



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board and Organizational Meeting Agenda

April 25, 2006
7:00 p.m.

I. Call to Order

II. Roll Call

*****After Roll Call, adjourn sine die to the Organizational Meeting...see attached Agenda*****

III. Approval of Agenda

IV. Presentations

- Dave McShane, Vice President Information Technology
- Della Allen: SMART Classrooms

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 - March 21, 2006 Regular Board Meeting | Exhibit IX-A.1 |
| 2. Bills Payable, Payroll for March 17, 2006 and March 31, 2006 ;
Estimated Payroll for April 14, 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. Review of Closed Session Minutes | Exhibit IX-A.6 |

B. For Information

- | | |
|--|----------------|
| 1. Financial Statements | Exhibit IX-B.1 |
| 2. Committee and Liaison Reports | Exhibit IX-B.2 |
| 3. Grants and Gifts Status Report | Exhibit IX-B.3 |
| 4. Summary of Items Purchased from State Contracts, Consortiums
or Cooperatives | 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: Computer Forensics and Security AAS Degree and Computer Forensics Certificate Exhibit X-A
- B. RECOMMENDATION: Public Relations AAS Degree, Public Relations Certificate and Public Relations for the Web Certificate Exhibit X-B
- C. RECOMMENDATION: Illinois CurricUNET Project Exhibit X-C
- D. RECOMMENDATION: Faculty Promotions Academic Year 2006-2007 Exhibit X-D
- E. RECOMMENDATION: ERP Contingency Exhibit X-E
- F. RECOMMENDATION: Awarding Faculty Emeritus Recognition Exhibit X-F
- G. RECOMMENDATION: Review of Affiliation Agreement between Harper College and *Centegra Health System* for the Nursing and Phlebotomy Programs Exhibit X-G
- H. RECOMMENDATION: Annual Renewal of the Affiliation Agreement/ Addendum Between Harper College and *Children's Memorial Hospital* for the Nursing Program Exhibit X-H

XI. Announcements by the Chair

- A. Communications
- B. Calendar Dates

On-Campus Events

(Note: * = Required)

- April 30 3:00 p.m. - Harper Festival Chorus - Performing Arts Center
- **May 23** Tentative 7:00 p.m. - Regular Board Meeting - Room W214-215
- May 29 **MEMORIAL DAY HOLIDAY OBSERVED - COLLEGE WILL BE CLOSED**

Off-Campus Events

- June 5 Foundation Golf Open 2006 - Boulder Ridge Country Club

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

XIII. Adjournment

Minutes of the Regular Board Meeting of Tuesday, March 21, 2006

<u>INDEX</u>	<u>PAGE</u>
ROLL CALL - Regular Board Meeting	1
APPROVAL OF AGENDA	1
PRESENTATIONS	1
- None	
STUDENT TRUSTEE REPORT	2
PRESIDENT'S REPORT	2
HARPER EMPLOYEE COMMENTS	4
CITIZEN COMMENTS	4
CONSENT AGENDA	
- Minutes, Bills Payable, Payrolls, Financial Statements,	
- Grants/Gifts Report	4
- Bid Awards	5
- Purchase Order	6
- Personnel Actions	6
- Faculty Tenure Report	12
NEW BUSINESS	
- Associate in General Studies Degree	7
- Electric Power Supply Services	7
- Affiliation Agreement with Gottlieb Memorial Hospital for a Radiology Program	10
- Innovation and New Initiative Focus	10
ANNOUNCEMENTS BY CHAIR	13
- Communications	13
- Calendar Dates	13
OTHER BUSINESS	13
ADJOURNMENT	13
SUMMARY OF BOARD REQUESTS	14

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, March 21, 2006

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, March 21, 2006 at 7:07 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

Chair Stone noted that, in the absence of Member Gillette, Member Kelley would act as Secretary Pro Tem.

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

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; Colleen Murphy, V.P. Marketing; David McShane, V.P. Information Technology; Margaret Skold, V.P. Academic Affairs; Catherine Brod, V.P. for Development; Joe Accardi; Mike Alsup; Larry Bielawa; Carol Blotteaux; Phil Burdick; Maria Coons; Daniel Corr; Laura Crane; Janice Cutler; Denise Evans; Terence Felton; Peg Gallagher; Sally Griffith; Thea Keshavarzi; Michael Kudin; Jim Ma; Fredia Martin; Jennifer Mathes; Michael Nejman; Sheryl Otto; Janie Petersen; Rich Seiler; Dave Webster and Dennis Weeks. Students: Christopher Entwhistle; Branden Jung; Cassie Vestweber.

Guests: None

Cheryl Kisunzu led everyone in the Pledge of Allegiance.

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

In a voice vote, the motion carried.

EDUCATIONAL PRESENTATIONS

There were no educational presentations.

STUDENT TRUSTEE
REPORT

Student Member Hurtubise announced that Program Board just held one of their largest events ever, featuring forensic scientist Dr. Henry Lee. Dr. Lee spoke about many of the cases he has worked on, including the O.J. Simpson trial and the reopening of the Kennedy assassination. Over 600 people attended, and all autographed books were sold prior to the event. Student Member Hurtubise commended Michael Nejman and the Program Board for this successful event.

Student Member Hurtubise noted that the Harper Hawks basketball team just placed third in the nation this weekend. The team has a great group of players and coaches. He introduced Branden Jung, a member of the team who scored 25 points and had 13 rebounds in the final game. Mr. Jung shared his positive experiences playing on the basketball team, traveling and competing in tournaments, and getting to know his fellow teammates better. The Board congratulated the basketball team.

Student Member Hurtubise encouraged everyone to see the play *Guys and Dolls* at Harper College this weekend. Last Sunday's performance was sold out. He added that it is great fun and has had excellent reviews.

PRESIDENT'S
REPORT

Terence Felton announced that they had their best payroll run last week, with a minimum number of errors. He expects the number of errors to minimize as they learn more about the system. On the Student side, they are coming out of the initial testing phase and moving into the build or configuration phase of implementation. In response to Chair Stone, Vice President Judy Thorson explained that, this time around there were no system-type errors, just errors from people not reporting their time properly. That is still a training issue which needs to be addressed. They are speaking directly to the supervisors to make sure that people understand the procedure.

Mr. Felton noted that, with 1,400-1,900 people to pay every payroll, it may be unrealistic to have zero errors for any length of time. There are people involved, and they have to report their time. Ms. Thorson stated that, before Oracle, she never really tracked how many hand-checks they had to write in a given payday. People do not always turn in their time sheets on time. This week they had 12 out of 1,957, which is less than one percent error. For the previous payroll, they had 68 out of 1,940, which is 3.5 percent error.

That number is coming down as they get more comfortable with the system.

Dr. Breuder noted that they have gotten it down to less than one percent error in six weeks, which is a short period of time. Vice President Dave McShane noted that they are on a very aggressive schedule. Every payroll they learn more about how the system functions, and the number of errors is reduced. He reminded everyone that there were issues with payroll on the old system, as well. They are dealing with the human element, and human beings make mistakes.

In response to Member Kelley, Mr. Felton stated that they are currently on budget, but a couple of weeks behind their original schedule in terms of the OSS implementation. They are doing some analysis to make sure that they have all the resources they need. They are finding that there are more reports, interfaces and conversions. In response to Member Kelley, Mr. Felton stated he does not feel that being behind schedule by a few weeks will matter much. It is more important to make sure they have the people and the skills necessary to get everything done - that is more significant.

Chair Stone stated she is hoping that they are not in such a rush to meet a schedule that they are doing it at the expense of their people and at the expense of the eventual outcome of this system. The schedule has been very ambitious and everybody in the institution has bought into that; however, she would feel more comfortable hearing that, if additional testing is necessary, the time will be given to do that, and that the people are asked to do this in a realistic manner.

Mr. Felton noted that they have more flexibility in terms of schedule when it comes to the Student portion of the system. They did not have that with finance and HR/payroll; they had to go live on certain dates because of issues with taxes.

