



Harper College  
1200 West Algonquin Road  
Palatine, Illinois

## Regular Board Meeting Agenda

November 14, 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 - October 24, 2006 Regular Board Meeting Exhibit IX-A.1
    - 2. Bills Payable, Payroll for October 13, 2006, and October 27, 2006; Estimated Payroll for November 10, 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. Career Advisory Appointments 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: Authorization for the Treasurer's Participation in the Illinois School District Liquid Asset Fund Exhibit X-A
  
- B. RECOMMENDATION: Second Reading of New Policy on Electronic Attendance at Meetings Policy 01.37.02 Exhibit X-B
  
- C. RECOMMENDATION: Second Reading of Modification of Purchasing Policy 07.03.01 and addition of Policy 07.03.02 Cooperating College Contracts Exhibit X-C
  
- D. RECOMMENDATION: Second Reading of modification of Investment of College Funds Policy 07.01.15 - Performance Exhibit X-D
  
- E. RECOMMENDATION: Annual Insurance Renewal Exhibit X-E

**XI. Announcements by the Chair**

- A. Communications
- B. Calendar Dates

**On-Campus Events**

(Note: \* = Required)

- November 17, 18 8:00 p.m. - Harper Ensemble - Theatre Company - Noises Off - Performing Arts Center
- November 19 2:00 p.m. - Harper Ensemble - Theatre Company - Noises Off - Performing Arts Center
- November 23-24 **Thanksgiving Holiday - the campus will be closed Thursday, November 23rd through Sunday, November 26th.**
- November 28 7:30 p.m. - Harper Guitar Ensemble - Performing Arts Center
- \*December 12 7:00 p.m. - Regular Board Meeting - W214-215
- December 24 - January 2** **Holiday Break - The College will be closed Saturday, December 23, 2006 through Tuesday, January 2, 2007. Classes resume on January 3.**
- \*January 23 7:00 p.m. - Regular Board Meeting - W214-215

**Off-Campus Events**

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

**XIII. Adjournment**

**Minutes of the Regular Board Meeting and Board Organizational Meeting  
of Tuesday, October 24, 2006**

| <b><u>INDEX</u></b>  | <b><u>PAGE</u></b> |
|--|--------------------|
| ROLL CALL - Regular Board Meeting .....  | 1                  |
| APPROVAL OF AGENDA .....   | 1                  |
| PRESENTATIONS .....  | 2                  |
| - None   |                    |
| STUDENT TRUSTEE REPORT .....   | 2                  |
| PRESIDENT'S REPORT .....   | 2                  |
| HARPER EMPLOYEE COMMENTS .....   | 2                  |
| CITIZEN COMMENTS .....   | 3                  |
| CONSENT AGENDA   |                    |
| Minutes, Bills Payable, Payrolls, Financial Statements,<br>Grants/Gifts Report .....   | 3                  |
| Bid Awards .....   | 4                  |
| Purchase Orders .....  | 5                  |
| Personnel Actions .....  | 5                  |
| First Reading of Modification of Purchasing Policy .....   | 7                  |
| First Reading of New Policy on Electronic Attendance at Meetings .....   | 7                  |
| First Reading of Modification of Investment of College Funds Policy ...  | 7                  |
| NEW BUSINESS   |                    |
| - Ratification of Four-Year Bargaining Agreement with Faculty Senate<br>Local 1600 .....   | 8                  |
| - Annual Financial Audit for FY 2005-06 .....  | 8                  |
| - Resolution of 2006 Estimated Tax Levies .....  | 12                 |
| - Affiliation Agreement with Exempla Lutheran General Medical Center...  | 12                 |
| - Purchase Order to Greenbrier & Russel for Staff Augmentation to<br>Support Post Implementation of e.Business Suite of Oracle<br>ERP System ..... | 12                 |
| - Authorization to Approve Depositories and Investment Brokers for<br>College Funds .....  | 13                 |
| 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, October 24, 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, October 24, 2006 at 7:05 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Gillette, Hoffman, Kelley and Stone;  
Student Member Kudia  
Absent: Members Graft, 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. Enrollment and Marketing; David McShane, V.P. Information Technology; Margaret Skold, V.P. Academic Affairs; Sheila Quirk-Bailey, Associate V.P. for Strategic Planning and Alliances; Catherine Brod, V.P. for Development; Mike Alsup; Barbara Anderson; Sue Bajt; Carol Blotteaux; Dave Braunschweig; Arlene Bublick; Phil Burdick; Orlando Cabrera; Linda Campbell; Kathleen Casey; Diana Cincinello; John Clarke; David Clydesdale; Maria Coons; Daniel Corr; Laura Crane; Tom Dowd; Earl Dowling; David Dwyer; Terence Felton; Karen Froelich; David Garay; Robert Getz; Sally Griffith; Kathy Hanahan; Roger House; Mia Igyarto; Thea Keshavarzi; Ashley Knight; Sunil Koswatta; Laura LaBauve-Maher; Jim Ma; Fredia Martin; Jennifer Mathes; Russ Mills; Mark Mrozinski; Michael Nejman; Linda Nelson; Kathi Nevels; Sheryl Otto; Shari Pergricht; Kris Piepenburg; Tammy Rust; Rich Seiler; Diana Sharp; John Smith; Michael Vijuk; Dennis Weeks and Deanna White. Students: Fernando Diaz, Nataliya Pogrebna and Bill Rosemeyer.

