,830.96
President						
Development Office	557,697.00	150,132.03	172,969.40	257,148.63	77.12%	127,578.97
Pres/Brd of Trustees	374,935.00	100,932.50	123,411.19	206,938.62	88.11%	44,585.19
Strategic Alliance	620,746.00	167,104.82	178,019.62	346,763.28	84.54%	95,963.10
Assoc VP Development	55,174.00	14,852.84	42,852.46	0.00	77.67%	12,321.54
Sub-Total	\$1,608,552.00	\$433,022.20	\$517,252.67	\$810,850.53	82.57%	\$280,448.80
Student Affairs						
Student Activities	457,473.00	123,151.73	119,751.74	197,698.65	69.39%	140,022.61
Student Development	2,960,758.00	797,036.05	881,169.26	1,328,066.79	74.62%	751,521.95
Wellns/Human Perform	1,912,322.00	514,797.08	609,769.40	763,663.98	71.82%	538,888.62
VP Student Affairs	349,083.00	93,973.14	111,843.94	199,240.17	89.11%	37,998.89
Access & Disability	679,418.00	182,899.33	179,695.25	258,073.82	64.43%	241,648.93
Sub-Total	\$6,359,054.00	\$1,711,857.34	\$1,902,229.59	\$2,746,743.41	73.11%	\$1,710,081.00
VP Academic Affairs						
Acad Enrich/Lang Std	3,641,649.00	980,331.91	1,086,723.51	1,721,314.51	77.11%	833,610.98
VP Academic Affairs	1,505,423.00	405,259.87	101,315.30	127,135.69	15.18%	1,276,972.01
Assoc VP Aca Affairs	336,708.00	90,641.79	93,714.52	173,617.62	79.40%	69,375.86

Bus/Social Sciences	5,574,274.00	1,500,594.56	1,696,990.79	2,319,203.48	72.05%	1,558,079.73
Dean of Cont Educ	532,852.00	143,443.76	169,544.54	268,261.25	82.16%	95,046.21
Liberal Arts	6,411,764.00	1,726,046.87	1,859,826.51	2,883,221.65	73.97%	1,668,715.84
Life Sci/Hum Services	3,747,471.00	1,008,819.19	1,019,821.28	1,609,339.66	70.16%	1,118,310.06
Resource for Learning	2,889,291.00	777,797.14	876,838.11	1,206,663.11	72.11%	805,789.78
Tech/Math & Phy Sci	6,163,921.00	1,659,327.53	2,020,069.85	2,861,254.74	79.19%	1,282,596.41

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Asst. VP Aca Affairs	173,857.00	46,802.30	77,060.08	54,076.49	75.43%	42,720.43
Sub-Total	\$30,977,210.00	\$8,339,064.93	\$9,001,904.49	\$13,224,088.20	71.75%	\$8,751,217.31
VP Admin Services						
Admin Services	1,811,511.00	487,658.76	594,811.09	1,049,879.87	90.79%	166,820.04
Sub-Total	\$1,811,511.00	\$487,658.76	\$594,811.09	\$1,049,879.87	90.79%	\$166,820.04
VP Diversity/Org Dev						
Human Res/Int. Affairs	495,016.00	133,258.31	102,213.28	690.71	20.79%	392,112.01
Asst VP Diversity/Org	609,710.00	164,133.93	171,945.98	240,526.71	67.65%	197,237.31
Sub-Total	\$1,104,726.00	\$297,392.24	\$274,159.26	\$241,217.42	46.65%	\$589,349.32
VP Info Technology						
Info Technology	6,461,779.00	1,739,510.91	1,903,278.56	2,580,298.86	69.39%	1,978,201.58
Sub-Total	\$6,461,779.00	\$1,739,510.91	\$1,903,278.56	\$2,580,298.86	69.39%	\$1,978,201.58
VP Mktg & Advancement						
VP Enroll/Marketing	1,607,575.00	432,759.19	548,329.93	518,055.35	66.34%	541,189.72
Enrollment Svcs	1,620,111.00	436,133.88	565,019.24	744,447.85	80.83%	310,643.91
Pub/Comm Services	1,544,465.00	415,769.98	506,797.52	624,553.00	73.25%	413,114.48
Sub-Total	\$4,772,151.00	\$1,284,663.05	\$1,620,146.69	\$1,887,056.20	73.49%	\$1,264,948.11
Grand Total:	\$66,771,649.00	\$17,974,927.91	\$18,102,091.45	\$22,540,660.43	60.87%	\$26,128,897.12

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Grants and gifts status report.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