Member Graft affirmed Chair Stone's statements about getting it done right rather than getting it done quickly. In response to Member Graft, Mr. Felton stated that the vendor is not necessarily "holding back." They continue to work at it and tell the vendor specifically what it is that the College wants. If the vendor does not offer what Harper wants, there are contractual things they can do. They are continuing to monitor the staff and monitor the schedule. Member Graft asked if they are anticipating a full-blown dispute with the vendor. Mr. Felton stated he does not anticipate one.

Dr. Breuder explained that Oracle was selected for a reason. There were approximately 3,700-3,800 expected deliverables; Oracle had an understanding of those deliverables and Harper had an understanding of those deliverables. Sometimes there is a misunderstanding in terms of what was expected and what should be the commitment and involvement. It is a dynamic process, and they do have Oracle's attention. They have found in some places the process is not exactly to Harper's liking and Oracle has to adjust that, and there is a need for additional people in some places. Oracle has heard that and the College is hoping they respond. In some cases, there will be a change order that was not anticipated.

Dr. Breuder reminded everyone that this is a massive undertaking, and they will most likely go over the \$8M. There is a possibility that Vice President McShane is going to need some additional people in the IT area to bring the Student system up. There is \$800,000 that is earmarked for a cushion. He noted that if he needs to come back to the Board for more money, he will let them know how much is needed and what it will be used for. In part, it will be to provide the resources needed to be able to get as far along as humanly possible by November. They would like to get most of it done by then. It is complicated, and an 18-month schedule is ambitious.

Member Hoffman commended Dr. Breuder and his staff for their communication. From his perspective, the administration is taking issues seriously, communicating and addressing them right away.

Dr. Breuder added that the Vice President for Sales of Student Systems from Oracle was on campus today. The issues that Oracle needs to respond to were communicated very clearly to him. It is a growing process.

HARPER EMPLOYEE
COMMENTS

There were no employee comments.

CITIZEN
COMMENTS

There were no citizen comments.

CONSENT AGENDA

Student Member Hurtubise moved, Member Graft seconded, approval of the minutes of the February 28, 2006 regular Board meeting; bills payable; payrolls for February 17, 2006 and March 3, 2006; estimated payroll for March 17, 2006; bid awards; purchase orders; personnel action sheets;

tenure status report; financial statements, committee and liaison reports, grants and gifts status report, and summary of items purchased from state contracts, consortiums or cooperatives, as outlined in Exhibits IX-A.1 through IX-B.4, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Accounts Payable & Tuition Refunds (Oracle)	\$2,967,672.80
--	----------------

The payroll of February 17, 2006 in the amount of \$1,668,119.17; and March 3, 2006 in the amount of \$1,659,794.21; and estimated payroll of March 17, 2006 in the amount of \$1,663,956.69.

Bid Awards

- | | |
|--------------|--|
| Ex. IX-A.3.a | Award bid Q00451 to Chemcraft Industries, the low bidder for Nobles floor cleaning equipment: an automatic scrubber, an automatic extractor, a 30" wide area vacuum with attachments, a high speed burnisher, a rotary floor machine with tank, two wet/dry vacuums and two front mount squeegees; as well as a Euroclean hip mounted vacuum with attachments, twelve Panasonic upright vacuums, four Panasonic commercial vacuums, a Rubbermaid lift truck, four Rubbermaid bucket wringer combos and two Triple S air blowers, in the amount of \$17,834.50. |
| Ex. IX-A.3.b | Award bid Q00458 for carpet replacement at the first and third floor hallways in Building L to Libertyville Tile & Carpet, Ltd., the low bidder, in the amount of \$39,750.00. |
| Ex. IX-A.3.c | Award bid Q00454 to A. Block Marketing, Inc., the low bidder meeting specifications for mulch to be placed around trees and in ornamental plant beds, in the amount of \$18,855. |
| Ex. IX-A.3.d | Award bid Q00459 for new lounge furniture for Student Activities to Corporate Concepts, the low bidder, in the amount of \$17,789.41. |

Ex. IX-A.3.e Award bid Q00452 to P&P Press, Inc., the low bidder for printing of the Summer 2006 Continuing Education Course Schedule, which is a major publication promoting enrollment, in the amount of \$32,861.15.

Ex. IX-A.3.f Award bid Q00453 to Precise Printing Network, Inc. for printing of the Fall 2006 and Spring and Summer 2007 Credit Course Schedules, which provide information on all credit course listings, in the amount of \$68,470.

Purchase Orders There are no purchase orders this month.

Personnel Actions

Faculty Appointment

Mia Igyarto, Director, Human Resources, HR/DOD,
04/03/06, \$101,000/year

Professional/Technical Appointments

Omnia Ibrahim, Desktop Integration Analyst, IT/CS,
02/27/06, \$45,000/year

Christopher Tragasz, Desktop Integration Analyst, IT/CS,
03/01/06, \$51,000/year

Supervisory/Confidential Appointment

David Cirillo, Manager, Student Accounts Receivables, ACC
SER, 03/15/06, \$64,000/year

Classified Staff Appointments

Patrick Colbert, Box Office Assistant, p/t, EVT MGT,
02/20/06, \$16,657/year

Minnie Gunderson, Human Resources Assistant, HR/DOD,
02/27/06, \$32,819/year

Harper #512 IEA-NEA Appointment

Derrick Brown, Custodian/Groundskeeper, PHY PLT,
03/06/06, \$21,923/year

Harper #512 IEA-NEA Resignation

Mary Andersen, Custodian, p/t, 02/20/06, 6 years 6 months

Faculty Tenure Status
Report

Board members received the Faculty Tenure Status Report, for information purposes.

In a voice vote of the Consent Agenda, the motion carried.

NEW BUSINESS:

Associate in General
Studies Degree

Member Graft moved, Member Kelley seconded, approval of the requirements for the Associate in General Studies (A.G.S.) Degree. Upon approval, it will be submitted to the Illinois Community College Board and the Illinois Board of Higher Education for approval and implementation in the 2007-2008 academic year, as outlined in Exhibit X-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Electric Power
Supply Services

Student Member Hurtubise moved, Member Kelley seconded, approval of the request to purchase electrical power from MidAmerican Energy Company for a period of 31 months (ending December 2008) for an annual cost of no more than \$1,800,000.00. The cost is based on the summer rate of 6.533 cents per kilowatt hour (kwhr) and the winter rate of 6.1006 cents per kwhr, as outlined in Revised Exhibit X-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder explained that, with electric power, the quotes provided are only good for 24 hours; therefore, the bid information was given to Board members earlier today. One Board member asked earlier why only two of the five companies ultimately submitted a bid or quote. Dr. Breuder noted that Thea Keshavarzi and Jim Ma were present to address this question. Member Graft commented it is unfortunate that, with a Aaa bond rating, the College received only two complete bids.

Ms. Keshavarzi explained that they actually received three responses. However, BlueStar Energy only responded for 19 months and not for 31 months. The two complete responses were from Pepco and MidAmerican Energy. She added that Peoples Energy Services and MidAmerican were both being quoted by the same broker, so the broker took the final quotes and only presented the lower of the two, which was MidAmerican. With regard to Constellation, they submitted first via e-mail, which the College cannot accept, and then they messengered it over to the College, arriving three and one-half hours late. It was not accepted. In response to Member Graft, Ms. Keshavarzi explained that she does not open bids when they arrive late. In addition, she did not open the e-mailed bid from Constellation.