Guests: Sara Faiwell, Daily Herald; Tim Kane, Chicago Tribune; Perry Buckley, CCCTU; Michael Lundeen, Legat Architects; Jeff Markert, Cathy Baumann, KPMG.

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

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

Motion carried. Student Member Kudia voted aye.

#### EDUCATIONAL PRESENTATIONS

There were no educational presentations.

#### STUDENT TRUSTEE REPORT

Student Member Kudia noted that he is very happy the contract was settled, and thankful that there will be no interruption to classes. He was pleased that both sides were able to come to a fair agreement.

Student Senate President Fernando Diaz noted that the Student Senate worked very hard to remain neutral during contract negotiations. They have a great team of motivated individuals who are eager to make change. He introduced student senators Nataliya Pogrebna and Bill Rosemeyer, representing Continuing Education and Business and Social Science, respectively.

#### PRESIDENT'S REPORT

Dr. Breuder introduced and welcomed John Smith, Associate Dean in Technology, Mathematics and Sciences (TMS).

#### HARPER EMPLOYEE COMMENTS

Perry Buckley, President of Cook County College Teachers Union (CCCTU), thanked the Board and the negotiation team for having a fair contract for both sides. Additionally, he was appreciative of the healing that began and the open dialogue. The administrators demonstrated an openness and appreciation for the faculty, which will pave a very important road for the future of Harper College and the future of union/administrative relationships. He feels that much more came out of this than avoiding a strike. Both sides showed that they equally want to work for the betterment of the College.

With regard to the Higher Learning Commission, Mr. Buckley stated that Harper is an excellent College and deserves 20 years. They should begin to work together as they never have worked together before. Mr. Buckley promised that Local 1600 would work with Harper College in Springfield. They work well with the legislators. Additionally, Legislative Chair Bill Nagel was appointed by the Governor to the ICCB. He noted that Local 1600 will work with the Board and the College, in any way, for the betterment of Harper College. In conclusion, he thanked the Board for enabling their team to

work with Local 1600 and the faculty in coming to a fair contract and avoiding a strike.

Dave Braunschweig stated that, this afternoon during an all-employee meeting, Dr. Breuder expressed his desire to maintain open lines of communication with all employees. In that same spirit, individuals from the Academic and Student Affairs Committee have been attending Board meetings for the past six months to bring information and reports on Harper faculty, in an effort to build open lines of communication with the Board. He noted that the committee was approved by the Faculty Senate in January 2006, with the charge of reestablishing regular contact, opening productive lines of communication and facilitating dialogue with the Board of Trustees. This month, the Faculty Senate reconfirmed the charge and approved renaming the committee "Board Liaison Committee." They plan to attend each Board meeting to represent the faculty, their accomplishments and their concerns. On behalf of the committee, Mr. Braunschweig invited each of the Board members to attend one or more of their meetings, and/or to contact them regarding any issues or questions related to the faculty. He distributed a handout which included contact information.

