



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

January 31, 2006
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 - December 20, 2005 Regular Board Meeting Exhibit IX-A.1
 2. Bills Payable, Payroll for December 23, 2005, and January 6, 2006; Estimated Payroll for January 20 2006 Exhibit IX-A.2
 3. Bid Awards Exhibit IX-A.3
 4. Purchase Orders Exhibit IX-A.4
 5. Personnel Action Sheets Exhibit IX-A.5
 6. Student Service Awards - Fall 2005 Exhibit IX-A.6
 - B. For Information**
 1. Financial Statements Exhibit IX-B.1
 2. Committee and Liaison Reports Exhibit IX-B.2
 3. Grants and Gifts Status Report Exhibit IX-B.3
 4. Summary of Items Purchased 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: Recommendation of College Engineer Exhibit X-A

- B. RECOMMENDATION: Affiliation Agreement Between Harper College and Loyola University Medical Center Nursing Program Exhibit X-B

XI. Announcements by the Chair

- A. Communications
- B. Calendar Dates

On-Campus Events

(Note: * = Required)

- February 8 7:30 p.m. - Performance by David Burgess, Guitarist - Performing Arts Center
- February 13 **COLLEGE IS CLOSED - PRESIDENT LINCOLN'S BIRTHDAY**
- *February 28 7:00 p.m. - Regular Board Meeting - Room W214-215
- *March 21 7:00 p.m. - Regular Board Meeting - Room W214-215
- *April 25 7:00 p.m. - Organizational Meeting/Regular Board Meeting - Room W214-215

Off-Campus Events

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

XIII. Adjournment

Minutes of the Regular Board Meeting of Tuesday, December 20, 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, December 20, 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, December 20, 2005 at 7:05 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; Colleen Murphy, V.P. Marketing; 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; Lisa Ayers; Larry Bielawa; Carol Blotteaux; Arlene Bublick; Phil Burdick; Maria Coons; Daniel Corr; Laura Crane; Terence Felton; Robert Getz; Sally Griffith; Vickie Gukenberger; Michael Harkins; Mike Held; Thea Keshavarzi; Keiko Kimura; Laura LaBauve-Maher; Don Malzahn; Jennifer Mathes; Mark Mrozinski; Regan Myers; Michael Nejman; Sheryl Otto; Jeanne Pankanin; Kathryn Powell; Dave Webster; Dennis Weeks and Deanna White.

Guests: Mike Puente, Daily Herald; Philip McKenna, Kane McKenna Capital; Todd Krzyskowski, JPMorgan; Ron Aidikonis, Pro-Plow Snow & Ice Management Co.; Mike Nugent, Nugent Consulting; Kathy Millen, Jose Piña, Palatine Opportunity Center; Victoria Bran, Francisco Quiroz, Police Neighborhood Resource Center.

Mike Alsup led everyone in the Pledge of Allegiance.

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

In a voice vote, the motion carried.

EDUCATIONAL

PRESENTATIONS

Community Outreach

Cathy Brod noted that two months ago, they asked the Board to make an investment from the Community Relations budget of \$10,000 for a Community Outreach Center. She introduced Daniel Corr, Associate Vice President of Academic Affairs, who spoke about the importance of these community partnerships.

Mr. Corr explained that Harper offers a great deal of classes at the Police Neighborhood Resource Center (PNRC) in Rolling Meadows and the Palatine Opportunity Center (POC). The Board approved supporting the centers and the Educational Foundation has supported them, as well. He introduced Kathy Millen, Executive Director of the POC; Victoria Bran, who serves in a similar role in the PNRC in Rolling Meadows; Associate Professor, Kathryn Powell and students from the Center.

Harper student Francisco Quiroz addressed the Board to share his experience, which began with classes at the Police Neighborhood Resource Center (PNRC) in Rolling Meadows. In the beginning, he did not have a car and had to walk. After two years, when he came to the Harper campus to earn his GED diploma, he began taking a taxi which cost \$40 every day (\$120-140 each week). It still did not stop him. He now wants to continue on with his education. He thanked them for the opportunities.

Harper student Jose Piña thanked Kathy Millen for inviting him to take classes. He spoke only a little English at the time. He's been in classes for over a year and is learning to use the computers. He feels better in his job and is better at communicating. In the future, he would like to take some GED classes. He noted that the Community Center is very good for his family. He has improved his English and his whole life. He thanked them.

Victoria Bran, Director of the PNRC in Rolling Meadows, spoke about the wonderful partnership that Harper College has with them. Ms. Bran noted that she is a speaker for freshman and sophomore high school students at the Latinos Summit that is hosted by Harper College. She helps to give them the momentum to continue to finish high school and to look ahead and continue with their education.

She noted that Harper College at the PNRC is very instrumental, providing opportunities to many people. New immigrants come for a place of hope for jobs, but they need

a place to feel comfortable and learn English. The PNRC offers ESL classes, pre-employment classes and computer literacy classes, with amazing instructors. Additionally, Harper has provided childcare for one of the classes.

Kathryn Powell has taught at the PNRC for many years. She was there in 1991 when it first opened. Ms. Powell highlighted various "fieldtrips" pictured in the handouts. She noted that for many students, it is their first time on a bus, their first time touching a computer, their first time in a formal classroom setting. The pre-employment class helps them identify and prepare for jobs for today and encourages them to work toward jobs for tomorrow. Ms. Powell thanked the Board for their support - they are building the leaders of tomorrow. She encouraged Board members to read the personal letters in the handout, which were written by students; they are inspirational.

Kathy Millen taught at Harper College for over 17 years and is now the director of the POC. She also thanked the Board for their support. Over 190,000 people came into the POC for services and many of those came to Harper for classes. If the students started out at the library, she would encourage them to come into the classrooms. Harper College is everywhere at the POC. They added more classes for seniors, more computer classes and English classes. There was a 27 percent increase in registration because of this. They try to bring the world into their classes, and they try to bring the students out into the world. One fieldtrip was to Best Buy, another was to Chicago where they learned how to read a bus map. The students get a rich education. Ms. Millen added that every day she is so proud to be a representative of Harper College. They will be meeting in January with the community to find out what else they can do to enrich the lives of the community and make this a better place to live.

On behalf of the Board, Chair Stone stated that they have warmed their hearts and strengthened their resolve to continue to support these wonderful programs for the community. She thanked them.