In response to Member Kelley, Ms. Keshavarzi explained that there are State regulations, and any proposal that comes in after the time that is designated or in a format other than the format that was designated, cannot be considered and does not get opened. It has been her policy not to open anything that has been received after the time that it was supposed to be received. In response to Member Hoffman, Ms. Keshavarzi explained that when they went out for the RFP in February, it was specified that they would submit numbers so that the College could get a general idea of what was going to happen, but that the final numbers would be submitted today and locked in within 24 hours. In response to Member Kelley, Mr. Ma stated that Constellation was low bidder in February. Member Kelley asked if there would be a chance to see if Constellation was low bidder on today's bid. Ms. Keshavarzi stated that, in her opinion, it is not ethical. Since they received Constellation's bid late, the only thing they could do is go out and repeat the process, if the Board has concerns. However, she does not know if they have time to do that again. Dr. Breuder stated that it would be potentially offensive to the other bidders who have met the expectation of bidding on a given day at a given time and in a given format, and they would run the risk of not getting those people to quote again. They do not know what Constellation will do on a given day, and the market could flip. The rates are daily. He does not recommend repeating the process.

In response to Member Kelley, Jim Ma explained that they chose 19 months and 31 months because it would bring them to the end of each year - May 2008 and May 2009.

In response to Member Kelley, Mr. Ma explained that BlueStar is a small company; they cannot afford to give Harper a price for 2008, which is the reason they only quoted 19 months. They do not have enough financial background to buy the power now for 2008. The two major players, based on the quotes, are Pepco and MidAmerican. Mr. Ma called attention to the spreadsheet in the revised exhibit. In the 31-month quote, Pepco charges 6.438 per kwhr for the summer and winter. MidAmerican charges 6.533 cents per kwhr for the summer and charges 6.1006 cents per kwhr for the winter. He took the prices and plugged in the potential energy usage on a second spreadsheet. He explained that he has a record of how much energy was used in the previous year. He then used that number, multiplied the cost and came up with the potential total cost. MidAmerican offered a savings over Pepco.

In response to Member Kelley, Mr. Ma explained that he compared prices between the 19-month and 31-month quotes because there is a lot of uncertainty in the future of electricity. The cost of 31 months vs. 19 months is fairly close - .2 cents or .3 cents per kwhr. He feels it is better to extend to 31 months, in order to let the market stabilize before they purchase more power. In response to member Graft, Mr. Ma explained that the .04 cents difference between MidAmerican 19 months and MidAmerican 31 months will equal approximately \$10,000-\$12,000.

Mr. Ma called attention to a spreadsheet which showed the results of his calculation comparing Pepco and MidAmerican 31-month summer and winter costs using past usage. It showed Pepco would cost \$1,676,834.08 and MidAmerican would cost \$1,633,513.24 annually.

Vice President Thorson explained that another reason Mr. Ma decided on the 31-month price was because he felt that they are going into a very volatile time with ComEd doing its reverse auction. People are projecting that prices are going up. Given that there is very little price differential on an annualized basis between the two bids, the 19-month and the 31-month, Jim's thought was that if they go out further, everybody gets a little bit more experience.

Member Graft stated that, since he does not have any independent knowledge of whether it is good to choose the 31-month quote over the 19-month quote given energy prices and the changing environment with the auction, he is going to rely on the good work of the administration and otherwise. In response to Member Graft, Mr. Ma calculated a difference of \$10,000 between the 19-month and the 31-month quotes in February.

In response to Student Member Hurtubise, Mr. Ma explained that if the item is not approved this evening, by May, they would stay with ComEd at an hourly rate, which fluctuates quite a bit.

Upon roll call, the vote was as follows:

Ayes: Members Graft, Hoffman, Kelley and Stone
Nays: None

Motion carried. Student Member Hurtubise voted aye.

Board members thanked them for doing the extra work on this. Chair Stone thanked Board members for their thoughtful questions.

Affiliation Agreement with Gottlieb Memorial Hospital for a Radiology Program

Member Graft moved, Member Hoffman seconded, approval of the Affiliation Agreement between Harper College and *Gottlieb Memorial Hospital* as submitted, and authorization for the Dean of Health Careers and Public Safety to sign all of the above, as outlined in Exhibit X-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Innovation and New Initiative Focus

Member Hoffman moved, Student Member Hurtubise seconded, to make available \$1,000,000 from the current Educational Fund balance, for each of the next three years, to fund research and development to implement innovative practices and new programs. These funds will be made available and distributed during the budget cycle. Guidelines and final decisions on funding the projects will be made by the President. The President will periodically report to the Board on the initiatives supported through this research and development program, as outlined in Exhibit X-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder explained that they are in the process of building a budget for next year, and they find it is increasingly difficult to make the 01 budget come together in a balanced fashion, given certain circumstances such as the level of tuition increase, anticipated enrollment shifts, diminishing State support and the impact of PTAB. In order for them to continue to innovate and engage in research and development, they are going to have to spend some money. This action shows that the President is willing to go to the bank account, if necessary, and fund these kinds of activities, while the budget is used to be able to cover fundamental costs, such as ComEd, Nicor or salary increases, etc.

If they end up having a good year next year, they may never have to go into the 01 fund balance for this money, but they may, depending upon the circumstances. This would be a good reason to go to it, to fund activities, to start things up, to nourish them, to get them moving in the right direction. Dr. Breuder stated that, in some respect, he would like to send a message to the community that it is not business as usual, even at Harper. There gets to be a point in time that

\$10M lost in four years cannot be absorbed in the business. Something has to give. Harper may have \$30M-40M in the bank, but at some point they are going to go to that bank and draw down or they are going to do something inside the institution to reduce the expenses. When he shared with the Board some budget numbers earlier, they showed a negative value of \$4M next year, and that does not include this \$1M.

Chair Stone asked for examples of the kinds of projects that would come under this heading. Dr. Breuder stated that, if they were going to engage in a new culinary program, it is possible they could hire somebody, bring him in and let him take on the beginning efforts in the culinary initiative and fund it initially through something like this. Adult Institute would be another initiative. Vice President Colleen Murphy explained that Harper continues to be very strong in the traditional age market, but they are struggling in the adult market and have been for several years. There is a tremendous amount of competition. Academic Affairs worked hard to develop a Fast Track program with flexible scheduling, but they really need to look at adults as a completely separate type of student - they do not have the same needs or desires as the traditional age market. It would require money to really research and begin to deliver that programming differently. Dr. Breuder explained that, between now and June 30, President's Council will start to craft what they think are the initiatives for him to consider funding.

In response to Member Kelley, Dr. Breuder explained that, if the College cannot absorb it in the current budget and if it is sufficiently innovative, creative, forward thinking, forward moving and it met the criteria, the answer is "yes, it is a possibility" for more blended learning or distance learning to be included. Member Kelley stated that he feels this is a great idea, and that any Board with a business focus has something budgeted for research and development. They certainly need to focus on this to keep Harper one of the premier community colleges.

Member Graft stated that he personally feels this is a good idea and he is in favor of it. However, he asked if this item must be decided upon tonight, when they barely made a quorum. He wishes he could hear from the other three Trustees to get their input. In response to Member Graft, Dr. Breuder stated that the agenda has been out for over a week, and they did not receive any feedback at all to the

negative from any of the three Trustees who are not in attendance tonight. No one forwarded to him any question or concern regarding this item. Chair Stone added that she has spoken to two Trustees who are absent today, and neither of them expressed a concern about any item on the agenda.

Vice President Marge Skold explained that the degree that was approved tonight is not a "new money" degree, because they can pull from other curriculum to do it. Sometimes they have new programs or new certificates that are a matter of repackaging to make it work and serve the student. To be truly an innovative and new program, they must go to a three-year budget. As they look at things that they have brought on that require remodeled space, specialized equipment, additional faculty - it takes approximately three years before it is self-supporting. Graphic Arts is a perfect example. It is growing nicely - from 30 students to over 100 in a year. However, in order to do that, they needed specialized equipment and remodeling, etc. It gets tricky to come up with \$50,000 for a plate burning machine.

In response to Member Graft, Dr. Breuder explained that this item has the potential of being \$1M for each of three years, but they would revisit that every year to see if it was realizing the expectations. In the final analysis, if they are not getting value added that they should be getting, he would not see continuing this initiative. It does not mean they would not continue to honor the commitment, for example, to Graphic Arts for each of the next three years. They would not renege on their commitment to something. If Vice President Skold comes back and says she needs three years for Graphic Arts (\$100,000 and \$70,000 and \$65,000), if they engage in the activity, they will commit to that and obligate for the three years. Other things may be a one-time occurrence with a reassessment each year. They also may find a different way to fund something; a grant may become available that would be particularly sensitive to a program area. They can wear themselves off of it immediately and go to some external source of funding.