CITIZEN  
COMMENTS

There were no citizen comments.

CONSENT AGENDA

Member Kelley moved, Member Hoffman seconded, approval of the minutes of the September 26, 2006 regular Board meeting; bills payable; payrolls for September 15, 2006 and September 29, 2006; estimated payroll for October 13, 2006; bid awards; purchase orders; Revised personnel action sheets; first reading of modification of purchasing policy and addition of cooperating colleges contracts; first reading of policy on electronic attendance at meetings; first reading of policy on modification of investment of college funds – policy 07.01.15 – performance; review of closed session minutes; financial statements, committee and liaison reports, grants and gifts status report, 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        \$3,910,755.78

The payroll of September 15, 2006 in the amount of \$1,664,777.09; and September 29, 2006 in the amount of

\$1,688,860.15; and estimated payroll of October 13, 2006 in the amount of \$1,676,818.62.

Bid Award

Ex. IX-A.3.a Award bid request Q00486 for bulk road salt for campus roads and parking lots to Conserv F.S., the low bidder, in the amount of \$28,200.

Ex. IX-A.3.b Award bid request Q00483 to Comcast Business Communications, the low bidder for two fiber based physical connections from main campus to the Harper Professional Center (HPC) and to the Northeast Center (NEC) and to establish a new contract for the existing physical connection to Illinois Century Network (ICN) in the amount of \$28,485 for fiscal year 2006/07, \$56,364 for fiscal years 2007/08 and 2008/09, and \$32,879 for fiscal year 2009/10 for the period of February 1, through January 31, for a total award of \$174,092.

It is also recommended that the Vice President of Information Technology be authorized to sign the contract agreement with Comcast Business Communications.

Ex. IX-A.3.c Award bid request Q00485 to Fox River Graphics, Inc., the low bidder for Chief projector mounts, Extron media internal communication hardware, Wolfvision document cameras and JBL speakers in the amount of \$102,326; Troxell Communication, the low bidder for Crestron media internal communication hardware, Da-Lite screen products, Hitachi projectors and an Altinex CableNook Jr. connection box in the amount of \$93,427 for a total award of \$195,753.

Ex. IX-A.3.d Award bid request Q00489 for chemistry laboratory HVAC modifications to Expedia Construction Corp., the low bidder, in the amount of \$64,100 plus a

contingency of not to exceed \$8,000 for a total award of \$72,100.

Purchase Orders

Ex. IX-A.4.a

Approve issuance of a purchase order to Laerdal Medical Corporation for one adult Virtual IV arm and one infant Virtual IV arm for use in multiple health programs in Avanté, in the amount of \$16,245 each for a total award of \$32,490.

Ex. IX-A.4.b

Approve issuance of a purchase order to PeopleAdmin, Inc. for the renewal of the two-year license fee and support for an Internet based recruiting system for the period of December 5, 2006 through December 5, 2008, in the amount of \$23,000 each year for a total of \$46,000.

It is also recommended that the Vice President of Information Technology be authorized to sign the contract agreement with PeopleAdmin, Inc.

Ex. IX-A.4.c

Approve issuance of a purchase order to Computer Associates, Inc. to provide software migration and to upgrade services for the Unicenter software in the amount of \$14,965.

It is also recommended that the Vice President of Information Technology be authorized to sign the contract agreement with Computer Associates, Inc.