STUDENT TRUSTEE REPORT

Student Member Hurtubise listed his top five "pride-winners" with regard to Student Activities and student life in general in 2005. They are listed in no particular order.

1. The New Student Carnival, which took place in November, was well-attended and well-received.

2. Program Board has already sold-out three events this semester.
3. 11th Annual Excel Leadership Program which consists of eight events per year with different speakers.
4. Hurricane Katrina Relief Rally, which was pulled together in just a few weeks, involved Student Activities, Student Senate and the Music Department. It raised over \$1,500.
5. Harper had eight "Best Bets" in the neighborhood section of the newspapers. They are top cultural events for the upcoming week. It is all positive press for Harper College.

He wished everyone a wonderful holiday. Chair Stone noted that the Board is proud to hear everything that the students are doing, and she thanked Mr. Hurtubise for keeping them informed.

PRESIDENT'S REPORT ERP

Terrence Felton noted that they are scheduled for the HR piece to go live on January 3. He introduced Don Malzahn, team leader for the Tech Team, which is responsible for hardware, software, servers, host, desktops, databases - all the pieces that lay the foundation/architecture for the system. Without this, clearly nothing else could be done.

Mr. Malzahn gave an overview of the hardware and software. This is not the front face software that the employees and students see, but the middle/back end - the bedrock foundation of the system, which must be put in first. Compared to the current Regent system, the ERP system is bigger, more complex, and more robust with more features. In the past, there was one mainframe; the current system has two large production servers. The new system has 20 servers. It takes a lot more to run these systems. There are large amounts of disk space - 68 gigabytes (GB) of usable disk space on one family of servers. He explained that one GB is equal to approximately 100 minutes of music. The Storage Area Network (SAN) has nine terabytes (one terabyte is equal to half of a research library).

All the different components are new. JAVA programming language comes built in with the Oracle system. (It had to be added with the Regent system.) The new system is sized to handle the new student population and future growth. The Regent system supports 100 logged in students per minute

during registration. The new system will handle up to 600 students at a time, which will help avoid slow-downs at registration time.

The LINUX operating system keeps costs down; it runs on smaller servers. All of the software on the new system is fully supported, from the database to the application server, the server software itself and the front-end enterprise system itself. They are all supported by the various vendors because it is modern, current software. With the aging Regent system, it was difficult at times to find a way to fix a problem. They are using something called VMWare, which is software that allows us to take an Intel server and put multiple copies of software on it. They have tape loaders, which are robotic devices. The operator can pre-load a bunch of tapes, back up disks to the tape, and do it remotely from home.

Mr. Malzahn explained that, if you compared this to an onion, the outer layer might be the e-business software (actual software people see when they log onto a computer screen); the next layer is the application server software (the programs that make it all work); the next layer is the center of it, and that would be the actual database, which comes from Oracle Corporation. That will be the platform on which to build for the future. It will run the new ERP system, but it will also give the ability to deploy new systems in the future on that technology.

OPTIO Report Output Management System is something that allows us to take ugly standard reports coming out of the Oracle system and dress them up a little bit with Harper logos and signatures. That is an add-on system.

Concurrent Manager is the scheduling software package that comes integral to the Oracle ERP system. It allows somebody to schedule a report to run automatically. It can be set up to run at a different time of day when a system is less busy, so there will be better turn-around. Basically anybody can do it. In the past, one would have to call the computer operator to run something.

Mr. Malzahn listed the following things that have not changed:

- PCs are not changing.
- Windows XP is still being run as a front-end.
- You still go into your web browser to view the system software. He noted that people do not have to run all

over campus installing software on literally thousands of computers.

- Firewalls and the network itself.
- The same high-quality help support from IT department at Harper.

Chair Stone thanked them for the report.

Dr. Breuder noted that he has been making the rounds to visit with different groups of people who are involved in the ERP implementation. He has been remiss in impressing upon the Board the volume of work that some people in this institution are doing to get this accomplished in a very ambitious timeframe. The magnitude of this work eclipses anything that he would have imagined, and still they are obligated to run the day-to-day activities of Harper College. The Board has heard so little on the negative side, and that is a tribute to these individuals. They implemented the first phase of financials in October; they will go live with Payroll in January, and they are going to move in the direction of Student Services for next November.

Dr. Breuder noted that there are people in this room tonight who will be working over the Christmas break to make sure that the paychecks in January are what they are supposed to be, along with so many other activities. He reiterated that he did not fully understand or appreciate the magnitude of the work associated with this. What the Board hears are little glimpses of what so many people are doing to convert this institution from one generation of technology to another and still do everything with excellence. It is a great tribute to not only Terence, but to all the people behind him.

Chair Stone suggested to Phil Burdick that this be pitched as a feature story in one of the newspapers. This is a fabulous story that says a lot about Harper and the teamwork that exists here. Member Hill added that what the College is doing and the smoothness with which it is going IS the story. There are institutions and businesses ten times the size of this college that have stumbled and tripped and fallen. This is a major accomplishment and it is a story well worth telling.

Vice President Dave McShane introduced Regan Myers, newly-hired Director of Technical Services. Ms. Myers comes from the private sector with 20 years of experience, working with IBM and AT&T. Most of her experience has been around networking and web hosting. Ms. Myers stated

that she is looking forward to the challenge and opportunity to work in the public sector.

Awards

Vice President Joan Kindle announced that John Eliasik, Harper's football coach for 35 years, holds many distinctions, one of which is the winningest coach in the National Community College History. He also has back-to-back national championships. This month the College was informed of another distinction that has come to him - the *American Football Monthly Magazine* editors and writers have selected the 80 "hottest" coaches for 2005. The candidates are nationally pooled from the NFL through community colleges, and he was chosen as one of the 80 top hottest coaches for 2005.

Jennifer Mathes noted that the ICCB Award for Excellence and Learning-Centered Instruction is going to be awarded to Harper - for a great partnership that has been in place for the last couple of years between the Computer Information Systems Department at Motorola and Harper College for Businesses. The partnership was formed when Motorola approached Harper and said that the training they were getting from outside vendors was not meeting their needs. Their employees were not retaining knowledge, and they were not learning the applications as they should. With this collaborative effort, Harper offered a customized approach and used technology that allowed engineers from all areas of the country to participate and successfully complete a series of courses. This is a wonderful example of how community colleges can partner with businesses to provide programs that meet the needs of the adult market.