Dr. Breuder concluded that the Board should know that they could spend up to \$3M over the next three years. It is going to come from the people at the top of the house who work with their colleagues to determine what are the initiatives that are worthy of evaluating and putting into play inside this institution. The money will be spent wisely, or it will not be

spent; they covet the fund balance too much to throw it away.

Member Kelley stated that he admires the fiscal discipline of Harper College. For the past three years, he has seen that, if there is money left on the table, it is saved. This is contrary to the way many government bureaucracies operate. Dr. Breuder explained that he never wants to be in the position where the public looks at the College and questions whether or not it was prudent and frugal and responsible with their money.

Upon roll call, the vote was as follows:

Ayes: Members Graft, Hoffman, Kelley and Stone
Nays: None

Motion carried. Student Member Hurtubise voted aye.

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 will be April 25, 2006, and it will include the Organizational Meeting. Chair Stone encouraged everyone to support the Foundation Golf Open which will be held on June 5.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Member Grant moved, Member Kelley seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 8:14 p.m.

Chair

Secretary

BOARD REQUESTS

MARCH 21, 2006 REGULAR BOARD MEETING

There were no Board requests.

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I. BILLS PAYABLE

Accounts Payable & Tuition Refunds (Oracle) \$ 3,896,289.00

II. PAYROLL

03/17/2006 \$ 1,682,310.19

03/31/2006 1,703,669.44

III. ESTIMATED PAYROLL

04/14/2006 \$ 1,692,989.82

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

April 25, 2006

SUMMARY OF BIDS

- Exhibit IX – A.3.a The administration recommends that the Board award bid request Q00460 for window replacement at the north side as well as the west side of the Northeast Center to C.A.D. Contract Glazing, the low bidder, in the amount of \$60,441.
- Exhibit IX – A.3.b The administration recommends that the Board award bid request Q00463 for roadway and parking lot rehabilitation on the south side of the campus to Schroeder Asphalt Services, Inc., the low bidder, in the amount of \$166,460.74 for work on the south side of the campus, for possible additional work including landscape repairs in the amount of not to exceed \$68,539.26, for architects fees of not to exceed \$17,625.00 and for reimbursables of not to exceed \$500.00, for a total award of \$253,125.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00460 for window replacement at the north side as well as the west side of the Northeast Center as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$60,441 will be provided in the 2006/07 Operations and Maintenance Fund budget, under account number 0002-7010-063-5304001.

III. INFORMATION

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

C.A.D. Contract Glazing	\$38,550.00
Suburban Trim & Glass	50,632.33
Trainor Glass Co.	77,353.00

The current windows at the Northeast Center were installed when the building was constructed. The windows are not energy efficient, have developed leaks and have rusting and/or missing frames. They are no longer manufactured so replacement parts are not available.

The bid request was for replacement of the north windows of the building. Since the bids came in so favorably, this recommendation includes replacement of the west windows as part of the project too. Unit costs were part of the bids; therefore the College can add

more windows at this time. The windows for the west side of the building will cost \$21,891.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00460 for window replacement at the north side as well as the west side of the Northeast Center to C.A.D. Contract Glazing, the low bidder, in the amount of \$60,441.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00463 for roadway and parking lot rehabilitation on the south side of the campus as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$253,125.00 are provided in the 2005/06 Operations and Maintenance Fund budget, under account numbers 0002-8090-039-5303000-1 and 0002-8060-039-580200-1.

III. INFORMATION

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

Schroeder Asphalt Services, Inc.	\$166,460.74
Professional Maintenance, Inc.	169,479.34
Murphy Paving and Sealcoating, Inc.	170,548.44
Parking Lot Services	182,866.39
Chicagoland Paving Contractors, Inc.	183,421.90
JA Johnson Paving Co.	196,505.54
Pavement Systems, Inc.	199,748.00
Accu-Paving Co.	229,829.16

In order to preserve the quality of the campus parking and roadway surfaces, the College must reseal and patch them every two years. This summer the focus will be on the south parking lots and roadways. Included in the recommendation are minimal repairs, crack fill, seal coating and striping.

When the drawings and specifications were issued for bid, a complete listing of unit prices for repairs was requested. If funds are available and time allows, the scope of work can be extended to other parts of campus that need repairs.

Additional repairs could include pavement replacement at failed areas, adjacent curb repairs and milling areas adjacent to the areas requiring replacement for an overall longer lasting repair. An allowance of \$68,539.26 is provided for this additional work and for landscape repairs as needed.

Also included in the recommendation are architects fees of not to exceed \$17,625.00 and reimbursables of not to exceed \$500.00.

IV.

RECOMMENDATION

The administration recommends that the Board award bid request Q00463 for roadway and parking lot rehabilitation on the south side of the campus to Schroeder Asphalt Services, Inc., the low bidder, in the amount of \$166,460.74 for work on the south side of the campus, for possible additional work including landscape repairs in the amount of not to exceed \$68,539.26, for architects fees of not to exceed \$17,625.00 and for reimbursables of not to exceed \$500.00, for a total award of \$253,125.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

April 25, 2006

SUMMARY OF PURCHASE ORDERS

- Exhibit IX – A.4.a The administration recommends that the Board approve issuance of a purchase order to Apple Computer, Inc. for Macintosh desktops, Apple monitors and Macintosh servers for the new Graphic Arts Technology Program, the Department of Instructional Technology (DOIT) and the Marketing Services department in the amount of \$135,000.
- Exhibit IX – A.4.b The administration recommends that the Board approve the issuance of a purchase order to ABDick for an ABDick Digital PlateMaster for use in the Graphic Arts Technology Program, in the amount of \$38,501.
- Exhibit IX – A.4.c The administration recommends that the Board approve the issuance of a purchase order to EMI Network for ads in U.S. News and World Report in the amount of \$20,800.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Apple Computer, Inc. for Macintosh desktops, Apple monitors and Macintosh servers for the new Graphic Arts Technology Program, the Department of Instructional Technology (DOIT) and the Marketing Services department as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$135,000 are provided in the 2005/06 Restricted Purposes Fund and Education Fund budgets, under account numbers 6606-8080-245-5805002 and 0001-8080-245-5805002.

III. INFORMATION

This request is for 29 Macintosh G5 desktops, 31 Apple monitors and 2 Machintosh G5 dual servers.

Apple Computer, Inc. does not license its operating system to third party manufacturers, is the only manufacturer of Apple and Macintosh products and is the sole educational supplier of these products. Apple Computer, Inc. does not allow Authorized Apple Resellers to sell the products to public and private nonprofit educational institutions in the United States. Harper College is a member of the Apple Collegiate Purchase Program and as such receives a 12 percent discount off of standard consumer prices. The program also allows students and faculty to purchase products at Apple Store discounted prices. A letter from Apple Computer, Inc. stating the above is on file in the Purchasing Department.

This purchase complies with State Statute, Board Policy and Administrative Procedures.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Apple Computer, Inc. for Macintosh desktops, Apple monitors and Macintosh servers for the new Graphic Arts Technology Program, the Department of Instructional Technology (DOIT) and the Marketing Services department in the amount of \$135,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to ABDick for an ABDick Digital PlateMaster for use in the Graphic Arts Technology Program as requested by the Technology, Mathematics and Science Division.

II. BUDGET STATUS

Funds in the amount of \$38,501 are provided in the 2005/06 Education Fund budget, under account number 0001-1030-509-5806001.

III. INFORMATION

This request is for an ABDick Digital PlateMaster DPM34 SC/HSC which is a complete computer-to-plate system that includes a polyester platesetter and all necessary software and hardware for the digital workflow.