Personnel Actions

Administrator Appointment

Mark Mrozinski, Dean, Continuing Education, CE, 11/01/06, \$91,892/year

Faculty Appointment

Kirsten Blount-Matthews, Assistant Professor-Psychology, BUS/SS, 01/10/07, \$44,449/year (to be adjusted FY 06/07)

Professional/Technical Appointments

Susan Alderson, Desktop Integration Analyst, IT/CS,  
10/02/06, \$56,000/year  
Susan Gaare, Desktop Integration Analyst, IT/CS, 10/02/06,  
\$37,000/year  
Agnes Szemborski, Transfer Information Specialist, STU  
DEV, 10/16/06, \$43,500/year

#### Classified Staff Appointments

Cheryl Rossberg, Library Assistant II, LIB SER, 09/27/06,  
\$42,881/year  
Joel Sawyer, Library Assistant I, p/t, LIB SER, 09/19/06,  
\$13,496/year  
Ajay Shah, Library Assistant I, p/t, LIB SER, 09/20/06,  
\$4,562/year  
Eulonda Wright, Sr. Assessment & Testing Evening Proctor,  
p/t, TAC, 10/02/06, \$27,872/year

#### Harper #512 IEA-NEA Appointments

Homgmei Wang, Custodian/Groundskeeper, PHY PLT,  
10/02/06, \$22,485/year  
Lucille Wilder, Weekend Custodian, p/t, PHY PLT, 09/23/06,  
\$5,069/year

#### Administrator Limited Term Employment

Stasia Zwisler, Associate Executive Director of  
Foundation/Campaign Manager and Special  
Initiatives, CR/F, 10/30/06, \$95,000/year

#### Professional/Technical Retirement

Richard Will, Desktop Integration Analyst, IT/CS, 12/21/07,  
21 years

#### Classified Staff Retirement

Marlene Katz, Administrative Assistant, D/CS, 11/30/06, 8  
years

#### Classified Staff Resignation

Kelly Bogenski, Payroll/Accounting Clerk, p/t, ACCT SER,  
10/06/06, 1 year 11 months

#### Harper #512 IEA-NEA Resignations

Misael Gonzales, Custodian, p/t, PHY PLT, 11/05/06, 1 year  
Zofia Latocha, Custodian/Groundskeeper, PHY PLT,  
09/15/06, 1 year, 11 months  
Steve McCarthy, Maintenance Mechanic, PHY PLT,  
09/14/06, 20 years, 11 months  
William Shelby, Groundskeeper III, PHY PLT, 09/18/06, 17  
years

Michael Travers, Groundskeeper, PHY PLT, 09/29/06, 3 years, 6 months

First Reading of Modification of Purchasing Policy 07.03.01

Board members received the First Reading of Modification of Purchasing Policy 07.03.01 for consideration and movement to a second reading.

First Reading of New Policy on Electronic Attendance at Meetings - Policy 01.37.02

Board members received the First Reading of New Policy on Electronic Attendance at Meetings - Policy 01.37.02 for consideration and movement to a second reading.

First Reading of Modification of Investment of College Funds Policy 07.01.15 – *Performance*

Board members received the First Reading of Modification of Investment of College Funds Policy 07.01.15 – *Performance* for consideration and movement to a second reading.

Review of Closed Session Minutes

Board members approved that the closed session minutes of July 31, 2006 and September 26, 2006 will remain confidential.

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

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

Motion carried. Student Member Kudia voted aye.

Member Gillette stated that he provided Board members with a brief summary of ICCTA and ACCT happenings.

NEW BUSINESS:

Chair Stone noted that there are many people present at the Board meeting who have extended their day to see the Board address Exhibit X-D, Ratification of the Four-Year 2006/10 Collective Bargaining Agreement with Faculty Senate, Local 1600. She suggested that they move X-D to the beginning of New Business in order to address it first. They will then proceed with the regular order of the Agenda. Board members concurred.