Maria Coons noted that the presentations this evening reflect the diversity of the types of things the College does so well - from providing basic skills to individuals through the community centers to training well-educated engineers at Motorola. She described the Motorola initiative further: five additional adjunct faculty members and two core full-time faculty were added to teach. They are utilizing three networking labs in the new Avanté Center. Motorola was so impressed with the facility at Avanté that they chose to come to Harper's computer networking labs at Avanté rather than stay at their site. They are utilizing Interwise Technology, which allows Harper instructors to be transmitted all over the country. Their engineers are picking up these skills from remote distances. In this current school year, they have 13 different cohorts of engineers that are partaking in this program. That is 28 sections of CIS credit classes that

Harper facilitated, which adds 170 students to the FTE. In gross sales, the initiative brought \$220,000 to the College. She noted that they are very proud of this great partnership and are especially proud of the award from ICCB.

Vice President Colleen Murphy explained that this was one of those times where she was so proud to be associated with Harper College. Motorola has what they call "Town Meetings," and they have never before invited someone from the "outside" to come and speak. However, through our association with this program, Maria Coons was invited to speak. They expressed some trepidation because Harper is a community college, and they did not know if a Harper representative would "be good enough" to speak on this subject. They were so impressed with Maria and the information she shared, that she may be invited back. It was a great experience.

Enrollment Data

Dr. Breuder called attention to the handouts regarding enrollment. The graph shows that enrollment continues to grow nicely from year to year. This helps to be able to forecast. He noted that opening day (August 22) enrollment for the fall term was at 8,398 FTE; they had wanted to be at 9,381 by the end of the semester. They picked up 1,000 FTE and wound up with 9,337 FTE. They had a good fall semester and look forward to good enrollment growth in January. He noted that the spring semester is never as large as the fall semester, so they will compare January to January as an indicator for growth.

Dr. Breuder recognized Michael Held, Director of Admissions, who will be retiring from Harper in January. He has decided that healthcare is where he wants to be and has elected to go back to school in the nursing profession. Dr. Breuder thanked Mr. Held for all the wonderful things he has done at Harper College, and added that he will be missed.

Bond Sale

Dr. Breuder noted that Philip McKenna, Kane McKenna Capital (financial adviser) and Todd Krzyskowski, JPMorgan (underwriter) were here to discuss the bond sale. He explained that the Board approved refinancing a portion of their outstanding 2000 debt that was incurred as a result of the referendum. Phil McKenna, Todd Krzyskowski and others were entrusted to search for a better rate on behalf of the College. The Board issued some criteria at last month's meeting that they felt was prerequisite to any sale.

Mr. McKenna stated the four primary objectives with respect to refunding for Harper College:

1. It would create a substantive savings, which was listed in the Bond Resolution as a minimum of \$1.2M. That has been far exceeded.
2. The interest rate would be significantly lower than the five percent interest rate on the bonds being refunded.
3. The College would be able to maintain its flexibility with respect to its overall program funding.
4. The Aaa (highest possible rating of Moody's Investor Services) would be maintained. That has come true.

Mr. Krzyskowski explained that they had an additional opportunity to save hundreds of thousands of extra dollars by separating the financing into two pieces. The two pieces were roughly \$37M and \$8M.

The two step non-bank qualified/bank qualified transaction was executed as follows:

- 1st Step - sold non-bank qualified refunding portion (\$37.245 million) on November 29 and will close on January 5, 2006.
- 2nd Step - sold the bank qualified portion (\$7.83 million) on December 15 (separated by 15 days after the first portion) and will close on December 28, 2005.
- The two step approach (which added \$250,000 to total savings) was only executed after the Resolution Parameters (present value savings of \$1.2 million) were met with 1st step non-bank qualified sale, which generated PV savings of over \$1.5 million and cumulative savings of over \$4.58 million.
- The 2nd step bank-qualified sale generated present value savings of over \$466,000 and cumulative savings of over \$522,000.
- Aggregate present savings from the two step refunding were over \$1.98 million
- Cumulative final taxpayer savings exceeded \$5.1 million from interest cost reductions achieved in very favorable market conditions.

He called attention to the second page of the handout which reflected that the market remained very stable after the Board gave them the mandate. Effectively, the longer maturities even got a little more favorable, which helped add to the present value savings that were expected at the November 22 meeting.

He added that it was a thoughtful process which involved not only analysis by Hutchinson Shockey Erley and JPMorgan, but clearance with Mr. McKenna and Chapman and Cutler, bond counsel, so that bonds could be sold where the College would save the most money for the longest period of time. They are very pleased that it turned out the way it did.

With regard to the fourth objective that was listed by Mr. McKenna, it is extremely attractive for underwriters to be able to market securities (fixed-income investments) that have a natural Aaa rating. The College does not need to go to a bank and say, "We need your backing, because you can make our rating better." A Aaa rating is the absolute cream of the crop, the top of the rating spectrum. It makes investors stand up and take notice. The Harper district has good demographics. The continuing fiscal management and Board administration cooperation has to continue to be able to maintain that type of rating.

On behalf of Joanne Malinowski of Hutchinson Shockey Erley and himself from JPMorgan, Mr. Krzyskowski appreciates the opportunity to be involved in this highly visible transaction. They are extremely pleased to deliver the results.

Member Graft stated that he is very proud to be part of this Board and proud of the leadership who hired some of the best in the country to take advantage of what Dr. Breuder and his team have created with the Aaa bond rating. They have done the taxpayers a great service, and it could not have been done without the leadership of Dr. Breuder and Vice President Judy Thorson. He thanked them for exceeding the expectations of the Board, and for their brainpower and wisdom.

Member Gillette noted that, as Secretary of the Board, he has signed a "pile" of documents. He thanked everyone in the clerical department for generating them. He reiterated that, as a result of what the College has just done, they are asking the tax collector to leave more than \$1.2M each year in the pocket of the taxpayers between 2005 and 2019.

Member Hill stated that it is the Board's and the administration's cooperation which contributes significantly to the Aaa rating. In response to Member Hill's question, Messrs. McKenna and Krzyskowski estimated that the Aaa bond rating saved between \$200,000 and \$250,000 present value.

Chair Stone thanked everyone. It was a pleasure to sign the documents.