The Harper College Graphic Arts Technology Program was launched in February 2005. In only three semesters it has grown to more than 100 students who are pursuing degrees and certificates in the field. Twelve different Graphic Arts courses will be offered for the Fall 2007 Semester.

The ABDick Digital PlateMaster will be used extensively in the Graphic Arts courses from the introductory courses where students will learn about the multi-step processes in graphic arts to the most advanced courses where they will learn troubleshooting and quality control.

Digital plate making is an essential step in Graphic Arts. It is the step that converts the work that a student has created on a

computer, using several software applications, to a job that can be printed in volume. This piece of equipment will provide students with the opportunity to understand how the files they have created in the classroom are digitally separated by color and then imaged on to a plate so that they are ready for printing. It is only through analyzing these plates that students learn to assure that what they see as a product on the computer monitor is how the image will appear when printed. These skills are essential to working in the digital graphic arts/design industry.

Comparisons were done for similar products. The ABDick Digital PlateMaster was chosen by the faculty and industry partners as the preferred instrument because of its ease of use, high resolution, price, size and presence in the market place. It is small enough to be utilized in the classroom and still provides students with the amenities that they will experience in real world production. It is a polyester platesetter which is half the price of a metal platesetter and requires less maintenance.

As there are approximately 300 of the ABDick Digital PlateMaster DPM34 SC/HSC in use in the Chicagoland print industry, students will learn on equipment that is representative of the technology that will be encountered in the field. An industry partner, K&M Printing, has agreed to allow the students to run the plates that they have created in class on their presses in order to be able to see the finished output.

ABDick is the sole distributor of the Digital PlateMaster DPM34 SC/HSC. A letter from ABDick stating this is on file in the Purchasing department.

This purchase complies with State Statute, Board Policy and Administrative Procedures.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to ABDick for an ABDick Digital PlateMaster for use in the Graphic Arts Technology Program, in the amount of \$38,501.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to EMI Network for ads in U.S. News and World Report as requested by Enrollment and Marketing for Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$20,800 are provided in the 2005/06 Education Fund budget, under account number 0001-8010-060-5402001.

III. INFORMATION

As part of the comprehensive awareness, brand and enrollment communication strategy of Harper College, two separate ads are being purchased in U.S. News and World Report magazine.

U.S. News and World Report magazine has built a national editorial franchise around specialized topic areas in education through its Special Issues. The centerpiece of each Special Issue is a comprehensive resource guide. The College will advertise in two Special Issues: Paying for College Guide and America's Best Colleges Guide.

Efficiencies in the planned, Board-approved media plan yielded a savings that allowed the College to pursue these placements in U.S. News and World Report. It was not certain that the resources to pursue this buy would be available until after placement of spring reverse transfer media in March 2006. At that time, the buy needed to be executed with some haste in order to reserve the space in these two popular issues.

In general, when buying media, the College works directly or through its media buyer to negotiate the best price and placement. Typically, there are more options to negotiate when trying to place ads in broadcast media. By its nature, print (newspaper and magazine) rates are more standard unless multiple placements are being bought. Then a discount may be applied. In the case of a special publication or special issue, like the U.S. News and World Report placements, a standard rate typically applies.

EMI Network is a sole source provider. It is the only vendor that sells space in the Special Issues. The cost of the ad in the Paying for College Guide is \$9,900 and the cost of the ad in the America's Best Colleges Guide is \$10,900.

The publication dates of the issues will be mid-August and mid-September. Payment will be remitted by or before mid-May in order to ensure that space is reserved in the issues.

The College is purchasing regional coverage, which targets Northern Illinois and NE Indiana. Total circulation of this issue is 85,000. More than 26,000 copies are distributed to subscribers served by the Palatine and Carol Stream main distribution post offices alone.

The College will take advantage of the prestige of being featured in a national magazine and at a local rate. Local ads are read 81 percent more than national ads in this magazine (Source: Roper Starch, Ad Impact Study). Additionally, these special editions produce a jump in newsstand sales and attract a clearly defined target audience, as well as providing a positive, image building halo effect from the College appearing in the magazine.

This purchase complies with State Statute, Board Policy and Administrative Procedures.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to EMI Network for ads in U.S. News and World Report in the amount of \$20,800.

WILLIAM RAINEY HARPER COLLEGE

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Review of Closed Session Minutes

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

In compliance with Public Act 85-1355, the Board of Trustees has scheduled the review of closed session minutes in April and October of each year. On Tuesday, April 25, 2006, a review may take place in closed session to be followed by action on disclosure during regular session.

IV. RECOMMENDATION

It is recommended that the Board take the following action:

**BE IT RESOLVED that the closed session minutes of
October 27, 2005; January 11, 2006 Special Meeting;
January 31, 2006; and, February 28, 2006 Special
Meeting remain confidential.**

Chair

Secretary

WILLIAM RAINEY HARPER COLLEGE
Schedule of Investments
As of March 31 2006

Exhibit IX-B.1
April 25, 2006

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 3/31/2006	Market Value
<u>Certificates of Deposits</u>							
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	
PMA/Associated Bank	03/15/06	08/30/06	168	4.91	11,319.06	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	
Harris Bank	01/12/06	02/15/07	400	4.76	96,381.60	1,800,000.00	

Harris Bank	01/12/06	03/01/07	414	4.76	99,846.86	1,800,000.00	
Harris Bank	01/12/06	03/15/07	428	4.76	103,318.45	1,800,000.00	
Harris Bank	01/12/06	03/29/07	442	4.76	106,796.39	1,800,000.00	
PMA/Associated Bank	03/06/06	04/12/07	402	5.00	110,677.35	2,000,000.00	
LaSalle Bank	03/06/06	04/26/07	416	4.97	114,862.22	2,000,000.00	
PMA/Flagstar Bank	03/06/06	05/10/07	430	5.05	119,346.17	2,000,000.00	
PMA/Flagstar Bank	03/06/06	05/24/07	444	5.05	123,243.26	2,000,000.00	
Northern Trust	03/16/06	06/07/07	449	5.10	129,213.67	2,000,000.00	
PMA/Flagstar Bank	03/06/06	06/07/07	458	5.05	127,141.02	2,000,000.00	
Northern Trust	03/16/06	06/21/07	463	5.10	133,373.13	2,000,000.00	
PMA/Flagstar Bank	03/06/06	06/21/07	472	5.05	131,039.46	2,000,000.00	
PMA/Associated Bank	03/22/06	07/05/07	470	5.06	130,973.98	2,000,000.00	
PMA/Heritage Bank of Central II	03/22/06	07/19/07	484	5.06	54,131.48	800,000.00	
PMA/Heritage Bank of Central II	03/30/06	08/02/07	490	5.11	152,296.49	2,200,000.00	
Weighted Average: 4.38						<u>76,200,000.00</u>	76,200,000.00

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						<u>3,000,000.00</u>	2,971,875.00

Illinois Funds

		Monthly Average		4.45		<u>4,565,904.67</u>	<u>4,565,904.67</u>
TOTALS AS OF:	3/31/2006				\$	<u>83,765,904.67</u>	<u>83,737,779.67</u>