Ratification of the  
Four-Year Bargaining  
Agreement with the  
Faculty Senate,  
Local 1600

Member Gillette moved, Member Kelley seconded, ratification of the four-year Collective Bargaining Agreement with the Faculty Senate, Local 1600, for 2006/10, and authorization for the Board Chair and Secretary to execute such Agreement on behalf of the Board of Trustees, as outlined in Exhibit X-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

On behalf of the Board, Member Kelley expressed appreciation to both negotiating teams for their hard work and dedication in reaching a fair and equitable agreement - one that he feels will provide the framework for Harper students to continue to achieve academic excellence, while allowing the College to live within the fiscal constraints that the taxpayers and the State impose. Current students and future students of the College will be well served. They are laying the groundwork to keep Harper College affordable and accessible to all. Additionally, he expressed appreciation to Chair Stone for her exceptional leadership throughout the contract negotiations. He is proud to be serving on the Board.

Member Hoffman echoed Member Kelley's comments. He added that the leadership and communication kept this Board together. He thanked Chair Stone for all her hard work throughout all the evenings and into some mornings.

Chair Stone stated that she is very pleased with the favorable settlement of this contract. In the nearly six years she has served on this Board, this has been the proudest moment. She thanked everyone in the room. She added that, although the three Trustees who are absent tonight are not part of the vote, each of them expressed to her their support for the vote that was just taken. Every single Trustee was very actively engaged in learning and giving their utmost consideration to the task at hand.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Kudia voted aye.

Annual Financial Audit  
for Fiscal Year 2005/06

Jeff Markert, partner with KPMG, noted he is pleased to be presenting the report to the Board on time, considering the constraints of the timing of the audit this year with the College having just gone through a new system

implementation. He noted that there are many reporting requirements for the Illinois Community College Board (ICCB). In addition to the basic financial statements, the College must prepare the Uniform Financial Statements, which are more fund-based financial statements designed to comply with ICCB reporting requirements. They must also create grant financial statements for the grants received from the ICCB, and they must do an audit of the enrollment data that the College submits to the ICCB. A lot of work goes into these audits and pressure is placed on the staff. They must pull a great deal of information for KPMG during the audit, while just having gone through a system implementation. It is quite an accomplishment to get everything completed. Mr. Markert commended the staff for their exceptional efforts. He highlighted important aspects of the report.

### **Audit Opinion**

This is an unqualified opinion, which states that KPMG believes the financial statements of the College are fairly presented in accordance with Generally Accepted Accounting Principles. There are no conditions.

The report was done in accordance with Generally Accepted Auditing Standards and Government Auditing Standards. With regard to Government Auditing Standards, they are required to issue an additional report to Harper College, which describes the scope of testing and compliance, and whether there were any material weaknesses or reportable conditions and internal control. In summary, there were no instances of non-compliance that were identified in this report, nor were there any instances of material weaknesses or reportable conditions included in this report.

### **Consolidated Financial Statements**

Pages 13 and 14 show the Consolidated Financial Statements, which are presented as if the College were a business organization. All of the assets and liabilities are recorded on an accrual basis. Revenues were recognized when earned; expenses were recorded when incurred. This is different than the more traditional fund-based statements that they are used to seeing from a management perspective. He explained that these statements are designed to look at the College from an economic perspective and show whether the College has improved as a whole, from the beginning of the year to the end of the year. There is a continued reduction (approximately \$6 million) in debt level at the bottom of the page. The net assets (equivalent to the equity of the College on a full

accrual basis) have increased from \$138 million to almost \$152 million at the end of the year. The economic, or the fiscal condition, of the College has improved by approximately \$12 million from the beginning of the year to the end of the year.

Page 14 is the Statement of Revenues and Expenses and Changes in Net Assets. Mr. Markert called attention to the caption "Operating Loss," which is approximately \$57 million. It starts with operating revenues of \$51 million (direct charges for services including tuition), subtracts out operating expenses (basically all of the expenses of the College, which are approximately \$108 million), to come to an operating loss of approximately \$57 million. That \$57 million operating loss is what is being funded by other sources of revenue, which is shown under the "non-operating" caption - property taxes, state appropriations, federal, state and local grants and interest income, etc. At the end of day, the net increase is \$12 million. This shows what a "bargain" or good value it is for students who attend Harper College, if one looks at the direct charges they are paying vs. the cost of operating the institution.