Top List for FY05

Dr. Breuder listed top accomplishments/endeavors of 2005:

- The extraordinary things that have been done with the Higher Learning Commission.
- Installation of the ERP system.
- The acquisition of \$4.25M for infrastructure improvements.
- Another record enrollment at this institution.
- In Academic Affairs, four or five new programs recently cleared through ICCB. They will eventually find their way to Harper's curriculum portfolio and be made available to the people of this district to enhance their opportunities and improve their quality of life.

To pick one of them is almost impossible; they are all equally significant. The bottom line behind every one of these and other accomplishments ties back to the people of this institution. Many people work hard at the institution and do all these special things while still doing all the things we never read about or hear about. The tribute that he has is not for any one of these items, but to all the people behind them.

HARPER EMPLOYEE COMMENTS

There were no employee comments.

CITIZEN COMMENTS

There were no citizen comments.

CONSENT AGENDA

Chair Stone called attention to Exhibit IX-B.5, the bond sale notification. The November 29 sale is included in the packet, and the December 14 sale paperwork has been provided at tonight's meeting.

Member Graft moved, Member Hill seconded, approval of the minutes of the November 22, 2005 regular Board meeting; bills payable; payrolls for November 23, 2005 and December 6, 2005; estimated payroll for December 23, 2005; bid awards; purchase orders; personnel action sheets; personnel action, grievance appeal; financial statements, committee and liaison reports, grants and gifts status report, and summary of items purchased from state contracts, consortiums or cooperatives, bond sale notification (November 29 sale included, December 14 sale provided at meeting), as outlined in Exhibits IX-A.1 through IX-B.5,

(attached to the minutes in the Board of Trustees' Official Book of Minutes).

Accounts Payable & Tuition Refunds (Oracle)	\$2,097,945.20
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The payroll of November 23, 2005 in the amount of \$2,404,969.57; and December 06, 2005 in the amount of \$2,398,373.56; and estimated payroll of December 23, 2005 in the amount of \$1,848,872.67.

Bid Awards	Ex. IX-A.3.a	Award bid Q00446 for a replacement vehicle to Barrington Volvo, Inc., the low bidder, in the amount of \$20,047.00.
	Ex. IX-A.3.b	Award bid Q00448 for the purchase and installation of electronic security system hardware and wiring to provide electronic door security in the Public Safety Center to Convergent Technologies LLC, the low bidder, in the amount of \$19,879.
	Ex. IX-A.3.c	Award bid Q00447 to Pro-Plow Snow & Ice Management, Inc., the low bidder for snow and ice management and landscape maintenance at the Hilltop Professional Center, in the amount of \$29,314 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 \$29,730 and \$30,162 respectively.
	Ex. IX-A.3.d	Award bid Q00445 for consultant services to conduct business trends and learning research to Scientific Verdicts and Comisky Research, the lowest responsible vendor, in the amount of \$41,000.
Purchase Orders	Ex. IX-A.4.a	Approve issuance of a change order to purchase order #500626 issued to NCS Pearson, Inc. for the production and mailing of Forms 1098-T, in the amount of \$2,404, for a new total of \$15,044.

Ex. IX-A.4b Approve issuance of purchase order to Proquest Information and Learning for renewal of subscriptions to newspapers on microfilm in the amount of \$13,075.28.

Personnel Actions

Administrator Appointment

Keiko Kimura, Associate Dean, Academic Enrichment/
Language Studies, AE/LS, 12/05/05, \$73,000/year

Faculty Appointment

DuBoi McCarty, Instructor-Counselor, STU DEV, 11/29/05,
\$40,956/year

Faculty Retirement

Ailene Novack, Assistant Professor-Dental Hygiene,
HC/PUB SAF, 08/07/06, 22 years

Administrator Resignation

Michael Held, Director, Student Recruitment and Outreach,
STU REC/OUT, 01/14/06, 7 years 1 month

Faculty Resignation

Karen Rothstein, Instructor-Counselor, STU DEV, 12/16/05,
2 years 4 months

Professional/Technical Resignation

Igor Manolenko, Information Retrieval Analyst, IT/TS,
11/30/05, 5 years

Supervisory/Confidential Resignation

Carol McClement, Business Solutions Manager, HCFB,
12/31/05, 8 years 6 months

Denial of fourth step grievance appeal and direct Board Chair to issue Board's final decision to the grievant in accordance with the College's grievance appeal procedure.

Acceptance of the Bond Notification document for the November 29, 2005 sale. Acceptance of the Bond Notification document for the December 14, 2005 sale, which was provided at the meeting.

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

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

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

Motion carried. Student Member Hurtubise voted aye.

Request for Approval
Of New Pediatric
Echocardiography
Certificate

Member Graft moved, Member Murphy seconded, approval of the new Pediatric Echocardiography Certificate program for implementation in Fall 2006, as outlined in Exhibit X-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Murphy applauded the administration on the addition of this program. When the Board approves big-ticket items such as the ultrasound equipment, they strive to make sure that the College maximizes their use. This is a tremendous example of their effort to do that, and to fill a niche in the community.

As a member of the Board of Directors of Advocate Healthcare, Member Graft stated that he is delighted that the College continues to serve the healthcare technician needs in an environment where there is a shortage of skilled healthcare workers. He noted that his wife and Trustee Murphy's wife are both nurses. This is outstanding leadership by Dr. Breuder and the team at Harper College.

In a voice vote, the motion carried.

Request for Approval
To Issue Purchase
Order to R.J. Galla, Inc.
For Excess Workers
Compensation Insurance

Member Gillette moved, Member Graft seconded, to approve issuance of purchase order to R.J. Galla Co., Inc., for Excess Workers Compensation Insurance in the amount of \$43,994, and to approve issuance of a purchase order to Cannon Cochran Management Services, Inc. (CCMSI) for third party administration of Workers Compensation claims in the amount of \$16,485, for a total of \$60,479, 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.

Request for Approval
To Issue Change
Order to Purchase
Order 500273 for
Greenbrier and
Russel, Inc.

Member Kelley moved, Member Hill seconded, to approve issuance of a change order to purchase order 500273 issued to Greenbrier and Russel, Inc., to extend the Statement of Work (SOW) for implementing services for the Oracle Enterprise Resource Planning (ERP) System, increasing the amount of the purchase order by \$135,200 from \$2,225,600 to a new total of \$2,360,800. In addition,

authorization for the Vice President of Information Technology to sign the extended Statement of Work (SOW) contract with Greenbrier and Russel, Inc. and approve all work prior to engagement, 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.