WILLIAM RAINEY HARPER COLLEGE
FY2005/2006 BUDGET AND EXPENDITURES
March 31, 2006

April 25, 2006
 Exhibit IX-B.1

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Institutional						
Institutional	13,888,082.00	8,771,712.59	5,572,242.00	70,546.00	40.63%	8,245,294.00
Sub-Total	\$13,888,082.00	\$8,771,712.59	\$5,572,242.00	\$70,546.00	40.63%	\$8,245,294.00
President						
Development Office	559,097.00	353,125.67	398,837.00	104,967.00	90.11%	55,293.00
Pres/Brd of Trustees	374,935.00	236,808.95	305,917.00	66,603.00	99.36%	2,415.00
Strategic Alliance	635,226.00	401,208.74	459,181.00	140,859.00	94.46%	35,186.00
Assoc VP Development	55,174.00	34,847.90	42,854.00	0.00	77.67%	12,320.00
Media Comm & Gov Rel	210,231.00	132,781.90	158,236.00	39,516.00	94.06%	12,479.00
Sub-Total	\$1,834,663.00	\$1,158,773.15	\$1,365,025.00	\$351,945.00	93.59%	\$117,693.00
Student Affairs						
Student Activities	457,473.00	288,939.95	294,000.00	74,681.00	80.59%	88,792.00
Student Development	2,958,858.00	1,868,814.71	2,059,772.00	464,583.00	85.32%	434,503.00
Wellns & Human Perf	1,910,883.00	1,206,913.70	1,378,594.00	260,461.00	85.77%	271,828.00
VP Student Affairs	349,083.00	220,480.82	258,416.00	70,321.00	94.17%	20,346.00
Access & Disability	681,418.00	430,383.61	455,128.00	75,153.00	77.82%	151,137.00
Sub-Total	\$6,357,715.00	\$4,015,532.79	\$4,445,910.00	\$945,199.00	84.80%	\$966,606.00
VP Academic Affairs						
Acad Enrich/Lang Std	3,639,127.00	2,298,472.61	2,511,678.00	709,720.00	88.52%	417,729.00
VP Academic Affairs	1,418,111.00	895,678.91	229,460.00	48,123.00	19.57%	1,140,528.00

Assoc VP Transfer Prog	334,708.00	211,401.57	227,011.00	53,875.00	83.92%	53,822.00
Bus & Soc Sciences	5,570,939.00	3,518,605.07	4,072,352.00	1,028,357.00	91.56%	470,230.00
Continuing Education	532,852.00	336,549.32	375,958.00	90,811.00	87.60%	66,083.00
Liberal Arts	6,413,362.00	4,050,679.44	4,575,353.00	1,181,052.00	89.76%	656,957.00
Hlth Car & Public Safety	3,761,206.00	2,375,577.71	2,563,075.00	662,879.00	85.77%	535,252.00
Resources for Learning	2,891,657.00	1,826,370.56	2,004,779.00	414,049.00	83.65%	472,829.00
Tech, Math & Science	6,163,719.00	3,339,832.00	4,745,316.00	1,256,920.00	97.38%	161,483.00

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Assoc. VP Career Prog	251,118.00	158,606.13	113,393.00	42,506.00	62.08%	95,219.00
Sub-Total	\$30,976,799.00	\$19,564,946.25	\$21,418,375.00	\$5,488,292.00	86.86%	\$4,070,132.00
VP Admin Services						
Admin Services	1,811,511.00	1,144,150.35	1,289,357.00	346,456.00	90.30%	175,698.00
Sub-Total	\$1,811,511.00	\$1,144,150.35	\$1,289,357.00	\$346,456.00	90.30%	\$175,698.00
VP Diversity/Org Dev						
Assoc VP Diversity/Org	1,103,326.00	696,860.70	690,215.00	78,500.00	69.67%	334,611.00
Sub-Total	\$1,103,326.00	\$696,860.70	\$690,215.00	\$78,500.00	69.67%	\$334,611.00
VP Info Technology						
Info Technology	6,461,779.00	4,081,259.62	4,704,983.00	1,013,344.00	88.49%	743,452.00
Sub-Total	\$6,461,779.00	\$4,081,259.62	\$4,704,983.00	\$1,013,344.00	88.49%	\$743,452.00
VP Mktg & Enrollment						
VP Enroll & Marketing	1,402,211.00	885,636.47	945,990.00	295,693.00	88.55%	160,528.00
Enrollment Svcs	1,391,098.00	878,617.50	1,025,145.00	286,430.00	94.28%	79,523.00
Pub & Comm Services	1,544,465.00	975,484.09	1,140,949.00	361,490.00	97.28%	42,026.00
Sub-Total	\$4,337,774.00	\$2,739,738.06	\$3,112,084.00	\$943,613.00	93.50%	\$282,077.00
Grand Total:	\$66,771,649.00	\$42,172,973.51	\$42,598,191.00	\$9,237,895.00	77.63%	\$14,935,563.00

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

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: Educational 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: April 25, 2006

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
NEW IT Security Grant BSS J. Mathes	Funds operation of a Homeland Security Computer Security Training Center and refinement of coursework in network security and computer forensics.	DCEO \$57,000	03/01/06 03/01/07
<u>RENEWAL</u> Disability Matrics Sub-grant Access & Disability Services T. Thompson	Working with UIUC and other colleges to develop data collection tools.	IBHE/U of I \$22,012	09/01/05 08/31/06
<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
Project Access for Deaf/Hard of Hearing Sub-grant Access & Disability Services T. Thompson	Train faculty on improving access for deaf/hard of hearing students.	DOE Rochester Institute of Technology \$3,000	07/01/05 06/30/06
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 Access & Disability Services T. Thompson	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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<u>CONTINUATION</u> Northern Illinois Regional Consortium ETIP Grant Harper College for Businesses M. Coons	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 Harper College for Businesses M. Coons	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 support 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
<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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
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 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 Harper College for Businesses M. Coons	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 Harper Police 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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
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. (March 2006 increased by \$35,000)	WBMC \$110,000	08/01/05 06/30/06
CSSI (Critical Skill Shortages Initiative) Addressing Manufacturing Shortages D. Corr	Provides training to underemployed or unemployed workers in manufacturing occupations in the Northwest suburbs.	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 April 25, 2006

\$ 2,568,143

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
Year to Date Fundraising Report (as of 03/31/2006)**

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	79	\$17,890.00	\$0.00	\$231.00	\$0.00	\$18,121.00
Golf Open 2006	12	\$16,500.00	\$14,000.00	\$250.00	\$0.00	\$30,750.00
Harper Symphony Orchestra	3	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Kolbusz-Kosan Wedding	89	\$17,630.00	\$5,000.00	\$0.00	\$0.00	\$22,630.00
James McGrath Scholarship	56	\$9,890.00	\$0.00	\$0.00	\$0.00	\$9,890.00
Jim McGuire Golf Open	28	\$3,540.00	\$0.00	\$0.00	\$0.00	\$3,540.00
Memorial	61	\$4,230.25	\$0.00	\$0.00	\$0.00	\$4,230.25
Margaret Scott	39	\$2,730.00	\$0.00	\$38.33	\$0.00	\$2,768.33
Personal Solicitation	22	\$25,001.50	\$215,570.00	\$19,000.00	\$205,000.00	\$464,571.50
Proposal	2	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00
Pacesetter Campaign FY06	35	\$18,800.00	\$8,559.60	\$0.00	\$0.00	\$27,359.60
Resources for Excellence Employee Campaign FY04	1	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00
Resource for Excellence Campaign FY05	32	\$151.50	\$78.00	\$0.00	\$0.00	\$229.50
Resource for Excellence Campaign FY06	367	\$8,450.95	\$38,426.28	\$0.00	\$0.00	\$46,877.23
Scholarship Stewardship	19	\$25,100.00	\$3,125.00	\$0.00	\$0.00	\$28,225.00
Special Initiatives	7	\$9,695.00	\$0.00	\$0.00	\$0.00	\$9,695.00
Stewardship	4	\$3,525.00	\$0.00	\$0.00	\$0.00	\$3,525.00
Unsolicited	27	\$3,870.00	\$0.00	\$7,373.00	\$0.00	\$11,243.00
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:	893	\$205,352.16	\$284,758.88	\$26,892.33	\$205,000.00	\$722,003.37

**Harper College Educational Foundation
March Fundraising Report FY06**

Appeal Description	Gift Count	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Golf Open 2006	10	\$13,500.00	\$9,000.00	\$250.00	\$0.00	\$22,750.00
Kolbusz-Kosan Wedding	1	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Memorial	6	\$420.00	\$0.00	\$0.00	\$0.00	\$420.00
Personal Solicitation	2	\$500.00	\$4,320.00	\$0.00	\$0.00	\$4,820.00
Pacesetter Campaign FY06	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Resource for Excellence Campaign FY05	3	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Resource for Excellence Campaign FY06	367	\$8,450.95	\$38,426.28	\$0.00	\$0.00	\$46,877.23
Stewardship	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Unsolicited	1	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Grand Totals:	392	\$34,170.95	\$51,746.28	\$250.00	\$0.00	\$86,167.23

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

Computer Forensics and Security AAS Degree
Computer Forensics Certificate

II. REASON FOR CONSIDERATION

The Illinois Community College Board requires the Board approve new degree and certificate programs.