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

NOTE: CHANGES ARE IN BOLD

Reported: November 22, 2005

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
SIU Tobacco Control Initiative D. Evans	Implementation of a comprehensive approach to a campus wide tobacco control initiative.	SIU \$10,000	10-26-05 6-30-06
<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> Minority Student Transfer Center Center for Multicultural Learning L. LaBauve-Maher	To support Center activities in the area of student articulation and transfer, student support services, and counseling and mentoring.	HECA \$47,775	08/23/04 08/31/06
<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
<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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<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. Alsup	Provides for securing a complete building against unauthorized access during emergencies as well as periods when the college is closed.	ILEAS \$30,000	05/05/05 12/31/05
<u>EXTENSION</u> Scholarships for Success TMS/Marketing Services S. Griffith/D. Loprieno	Scholarship assistance to support Math, Science, Engineering & Computer Science students. (Increased by \$20,074)	NSF \$60,000	07/01/04 12/31/05
<u>NEW</u> Advancing Through Literacy: Workforce ESL for Hospital Employees Corporate Services Colleen Murphy	Grant for English as a Second Language classes at Northwest Community Hospital as part of an ongoing literacy initiative for incumbent workers.	Office of the Secretary of State Illinois State Library Literacy Office \$15,000	07/01/05 06/30/06
<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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<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> CSSI (Critical Skill Shortages Initiative – Partnership for Healthcare Solutions II) Partnering for healthcare Systems Solutions Career Program D. Corr	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.	WBMC \$75,000	08-01-05 06-30-06
<u>NEW</u> CSSI (Critical Skill Shortages Initiative – Manufacturing Shortages)	Addressing shortages in Manufacturing	WBMC \$100,000	10-01-05
<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 November 22, 2005

\$2,402,978

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
SIU Southern Illinois University
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
October Fundraising Report FY06

Appeal Description	Gift Count	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Corporate Scholarship Drive	1	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Harper Symphony Orchestra	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Kolbusz-Kosan Wedding	5	\$515.00	\$0.00	\$0.00	\$0.00	\$515.00
Jim McGuire Golf Open	28	\$3,540.00	\$0.00	\$0.00	\$0.00	\$3,540.00
Memorial	39	\$5,480.25	\$0.00	\$0.00	\$0.00	\$5,480.25
Personal Solicitation	4	\$0.00	\$0.00	\$0.00	\$170,000.00	\$170,000.00
Proposal	1	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00
Pacesetter Campaign FY06	8	\$5,250.00	\$2,250.00	\$0.00	\$0.00	\$7,500.00
Resources for Excellence Employee Campaign FY04	1	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00
Scholarship Stewardship Reports	3	\$5,000.00	\$125.00	\$0.00	\$0.00	\$5,125.00
Special Initiatives	2	\$3,813.00	\$0.00	\$0.00	\$0.00	\$3,813.00
Unsolicited	3	\$20.00	\$0.00	\$151.00	\$0.00	\$171.00
Calendar Year-End Direct Mail FY05	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
TOTAL	97	\$49,618.25	\$2,375.00	\$151.00	\$170,000.00	\$222,144.25

**Harper College Educational Foundation
Year to Date Fundraising Report (as of 10/31/2005)**

Appeal Description	Gift Count	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Corporate Scholarship Drive	5	\$2,050.00	\$0.00	\$0.00	\$0.00	\$2,050.00
Harper Symphony Orchestra	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Kolbusz-Kosan Wedding	85	\$7,355.00	\$5,000.00	\$0.00	\$0.00	\$12,355.00
James McGrath Scholarship	37	\$5,895.00	\$0.00	\$0.00	\$0.00	\$5,895.00
Jim McGuire Golf Open	28	\$3,540.00	\$0.00	\$0.00	\$0.00	\$3,540.00
Memorial	42	\$2,735.25	\$0.00	\$0.00	\$0.00	\$2,735.25
Margaret Scott	39	\$2,730.00	\$0.00	\$38.33	\$0.00	\$2,768.33
Personal Solicitation	10	\$20,001.50	\$200,250.00	\$0.00	\$170,000.00	\$390,251.50
Proposal	2	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00
Pacesetter Campaign FY06	18	\$12,100.00	\$3,900.00	\$0.00	\$0.00	\$16,000.00
Resources for Excellence Employee Campaign FY04	1	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00
Resource for Excellence Campaign FY05	8	\$51.50	\$0.00	\$0.00	\$0.00	\$51.50
Scholarship Stewardship Reports	6	\$8,500.00	\$2,625.00	\$0.00	\$0.00	\$11,125.00
Special Initiatives	4	\$5,813.00	\$0.00	\$0.00	\$0.00	\$5,813.00
Stewardship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Unsolicited	17	\$2,095.00	\$0.00	\$658.00	\$0.00	\$2,753.00
Calendar Year-End Direct Mail FY05	2	\$75.00	\$0.00	\$0.00	\$0.00	\$75.00
Grand Totals:	306	\$109,691.25	\$211,775.00	\$696.33	\$170,000.00	\$492,162.58

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 Resource Allocation and Management Plan for Community Colleges (RAMP) document for 650 Higgins HVAC.