ANNOUNCEMENTS BY
CHAIR

Communications

There are no communications received by the Chair.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The next Board meeting has been changed from January 24 to January 31, 2006 at 7:00 p.m. Chair Stone noted that the campus is closed from December 23, 2005 through January 2, 2006.

On behalf of the Board, Chair Stone expressed thanks to the wonderful team at Harper -- Dr. Breuder, the administrative team, the faculty and everyone who has worked in cooperation with the Board all year. It is wonderful to work with and for all the employee groups, as well as to work on behalf of the taxpayers of this district. Additionally, she noted that it has been a wonderful year with the addition of three new Board members. They each have brought so much to the progress this year. Marvelous things will happen in 2006. She thanked them for the privilege of serving as Board Chair this year. She wished everyone wonderful holidays and a happy and healthy New Year.

OTHER BUSINESS

Member Gillette wished everyone a Merry Christmas.

ADJOURNMENT

Member Hill moved, Member Hoffman seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 8:19 p.m.

Chair

Secretary

BOARD REQUESTS

DECEMBER 20, 2005 REGULAR BOARD MEETING

1. Chair Stone suggested to Phil Burdick that the installation of the ERP system be pitched as a feature story in one of the newspapers. This is a fabulous story that says a lot about Harper and the teamwork that exists here.

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I. BILLS PAYABLE

Accounts Payable & Tuition Refunds (Oracle) \$ 4,360,513.10

II. PAYROLL

12/23/2005 \$ 1,916,628.81

1/06/2006 1,772,529.22

III. ESTIMATED PAYROLL

01/20/2006 \$ 1,844,579.02

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

January 31, 2006

SUMMARY OF BIDS

There are no bids this month.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

January 31, 2006

SUMMARY OF PURCHASE ORDERS

- Exhibit IX – A.4.a The administration recommends that the Board approve the issuance of a purchase order to Wayne, Inc. for emergency Radiology equipment needed to run classes for the Spring Semester in the amount of \$14,260.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Wayne, Inc. for emergency Radiology equipment needed to run classes for the Spring Semester.

II. BUDGET STATUS

Funds in the amount of \$14,260 are provided in the 2005/06 Education Fund budget, under account number 0001-1040-358-5806001.

III. INFORMATION

The Radiology Technology program is a 76 credit, two-year AAS program. Forty-eight of the credits are in Radiology career courses. Twelve of these credits, or 25 percent of the Radiology credits, take place in a laboratory setting. This requires 384 hours of laboratory participation by each of 25-30 students. Therefore an aggregate of 9600-11,520 hours of Radiology instruction occurs in the laboratory. Additionally, the students require laboratory time to do the “test-out” on techniques learned.

Currently there is one working x-ray system in the Medical Imaging Department. Student lab finals will take twice as long to accomplish because only one instructor can use the lab at a time. Class time also takes twice as long because only one instructor can demonstrate x-ray procedures at a time, rather than two.

The area College-based Radiology Technology programs at the College of Lake County, Triton College and the College of DuPage traditionally have two functioning x-ray machines, and their programs are smaller than the size of the Harper College program.

The Radiology Technology program, in consultation with an area radiologist, was initiated using an on-campus “phantom” lab --- meaning the equipment does not emit radiation and therefore does not require lead-lined walls. Because none of the x-ray equipment was to be live, reconditioned x-ray equipment was purchased. The equipment was sold as is with no warranty available. At the end of the Fall 2005 Semester the transformer for the floor mounted equipment burned out. Because of its age it is not economically feasible to repair the transformer. It is vitally important that the College work quickly to replace this equipment as classes have already begun.

The original equipment was purchased in Fall, 2004 from Amber Diagnostics for \$32,000. This included a floor mounted and a ceiling mounted x-ray machine as well as a mammography machine. To purchase new, phantom equipment at that time would have cost approximately \$100,000.

The equipment being replaced is the transformer, tube stand and wall stand for the floor mounted x-ray equipment only. The rest of the equipment in the initial purchase are all functioning to our expectations.

There are a limited number of companies which can supply reconditioned phantom x-ray equipment to the College. Amber Diagnostics and Chicago Med-X were contacted but neither had the equipment needed by the College in their current stock. Equipment has been located locally, at Wayne, Inc., and is available immediately. This equipment is current technology that students are likely to use in their places of work. In order to make all of the equipment work together, the College will need to replace both the existing tube stand and the existing wall stand. The table currently being used is in good condition and will be kept.

The cost to purchase and install the equipment, which is under a 12 month warranty, is \$14,260. The College will be able to purchase a service agreement on these components at the end of the warranty period for \$1,000 for the first year. This will cover parts, service and preventative maintenance. Wayne, Inc. will take away and

dispose of the old non-functional equipment and pay the College a scrap value of \$1,000.

To purchase the equipment new, in today's market, will be approximately \$32,000.

Bids are not required for the purchase of equipment previously owned by some entity other than the District itself, per Statute 805/3-27-1(i) of the Illinois Public Community College Act.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Wayne, Inc. for emergency Radiology equipment needed to run classes for the Spring Semester in the amount of \$14,260.

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 Faculty Appointment.
- B. Ratification of Professional/Technical Appointment.
- C. Ratification of Classified Staff Appointments.
- D. Ratification of Administrator Retirements.
- E. Ratification of Faculty Retirement.
- F. Ratification of Supervisory/Confidential Retirements.
- G. Ratification of Supervisory/Confidential Resignation.
- H. Ratification of Classified Staff Resignations.
- I. Ratification of Public Safety – ICOPS Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Student Service Awards – Fall 2005.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The monetary awards are payments given for students' work for the College through student activities. Harper uses this method of compensation for recommended student leaders in lieu of guaranteeing academic credit, salaries, automatic tuition grants, or other means of payment for particular student positions. This means that students must perform well in their positions in order to be eligible for consideration for these awards. The award is recommended based on performance, position, leadership, and length of service, and participation in *eXcel*, Harper's student leadership training programs. In order to encourage student leaders to complete their classes as well, the amounts of their student service awards are based on credit hours successfully completed. Each student must also meet standards established for satisfactory academic progress. Expenses for student service awards are budgeted in and shared between Student Activities and the Education Fund; \$7,425.00 will be paid by Student Activities (Student Service Awards Account No. 3300-9010-858-5902001), \$6,993.75 will be paid by the Educational Fund (Financial Assistance Account No. 0001-9010-187-5902001). In addition, the Educational Foundation will also contribute \$900.00 for the Student Trustee's award. The 36 awards this semester total \$15,318.75.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the Fall, 2005 Student Service Awards in the amount of \$7,425.00 from Account No. 3300-9010-858-5902001, \$6,993.75 from Account No. 0001-9010-187-5902001, and \$900.00 from Account No. 0001-0000-000-1309011.