III. BACKGROUND INFORMATION

These programs were developed in direct response to a request of the Illinois Department of Commerce and Economic Opportunity Homeland Security and its accompanying grant funding. No other community college offers these programs. Because of its unique curriculum, Harper College has received a \$57,000 grant to assist with the development of the courses, purchase necessary equipment, and better meet the needs of the business and industry community.

The Computer Forensics and Security curriculum teaches students the advanced technical skills necessary to deal with prevention and detection of computer-related security. This includes such topics as computer forensics, the prevention of computer crimes, ethical hacking, and other computer security issues.

Additionally, almost all of the courses will be offered online not only to Harper College students, but across Illinois through the Internet Course Exchange (a consortium of community colleges that offer a wide variety of classes via the internet.)

IV. RECOMMENDATION

The administration and the curriculum committee recommend that the Board approve the new Computer Forensics and Security AAS degree and the new Computer Forensics Certificate programs for implementation in the 2006-2007 academic year.

NEW DEGREE

COMPUTER INFORMATION SYSTEMS – COMPUTER FORENSICS AND SECURITY AAS DEGREE

The 60-61 credit-hour technical curriculum trains students for positions in the distinct field of computer forensics and security. The curriculum includes coursework that will enable students to not only identify security threats but also take appropriate action to prevent the threats and trace/track these computer crimes. Graduates of the program may find employment as entry-level computer forensic specialists or computer security specialists.

First Semester

CIS	101	Introduction to Computer Information Systems	3
ENG	101	Composition.....	3
Mathematics	Elective ¹	3-4
NET	101	Windows or	
NET	106	Introduction to Linux	3
NET	121	Introduction to Networking.....	3
			15-16

Second Semester

ENG	103	Technical and Report Writing	3
NET	111	A+ Hardware	3
NET	112	A+ Operating Systems Technologies	3
NET	122	Internet Protocols	3
PHI	115	Ethics or	
PHI	150	Business Ethics	3
			15

Third Semester

NET	182	Computer Forensics	3
NET	231	Windows Scripting or	
NET	236	Linux Shell Scripting	3
NET	270	Cisco Networking (CCNA)	3
NET	280	Network Security Fundamentals (Security+)	3
SOC	101 [♦]	Sociology	3
			15

Fourth Semester

CRJ	216 ²	Investigative Process.....	3
Humanities or Natural Science	Elective	3
NET	283	Ethical Hacking.....	3
NET	284	Computer Security Incident Response	3
NET	289	Security Capstone	3
			15

¹ Students must take at least three credit hours in a mathematics course at the level of MTH 080 or above.

² Prerequisite of CRJ 101 will be waived for Computer Forensics and Security AAS students.

[♦] This course meets the World Cultures and Diversity graduation requirement.

NEW CERTIFICATE

COMPUTER INFORMATION SYSTEMS: COMPUTER FORENSICS CERTIFICATE

This is a 24-credit hour certificate program designed for those students who choose to specialize in computer forensics. These courses will help prepare students for computer forensics and security certifications.

Computer Forensics Certificate: *Required*

CRJ	216 ¹	Investigative Process.....	3
NET	111	A+ Hardware	3
NET	112	A+ Operating Systems Technologies	3
NET	121	Introduction to Networking.....	3
NET	122	Internet Protocol	3
NET	182	Computer Forensics	3
NET	280	Network Security Fundamentals (Security+)	3
NET	284	Computer Security Incident Response	3

¹ Prerequisite of CRJ 101 will be waived for Computer Forensics Certificate students.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Public Relations AAS Degree
Public Relations Certificate
Public Relations for the Web Certificate

II. REASON FOR CONSIDERATION

The Illinois Community College Board requires the Board approve new certificate and degree programs.

III. BACKGROUND INFORMATION

Public relations is a fast-growing field, especially for the web. Data from OES (Occupational Employment statistics) documents shows a projected growth in these fields of almost 23% in the next 10 years within the Harper College district.

The proposed programs use both current and new courses to provide skills needed for career entry and career development. Public relations for the web, a relatively new field, includes the ability to write "press" releases, communicate clearly, and target the appropriate market. Students will develop both written and oral communication skills that will provide them with the ability to effectively communicate in all of the fields necessary for successful employment.

IV. RECOMMENDATION

The administration and the curriculum committee recommend that the Board approve the new Public Relations AAS degree, Public Relations certificate, and Public Relations for the Web Certificate for implementation in the 2006-2007 academic year.

NEW PROGRAM

ASSOCIATE IN APPLIED SCIENCE DEGREE—PUBLIC RELATIONS

This 60-credit hour program is designed for persons interested in preparing for positions in the growing and dynamic field of public relations. Additionally, the program may provide in-service training for people working the field. Students will learn valuable marketing, advertising and journalistic knowledge and skills, including writing for various media and communication vehicles, interviewing, special event planning and public relations campaign management.

First Semester

ENG 101	Composition	3
Humanities Elective		3
MCM 120	Introduction to Mass Communication	3
MCM 130	Introduction to Journalism	3
MGT 150	Business Math.....	<u>3</u>
		15

Second Semester

MCM 131	News Reporting and Writing.....	3
MCM 233	Introduction to Public Relations	3
MGT 111	Introduction to Business Organization	3
SOC 101 [♦]	Introduction to Sociology	3
Social Science Elective		<u>3</u>
		15

Third Semester

Electives ¹		3
MCM 137	Media Writing	3
MCM 250	Public Relations Writing and Production.....	3
MCM 251	Media Interviewing.....	3
MKT 245	Principles of Marketing	<u>3</u>
		15

Fourth Semester

Electives ¹		6
MCM 252	Special Events and Promotions.....	3
MCM 260	Campaign Communication and Message Design.....	3
MKT 217	Advertising.....	<u>3</u>
		15

[♦] This course meets the World Cultures and Diversity graduation requirement.

¹ Choose 9 credit hours from MGT 280, SPE 101, or any MCM or MKT course.

NEW CERTIFICATE

PUBLIC RELATIONS CERTIFICATE

This 21-credit hour certificate offers the student the opportunity to gain valuable knowledge and skill in mass communications with an emphasis on public relations.

Public Relations Certificate: *Required*

MCM 120	Introduction to Mass Communications	3
MCM 130	Introduction to Journalism	3
MCM 233	Introduction to Public Relations	3
MCM 250	Public Relations Writing and Production	3
MCM 251	Media Interviewing	3
MCM 252	Special Events and Promotions	3
MCM 260	Campaign Communication and Message Design	<u>3</u>

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Seek approval to commit Harper to be included in the Illinois Statewide CurricUNET project by signing a Memorandum of Understanding (MOU) with the Illinois Community College Board (ICCB) and to acquire the CurricUNET software, annual support and hosting from Governet.

II. REASON FOR CONSIDERATION

ICCB has negotiated an agreement with Governet, the developer of CurricUNET, to provide a WEB based network software system for use by Illinois Community Colleges to improve and expedite the submission of curriculum material and electronically manage the course/program approval process.

III. BACKGROUND INFORMATION

The current method of submitting curriculum material and seeking course/program approval to ICCB is outdated resulting in untimely delays. ICCB over the past year established a project to automate this process and formulated a team that was comprised of Chief Academic Officers (CAO) from Illinois community colleges to research the market and select a product. That effort resulted in the team selecting CurricUNET, a WEB based network product manufactured by Governet. Once the selection process was completed information seminars were provided to Community Colleges throughout the state to apprise them of this software tool.