II. REASON FOR CONSIDERATION

The planning document is required each year by the Illinois Community College Board and the Illinois Board of Higher Education and is the basis for requests to the legislature for capital funding. It contains the official request for Harper's capital funding.

III. BACKGROUND INFORMATION

The RAMP document has become more comprehensive. The rationale is that the ICCB would like to see fewer projects that are more thoroughly planned, therefore producing a better quality project. Legat Architects have been identified as producing a quality RAMP submission for other community colleges. The College has retained Legat Architects to assist College staff in producing the RAMP document for submission. The College has prepared a submission to cover remodeling at 650 Higgins to include replacing the current roof top air conditioning units with centralized, efficient systems, which will provide code required ventilation, and maintain a comfortable environment throughout all spaces. The College has excess fund balances for this match. This is being done to accomplish one of the Village of Schaumburg's requirements related to our roof top units.

In addition, the Board of Trustees must make a commitment the local dollars are available to match the state monies.

The College has excess fund balances for this match.

IV. RECOMMENDATION

The administration recommends the approval of the capital request section of the RAMP document for submission to the Illinois Community College Board. The administration also recommends that the Board approve the dollars set aside of referendum dollars to provide the necessary match.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution for Approval of Refinance of 2001 Referendum Bonds

II. REASON FOR CONSIDERATION

III. BACKGROUND INFORMATION

IV. RECOMMENDATION

The administration recommends that the attached resolution providing for the approval of refinancing the 2001 referendum bonds be adopted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Withdrawal of Harper College from the IGC (Illinois Gas Cooperative) Membership

II. REASON FOR CONSIDERATION

The performance of this consortium has been fairly poor. It has not performed well enough to even beat the monthly open market indexes, such as the NGI – Chicago Index, for the past two years.

This cooperative has used an outside consultant, Vanguard Energy Services, for many years. In August of this year, the Cooperative made the decision to also purchase natural gas from Vanguard Energy Service. For Harper, this is indicative of a conflict of interest situation.

III. BACKGROUND INFORMATION

Harper College has been a member of this Cooperative since July of 1990. The IGC is an organization composed of some area school districts, one or two park district(s), and one college (Harper). Its purpose is the purchase of natural gas for their members. The cooperative hired a consultant, Vanguard Energy Services, an independent company, to provide recommendations on how much natural gas to buy and at what times based on market conditions. The Cooperative then purchased the said amount of natural gas from Exelon Company (a utility company) for their members.

The NGI price is an indexed, open market price for a specific month that is published at the beginning of that month. All gas suppliers use this as a basis for setting natural gas prices for their customers, if the customer does not have a managed purchase plan. In the past, the IGC has provided fairly competitive prices for their members. However, starting in fiscal year 2003-2004, their price started to lag behind the NGI price. In August of this year, the IGC sent out a notice to all of their members and stated that starting that month, they had appointed Vanguard Energy Service to act as the gas supplier for the Cooperative (in lieu of Exelon). This is in addition to being the Cooperative's advisor. For Harper this appears to be a conflict of interest situation. Also, the credit rating of

Vanguard lags behind that of Exelon. In the event of a gas shortage, IGC and/or Vanguard may not be able to obtain enough gas for their customers as Exelon would.

Past experience and the current setup of the Cooperative make it clear that Harper has no advantages in staying in the Cooperative. Some members of the Cooperative are also in the process of leaving. Others have already left.

This withdrawal means that Harper College will no longer purchase natural gas from this consortium. Harper College will be able to participate in the open market and make use of the storage capacity allocated by Nicor. Harper will select a reliable and qualified supplier, through a RFP process, to manage natural gas price fluctuations. This move will lead to better risk management of natural gas prices for the College.

IV. RECOMMENDATION

The administration recommends that the Board approve the withdrawal of membership from the IGC (Illinois Gas Cooperative). As the agreement with the Cooperative mandates, members seeking to leave must provide notice 120 days prior to the expiration of the current supply contract. If approved by the Board, the contract will expire on April 1st of 2006.