Fall 2005

STUDENT SERVICE AWARDS

First Name	Last Name	Club/Organization	Full/Half	Amount
Gladys	Gonzalez	Honors	half	\$450.00
Kurt	Wuckert	Honors	half	\$337.50
Paramveer	Osahan	I.P.S.A.	half	\$375.00
Devanshi	Pandya	I.P.S.A.	half	\$225.00
Eric	Bobnik	Anime Club	half	\$412.50
Jessica	Haithcock	Anime Club	half	\$450.00
Eljona	Ceci	Phi Theta Kappa, Student Ambassadors, Math Club, Chemistry Club	full	\$900.00
Arshiya	Hussain	Harper Chemistry Club	half	\$450.00
Sandy	Chen	International Students' Club	half	\$450.00
John	Smaragdis	International Students' Club	half	\$450.00
Jennifer	Ooi	International Students' Club	half	\$450.00
Hugo Acosta	Ruiz	Student Ambassadors	half	\$262.50
Sharika	Thompson	Black Student Union	half	\$431.25
Nathan	Cowan	Black Student Union	half	\$450.00
Leanne	Osmanski	Phi Theta Kappa	half	\$450.00
Nataliya	Sidelnikova	Phi Theta Kappa	half	\$450.00
Roxana	Batea	Phi Theta Kappa	half	\$450.00
Jorge	Juarez	Latinos Unidos	half	\$262.50
Mariana	Chavez	Latinos Unidos	half	\$337.50
Vivek	Shah	Chess Club	half	\$150.00
Allison	Gibson	Pride Club	half	\$262.50
Jen	Chiluk	Program Board	half	\$225.00
Christy	Orlick	Program Board	half	\$450.00
Helen	Logothesis	Program Board	half	\$187.50
Nick	Thompson	Harbinger	full	\$900.00
Chris	Knight	Harbinger	half	\$450.00
Jason	Hopkins	Harbinger	half	\$225.00
Jenna	Martinelli	Pom/Cheer	half	\$187.50
Jill	Matous	Pom/Cheer	half	\$450.00
Sharon	Cash	Student Senate	full	\$675.00
Jase	Whiston	Student Senate	half	\$450.00
Jordan	Prager	Student Senate	half	\$450.00
Cassi	Vestweber	Student Senate	half	\$112.50
Brian	Leavitt	WHCM	full	\$900.00
Brandon	Grogan	WHCM	full	\$300.00
Sean	Hurtubise	Student Trustee	full	\$900.00

Total \$15,318.75

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

December 31, 2005

Jan. 31, 2006
Exhibit IX-B.1

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Institutional						
Institutional	13,914,783.00	5,913,782.78	3,357,888.00	15,265.00	24.24%	10,541,630.00
Sub-Total	\$13,914,783.00	\$5,913,782.78	\$3,357,888.00	\$15,265.00	24.24%	\$10,541,630.00
President						
Development Office	559,097.00	237,616.23	253,214.00	224,138.00	85.38%	81,745.00
Pres/Brd of Trustees	374,935.00	159,347.38	187,204.00	159,882.00	92.57%	27,849.00
Strategic Alliance	620,746.00	263,817.05	266,022.00	265,172.00	85.57%	89,552.00
Assoc VP Development	55,174.00	23,448.95	42,854.00	0.00	77.67%	12,320.00
Media Comm & Gov Rel	207,564.00	88,214.70	85,379.00	81,232.00	80.27%	40,953.00
Sub-Total	\$1,817,516.00	\$772,444.30	\$834,673.00	\$730,424.00	86.11%	\$252,419.00
Student Affairs						
Student Activities	457,473.00	194,426.03	183,738.00	169,144.00	77.14%	104,591.00
Student Development	2,960,858.00	1,258,364.65	1,315,385.00	1,005,498.00	78.39%	639,975.00
Wellns & Human Perf	1,912,322.00	812,736.85	911,930.00	558,036.00	76.87%	442,356.00
VP Student Affairs	349,083.00	148,360.28	162,734.00	156,491.00	91.45%	29,858.00
Access & Disability	679,418.00	288,752.65	293,108.00	197,775.00	72.25%	188,535.00
Sub-Total	\$6,359,154.00	\$2,702,640.45	\$2,866,895.00	\$2,086,944.00	77.90%	\$1,405,315.00
VP Academic Affairs						
Acad Enrich/Lang Std	3,714,649.00	1,578,725.83	1,609,612.00	1,221,932.00	76.23%	883,105.00
VP Academic Affairs	1,432,423.00	608,779.78	120,802.00	97,221.00	15.22%	1,214,400.00

Assoc VP Aca Affairs	336,708.00	143,100.90	139,281.00	133,496.00	81.01%	63,931.00
Bus & Soc Sciences	5,572,274.00	2,368,216.45	2,622,862.00	1,516,446.00	74.28%	1,432,966.00
Continuing Education	532,852.00	226,462.10	245,906.00	205,769.00	84.77%	81,177.00
Liberal Arts	6,411,764.00	2,724,999.70	2,879,166.00	1,931,371.00	75.03%	1,601,227.00
Hlth Car & Public Safety	3,749,471.00	1,593,525.18	1,633,699.00	1,114,802.00	73.30%	1,000,970.00
Resources for Learning	2,889,191.00	1,227,906.18	1,331,224.00	901,305.00	77.27%	656,662.00
Tech, Math & Science	6,163,921.00	3,339,832.00	3,058,973.00	1,968,234.00	81.56%	1,136,714.00