#### **Uniform Financial Statements**

Found on Page 40, the Uniform Financial Statements show the College from a fund-based perspective. The two main operating funds are the Education Fund and the Operations and Maintenance Fund. Mr. Markert explained that, from a fiscal health perspective, things look very good. In the Education Fund, the fund balance at the beginning of the year was approximately \$21.3 million, and at the end of the year it was approximately \$23 million. The Operations and Maintenance Fund was approximately \$10.3 million at the beginning of the year, and approximately \$11.5 million at the end of the year. Fiscally, it looks as though the College is operating prudently.

With regard to the Auxiliary Funds, he commended the College for managing them very well. They continue to maintain a steady fund balance level of approximately \$3 million, which is quite an accomplishment. Mr. Markert noted that he works with a number of colleges whose auxiliary funds continue to generate deficits.

Member Gillette suggested that they make an annotation on Page 21 that only Cook County is described because it supplies the majority of taxes; however, other counties contribute. He noted that he resides in Lake County, and he

gets reassessed every year, not every three years as those who reside in Cook County. He feels the people from Lake County would like everyone to know that they pay a little extra every year, not every three years. Mr. Markert stated that the point is taken.

In response to Member Gillette's comment regarding agency funds, Mr. Markert explained that these are funds that the College is holding, but they are not really their resources. They show up as an asset and a liability in these financial statements. The actual expending of those funds does not get recorded as revenues and expenses within Harper's financial statements, because the College is holding those on behalf of various organizations. They roll up on the balance sheet or the statement of net assets. They are included within the scope, but they are not assets of the College technically.

Member Gillette stated that, when he has served on the finance committee of other organizations, the auditors have told them it is mandatory to put a footnote where there is a risk (a contract for a venue). There is a risk if it is canceled, because whoever signed a contract would still owe the balance. He is concerned that accounts have been signed by Harper, and he does not see any note about the risk of these venues. Mr. Markert stated that, without knowing the specifics, he is not sure how to respond. Typically, most of the agency operations are truly not the operations of the College. To the extent that there is a "material" commitment of the College, he would agree that generally it would be a good idea to disclose those in the financial statements.

In response to Member Gillette's comment regarding the Marriott venue, Mr. Markert stated that there is a lot of risk that the College faces in day-to-day operations, and that is just one of many risks. The idea behind financial recording is trying to identify risks and uncertainties that are significant in material to the financial statements. That is the premise on which they work with management in preparing the financial statements. If the Board believes there are certain risks and uncertainties that they feel are important to notate in the financial statements, he is certainly open for discussion on that and would welcome the ideas. Chair Stone stated that, if it becomes necessary, the Board will follow up with Mr. Markert.

Member Kelley moved, Member Hoffman seconded, to

accept the annual financial audit for Fiscal Year 2005-06, as outlined in Exhibit X-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ayes: Members Hoffman, Kelley and Stone  
Nays: Member Gillette

Motion carried. Student Member Kudia voted aye.

Mr. Markert noted that, in addition to the audited financial statements, they presented a draft of the management letter.

Resolution of 2006  
Estimated Tax Levies

Member Gillette moved, Student Member Kudia seconded, adoption of the Resolution providing for the estimated tax levies, required publication, and hearing date for 2006, as outlined in Exhibit X-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Affiliation Agreement  
with Exempla Lutheran  
General Medical Center,  
Wheat Ridge, CO

Member Kelley moved, Member Hoffman seconded, approval of the Affiliation Agreement between Harper College and *Exempla Lutheran General Medical Center, Wheat Ridge, CO*, 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.

In response to Member Gillette, Vice President Margaret Skold explained that they have students who come from Colorado to this program. An affiliation agreement was put together for this location, which was selected so the students could do their clinical education closer to home.