Due to the number of Colleges and to achieve success a multiple year's implementation plan was negotiated as well as a state-wide pricing formula. The formula was based on student full-time equivalents (FTE) at each institution for both the initial and annual support cost. To realize both the negotiated cost savings and to

select one of four proposed implementation periods each College is required to sign a Memorandum of Understanding (MOU) by June 30, 2006.

For Harper to insure success in the implementation of CurricUNET, fiscal year FY2007-08 (anticipated implementation January-February 2008) was selected. Choosing this date will permit many staff members committed to two major projects, Oracle ERP and Higher Learning Commission self-study, to complete those projects before commencing the implementation of CurricUNET. Therefore, selecting FY2007-08 will simultaneously permit Harper to realize the negotiated costs and comply by the conditions of the agreement ICCB established with Governet.

This purchase complies with State Statute, Board Policy and Administrative Procedures.

IV. RECOMMENDATION

The administration proposes three recommendations for the Board to approve:

Recommendation 1, to approve the signing of the Memorandum of Understanding (MOU) with the Illinois Community College Board (ICCB) prior to June 30, 2006 to secure Harper the negotiated pricing for the initial cost of implementation of \$34,142 in the first year (FY2007-08) and the annual support and hosting fee of \$16,000 per year for the second (FY2008-09) and third (FY2009-10) years, and;

Recommendation 2, to authorize the VP of Information Technology to sign the Memorandum of Understanding (MOU) with ICCB, and;

Recommendation 3, to authorize the VP of Information Technology to sign licensing agreements for the CurricUnet software, annual support and hosting with Governet.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Faculty Promotions, 2006-2007 Academic Year

II. REASON FOR CONSIDERATION

In accordance with Board Policy 11.02.11, final approval of promotions is made by the Board of Trustees.

III. BACKGROUND INFORMATION

The 1990-93 Agreement between the Board of Trustees and the Faculty Senate stipulated that a faculty promotions procedure be developed beginning with the 1991-92 academic year. On January 30, 1992, the Board of Trustees approved a Faculty Promotion System developed by the Promotions Committee. The promotions procedures in the Faculty Promotions System, 'Promotion Procedures' pages 7 - 10, have been followed.

IV. RECOMMENDATION

The College administration recommends that the Board of Trustees grant the following promotions for the 2006-2007 academic year.

To Assistant Professor

David Braunschweig BUSS	Lin Cui AELS	Patricia Hamlen BUSS
Kelly Hamontree HCPS	Travaris Harris STUDEV	Kathleen LaBeau TMS
Jeannine Lombardi BUSS	Diane Martling TMS	Pamela McLaughlin TMS
Kelly Page TMS	Jason Peot LIBARTS	Michele Robinson BUSS
Judith Sallee TMS	Craig Stettner TMS	M. Glenn Taylor LIBARTS
Jessica Walsh LIBARTS	Joyce Wisniewski AELS	

To Associate Professor

Vicki Atkinson STUDEV	Collette Marsh-Bockman TMS	Willis Boughton BUSS
Barbara Ellis-Bowker LIBARTS	Helen Burroughs BUSS	Joan Carlson HCPS
David Clydesdale TMS	John Curran LIBARTS	Thomas Goetz RFL
Richard Middleton-Kaplan LIBARTS		Terry Ann Morris BUSS
Sean Noonan BUSS	Ross Olmos HCPS	William Pankey RFL
Alice Roberts AELS	Geri Kale-Smith HCPS	Judith Zaplatynsky BUSS

To Professor

Paul Guymon BUSSS	Greg Herriges LIBARTS	Diane Mack TMS
Jacquelyn Mott LIBARTS	Sue Overland WHP	Shari Pergricht STUDEV
Renate vonKeudell LIBARTS		

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Approval to utilize up to \$800,000 requested in December 2004 as a contingency to acquire services or products for support of the Oracle Enterprise Resource Planning (ERP) System.

II. REASON FOR CONSIDERATION

Success has been achieved with two major modules of the Oracle ERP system moving into production. Our success was impacted by a very aggressive implementation schedule and the simultaneous need for staff to conduct business in both the old and new software systems environments. At present, Harper has a number of key individuals who are heavily engaged in ongoing business activities and are also significantly involved in implementing the student system.

This request is to obtain FORMAL approval to utilize up to the proposed 10% of the initial ERP project cost of \$8 million to seek services and products to provide relief for staff so engaged.

III. BACKGROUND INFORMATION

During the December 21, 2004 regular Board of Trustee meeting discussions centered on the acquisition of the Oracle ERP system ensued. The ERP project had a proposed \$8 million budget with no contingency included as would be normal in a project of this size and complexity. Dr. Breuder, during these discussions, proposed that a contingency of 10% of the total project be identified and set aside for use, if and when the time presented itself.

Since the start of this project on January 1, 2005 two major modules, HR/Payroll and Finance, are in use. These were significant accomplishments and were successful due to the efforts of Harper staff. Moreover, these modules were implemented within the allocated budget for each component.

As we now prepare for the FY06 audit and the development of the FY07 budget, key individuals are still discharging their normal duties and responsibilities, thereby, limiting their ability to be fully engaged in any post-production ERP effort. Further, a number of these key individuals are also critical to the success of the student system implementation thus adding to an already heavy workload.

Recognizing our limitations, we now seek relief for staff as it is impossible to sustain the level of energy required to provide support for the ongoing business operations, undertake the development of the student system module and continue development of the human resources and payroll modules.

The \$400,000 for FY06 was included in the budget approved by the Board in August 2005.

This purchase complies with State Statute, Board Policy and Administrative Procedures.

V. RECOMMENDATION

The administration recommends that the Board formally approve the President to utilize the requested contingency of up to \$800,000 for the ERP project (a maximum of \$400,000 for FY06 and FY07, respectively,) and to provide periodic updates when these funds are utilized.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Awarding Faculty Emeritus Recognition

II. REASON FOR CONSIDERATION

To award honorary designation of Professor Emeritus to retiring full-time faculty members in recognition of their service to Harper College, its students, and its community.

III. BACKGROUND INFORMATION

Faculty members who have completed 10 years of full-time Harper service may apply for emeritus recognition one year prior and two years after their effective retirement date. The Vice President of Academic Affairs and the Vice President of Student Affairs, along with the Faculty Senate President have verified the applications and made recommendation to the College President.

IV. RECOMMENDATION

The President recommends the Board of Trustees grant Professor Emeritus recognition to the following Harper College tenured faculty retirees:

EMPLOYEE	Retirement Date	Years of Full-time Service
<u>AELS</u> Susan Farmer	July 31, 2006	19
<u>BUSS</u> William Jedlicka	July 31, 2006	31
<u>LIBARTS</u> Dianne Batzkall	July 31, 2006	17
Marcia Litrenta	July 31, 2006	20
<u>TMS</u> Paul Sipiera	July 31, 2006	30
<u>WHP</u> John Eliasik	May 31, 2006	35

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 *Centegra Health System* for the following programs: Nursing and Phlebotomy, 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, *Centegra Health System*, whereby they require Board or appointed designee signature.

III. BACKGROUND INFORMATION

The facilities and educational opportunities available at *Centegra Health System* are consistent with the clinical objectives of the Harper College Health Career Programs.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between Harper College and *Centegra Health System*, be approved as submitted and authorize the Dean of Health Careers and Public Safety to sign all of the above.

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 annual renewal of the Affiliation Agreement/Addendum between Harper College and *Children's Memorial Hospital* 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, *Children's Memorial Hospital*, whereby they require Board or appointed designee signature.

III. BACKGROUND INFORMATION

The facilities and educational opportunities available at *Children's Memorial Hospital* are consistent with the clinical objectives of the Harper College Health Career Programs.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement renewal between Harper College and *Children's Memorial Hospital* be approved as submitted and authorize the Dean of Health Careers and Public Safety to sign the above.