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Asst. VP Aca Affairs	173,857.00	73,889.23	96,159.00	41,353.00	79.09%	36,345.00
Sub-Total	\$30,977,110.00	\$13,165,271.75	\$13,737,684.00	\$9,131,929.00	73.83%	\$8,107,497.00
VP Admin Services						
Admin Services	1,802,707.00	766,150.48	862,801.00	819,440.00	93.32%	120,466.00
Sub-Total	\$1,802,707.00	\$766,150.48	\$862,801.00	\$819,440.00	93.32%	\$120,466.00
VP Diversity/Org Dev						
Assoc VP Diversity/Org	1,103,326.00	468,913.55	408,565.00	221,692.00	57.12%	473,069.00
Sub-Total	\$1,103,326.00	\$468,913.55	\$408,565.00	\$221,692.00	57.12%	\$473,069.00
VP Info Technology						
Info Technology	6,461,779.00	2,746,256.08	2,769,206.00	2,590,636.00	82.95%	1,101,937.00
Sub-Total	\$6,461,779.00	\$2,746,256.08	\$2,769,206.00	\$2,590,636.00	82.95%	\$1,101,937.00
VP Mktg & Enrollment						
VP Enroll & Marketing	1,400,011.00	595,004.68	605,994.00	483,007.00	77.79%	311,010.00
Enrollment Svcs	1,390,798.00	591,089.15	652,728.00	585,715.00	89.05%	152,355.00
Pub & Comm Services	1,544,465.00	656,397.63	725,745.00	701,604.00	92.42%	117,116.00
Sub-Total	\$4,335,274.00	\$1,842,491.45	\$1,984,467.00	\$1,770,326.00	86.61%	\$580,481.00
Grand Total:	\$66,771,649.00	\$28,377,950.83	\$26,822,179.00	\$17,366,656.00	66.18%	\$22,582,814.00

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
 Schedule of Investments
 As of December 31, 2005

Exhibit IX-B.1
 January 31, 2005

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 12/31/2005	Market Value
<u>Certificates of Deposits</u>							
Northern Trust	11/01/05	01/05/06	65	4.00	10,706.09	1,500,000.00	
Northern Trust	11/01/05	01/19/06	79	4.00	13,022.87	1,500,000.00	
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	
LaSalle Bank	11/04/05	08/02/06	271	4.48	50,586.67	1,500,000.00	
LaSalle Bank	11/04/05	08/17/06	286	4.48	53,386.67	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	
Northern Trust	11/21/05	12/07/06	381	4.65	74,458.58	1,500,000.00	
PMA/American Enterprise Bank	11/21/05	01/04/07	409	4.67	78,761.86	1,500,000.00	
Northern Trust	12/07/05	01/18/07	407	4.72	80,900.56	1,500,000.00	
Northern Trust	12/07/05	02/01/07	421	4.72	83,758.57	1,500,000.00	
Weighted Average: 3.89						59,500,000.00	59,500,000.00

Agencies

Fed Home Loan Bank Callable	11/10/04	05/23/06	559	2.87	66,244.79	1,500,000.00	1,490,160.00
FNMA Notes	12/22/04	12/22/06	730	3.50	105,000.00	1,500,000.00	1,481,715.00
Weighted Average: 2.87						3,000,000.00	2,971,875.00

Illinois Funds

Monthly Average	4.02	5,355,865.52	5,355,865.52
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TOTALS AS OF:	12/31/2005	\$	67,855,865.52	67,827,740.52
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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.

- Dick Hoffman: Foundation Liaison Report

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Grants and gifts status report.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

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

NOTE: CHANGES ARE IN BOLD

Reported: January 31, 2006

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
FY2006 Illinois Community College Tech Prep Support Grant AE/LS D. Corr	Fund innovative activities initiated by Illinois community colleges in support of the overall goals & objectives of the federal Tech Prep grant.	ICCB \$47,143	07/01/05 06/30/06
New Look Project: Career Services for Deaf/HH Students ADS M. Sacks Botto	Career services for deaf/hh students.	ISU – Illinois Center for Specialized Professional Support \$1,000	12/01/05 06/30/06
SIU Tobacco Control Initiative Health/Psych Services D. Evans	Implementation of a comprehensive approach to a campus wide tobacco control initiative.	SIU \$10,000	10/26/05 06/30/06
<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	08/23/05 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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<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
Career and Technical Education Strand Grant I - Continuous Quality Improvement AE/LS 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
Career and Technical Education Strand Grant II - Performance Enhancement AE/LS 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
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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<u>RENEWAL</u> Displaced Homemakers Assistance Act 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>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 12/31/06
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 \$80,010	07/01/05 06/30/06
<u>EXTENSION</u> COPS Universal Hiring Program 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 01/31/07
<u>CONTINUATION</u> CSSI (Critical Skill Shortages Initiative – Healthcare Solutions) Partnering for healthcare Systems Solutions Career Program D. Corr	Addressing the shortage of health care workers. Forty incumbent workers enrolled in healthcare core courses and twenty incumbent workers enrolled in nursing program.	WBMC \$150,000	02/01/05 01/31/06
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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
CSSI (Critical Skill Shortages Initiative) Addressing Manufacturing Shortages	Addressing shortages in Manufacturing	WBMC \$100,000	10/01/05 09/30/06
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 January 31, 2006

\$2,421,131

DESCRIPTION OF ABBREVIATIONS

AE	Academic Enrichment	TMS	Technology, Math & Sciences
LS	Language Studies	USDE	United States Department of Education
AED	Adult Education Development	USDJ	United States Department of Justice
COPS	Community Oriented Policing Services	WBMC	The Workforce Boards of Metropolitan of Chicago
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		
ISU	Illinois State University		
NSF	National Science Foundation		
SIU	Southern Illinois University		

Harper College Educational Foundation
December Fundraising Report FY06

Appeal Description	Gift Count	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
FY06 Year End Direct Mail	33	\$8,305.00	\$0.00	\$0.00	\$0.00	\$8,305.00
Harper Symphony Orchestra	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Kolbusz-Kosan Wedding	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
James McGrath Scholarship	6	\$1,120.00	\$0.00	\$0.00	\$0.00	\$1,120.00
Memorial	7	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00
Personal Solicitation	2	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Pacesetter Campaign FY06	4	\$2,650.00	\$0.00	\$0.00	\$0.00	\$2,650.00
Resource for Excellence Campaign FY05	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Scholarship Stewardship	5	\$2,550.00	\$0.00	\$0.00	\$0.00	\$2,550.00
Special Initiatives	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Unsolicited	1	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
Total	62	\$18,350.00	\$0.00	\$0.00	\$0.00	\$18,350.00

**Harper College Educational Foundation
Year to Date Fundraising Report (as of 12/31/2005)**

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
FY06 Year End Direct Mail	61	\$12,895.00	\$0.00	\$231.00	\$0.00	\$13,126.00
Harper Symphony Orchestra	2	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
Kolbusz-Kosan Wedding	88	\$7,630.00	\$5,000.00	\$0.00	\$0.00	\$12,630.00
James McGrath Scholarship	53	\$8,590.00	\$0.00	\$0.00	\$0.00	\$8,590.00
Jim McGuire Golf Open	28	\$3,540.00	\$0.00	\$0.00	\$0.00	\$3,540.00
Memorial	54	\$3,785.25	\$0.00	\$0.00	\$0.00	\$3,785.25
Margaret Scott	39	\$2,730.00	\$0.00	\$38.33	\$0.00	\$2,768.33
Personal Solicitation	19	\$24,501.50	\$204,250.00	\$19,000.00	\$205,000.00	\$452,751.50
Proposal	2	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00
Pacesetter Campaign FY06	27	\$16,550.00	\$4,959.60	\$0.00	\$0.00	\$21,509.60
Resources for Excellence Employee Campaign FY04	1	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00
Resource for Excellence Campaign FY05	11	\$51.50	\$78.00	\$0.00	\$0.00	\$129.50
Scholarship Stewardship	14	\$15,550.00	\$3,125.00	\$0.00	\$0.00	\$18,675.00
Special Intiatives	5	\$4,025.00	\$0.00	\$0.00	\$0.00	\$4,025.00
Stewardship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Unsolicited	21	\$2,470.00	\$0.00	\$1,878.00	\$0.00	\$4,348.00
Web Donation	2	\$52.00	\$0.00	\$0.00	\$0.00	\$52.00
Calendar Year-End Direct Mail FY05	3	\$395.96	\$0.00	\$0.00	\$0.00	\$395.96
Grand Totals:	436	\$141,616.21	\$217,412.60	\$21,147.33	\$205,000.00	\$585,176.14

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

There are no purchases against consortiums or cooperatives this month.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Approval to retain the engineering firm of Henneman Raufeisen and Associates, Inc., as the College Engineer.

II. REASON FOR CONSIDERATION

In order to accomplish various construction projects on campus, it has been the practice of the College to have a contractual agreement with an MEP (Mechanical, Electrical and Plumbing) engineering firm. That firm provides the consulting, design development, construction document, bidding and construction oversight services of a Campus Engineer as required to successfully complete such projects.

III. BACKGROUND INFORMATION

This service provision is not a process requiring a bid but is a Request for Proposals that follows the guidelines of a Qualifications-Based Selection as published by the AIA Illinois. The Request for Proposals was advertised and the ten firms which responded were reviewed for the project. They were:

Environmental Systems Design, Inc.
Grumman/Butkus Associates
Henneman Raufeisen and Associates, Inc.
K-Plus Engineering, Ltd.
KJWW Engineering Consultants
Kluber, Skahan + Associates, Inc.
Postl-Yore and Associates, Inc.
Primera Engineers, Ltd.
STV Incorporated
WMA Consulting Engineers, Ltd.

A three person team was formed to review the qualifications of the submissions received: Judith Thorson, Robert Getz and James Ma.

There were two reviews of the documents submitted. Each proposal was rated using a common rating system and scoring sheet.

The first review consisted of the initial seven submissions from which Henneman Raufeisen and Associates, Inc., were selected as firms best meeting the College's interests. Subsequently, the College received three additional submissions from which Grumman/Butkus Associates was selected using the same evaluation criteria.

It was decided that both firms should be brought in for a discussion of fees, since their qualifications were both deemed to meet the College's expectations. The negotiations resulted in Henneman Raufeisen and Associates providing a Professional Services Fee at an average of 2.2% below Grumman/Butkus Associates.

Reference checking of Henneman Raufeisen and Associates was conducted with local college and university clients. The colleges had long term relationships with the firm and were satisfied with the services provided.

IV. RECOMMENDATION

The Administration recommends that the firm of Henneman Raufeisen and Associates, Inc., be retained as the Harper College Engineer at the following services and rates:

1. Provide complete existing conditions investigation, design development, construction documents, bidding services and construction oversight for specific projects, as assigned:

<u>Task/Project Total Construction Cost</u>	<u>Fee Percentage</u>
Less than \$100,000	8.0%
\$100,000 - \$999,999	7.0%
\$1,000,000+	6.0%

2. Provide confirming analysis, technical bid specifications, bidding services and construction oversight for essentially the replacement-in-kind of large pieces of MEP/FP equipment and/or systems

<u>Task/Project Total Construction Cost</u>	<u>Fee Percentage</u>
Less than \$100,000	7.5%
\$100,000 - \$999,999	6.0%
\$1,000,000+	5.0%

3. Conduct investigations, studies and/or solve other operational issues as assigned by Harper College to determine appropriate solutions, options and associated scope, budget and schedule parameters

Henneman Raufeisen and Associates, Inc. and Grumman/Butkus Associates is to provide these services on a time and materials basis in accordance with the firm's Hourly Rate Classification Schedule, as escalated once yearly each January by no greater than 5%, for as long as the agreement is in force. If requested, a not-to-exceed estimate will be given for each of this type of task prior to the initiation of work.

4. During any calendar year when cumulative Henneman professional service fee billings to Harper College exceed \$250,000, a 10% discount shall be applied to the hourly rate schedule in force at the time for the remainder of that calendar year.
5. The President be authorized to sign the contract upon final review of the College Attorney.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation agreements between clinical agencies and Harper College are used for students in the Health Career Programs. The Affiliation Agreement between Harper College and *Loyola University Medical Center* for the Nursing Program is presented for Board review.

II. REASON FOR CONSIDERATION

An Affiliation Agreement is required between Harper College and affiliating agencies to provide for the clinical education of students in health career programs. In an effort to standardize and streamline the entire process related to developing affiliations with the many agencies in our service area the Harper Board approved a Master Affiliation Agreement in July 2003 to be used with all agencies. However, several affiliating agencies have initiated their own clinical affiliation agreement, *Loyola University Medical Center*, whereby they require Board or appointed designee signature.

III. BACKGROUND INFORMATION

The facilities and educational opportunities available at *Loyola University Medical Center*, are consistent with the clinical objectives of the Harper College Health Career Programs.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreements between Harper College and *Loyola University Medical Center*, be approved as submitted and authorize the Dean of Health Careers and Public Safety to sign all of the above.