Purchase Order to  
Greenbrier & Russel  
for Staff Augmentation  
to Support Post  
Implementation of  
e.Business Suite of  
Oracle ERP System

Member Gillette moved, Member Hoffman seconded, to approve issuance of a purchase order to Greenbrier & Russel, Inc., to acquire their services to assist in investigating and implementing features that were not included in the base implementation of the base e.Business Suite of the Oracle Enterprise Resource Planning (ERP) System, for a not to exceed amount of \$200,000; in addition, authorization for the Vice President of Information Technology to sign the Statement of Work (SOW) for this engagement with Greenbrier & 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.

Member Gillette stated that Member Murphy has been very impressed with Greenbrier & Russel and the work that they have performed for the College.

Authorization to Approve  
Depositories and  
Investment Brokers for  
College Funds

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

In a voice vote, the motion carried.

#### ANNOUNCEMENTS BY CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The next two Board meetings are scheduled for November 14 and December 12. Chair Stone noted that the campus will be closed November 23 and 24 for the Thanksgiving holiday.

#### OTHER BUSINESS

Member Gillette stated he would like to receive a response from Dr. Breuder regarding the financial information he requested. Although he understands it was not a top priority, he requested it on October 6 and has not yet received a response. Chair Stone stated that this data seemed to be educational in nature and did not refer to any issue that was coming before the Board today. Therefore, she asked that Member Gillette and Dr. Breuder speak to each other tomorrow regarding the data. She asked them to update the Board with the outcome.

#### ADJOURNMENT

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

In a voice vote, the motion carried at 7:40 p.m.

---

Chair

---

Secretary

## BOARD REQUESTS

### OCTOBER 24, 2006 REGULAR BOARD MEETING

1. Member Gillette stated he would like to receive a response from Dr. Breuder regarding the financial information he requested. Chair Stone asked that Member Gillette and Dr. Breuder speak to each other tomorrow regarding the data. She asked them to update the Board with the outcome.

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I. BILLS PAYABLE

|                                    |                 |
|------------------------------------|-----------------|
| Accounts Payable & Tuition Refunds | \$ 2,987,639.85 |
|------------------------------------|-----------------|

II. PAYROLL

|            |                 |
|------------|-----------------|
| 10/13/2006 | \$ 1,654,569.64 |
|------------|-----------------|

|            |              |
|------------|--------------|
| 10/27/2006 | 1,681,400.26 |
|------------|--------------|

III. ESTIMATED PAYROLL

|            |                 |
|------------|-----------------|
| 11/10/2006 | \$ 1,667,984.95 |
|------------|-----------------|

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

November 14, 2006

SUMMARY OF BIDS

Exhibit IX – A.3.a The administration recommends that the Board award bid request Q00490 for a lighting upgrade to RO Vision Electric & Lighting, the low bidder, in the amount of \$119,700 plus an engineering design fee of \$7,600 for a total award of \$127,300.

Exhibit IX – A.3.b The administration recommends that the Board award request for proposal Q00491 for a community needs assessment to determine community educational needs to The Melior Group, Inc. in the amount of \$39,200 and a contingency of not to exceed \$3,920 for a total award of \$43,210.

Exhibit IX – A.3.c The administration recommends that the Board award bid request Q00484 to Laurus Technologies, Inc., the low bidder for a two year subscription purchase based on the full time faculty count of the Sun Identity Manager product and implementation support in the amount of \$80,960.

It is also recommended that the Vice President of Information Technology be authorized to sign the contract agreement with Laurus Technologies, Inc.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00490 for a lighting upgrade as requested by Administrative Services for the Physical Plant department.

II. BUDGET STATUS

Funds in the amount of \$127,300 are provided in the 2006/07 Operations and Maintenance Fund budget, under account number 0002-7080-071-5304001.

III. INFORMATION

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

|                                   |           |
|-----------------------------------|-----------|
| RO Vision Electric & Lighting     | \$119,700 |
| Planned Lighting, Inc.            | 126,000   |
| Imperial Lighting Maintenance Co. | 141,900   |
| Energy Investments , LLC          | 153,940   |
| All Tech Lighting, Inc.           | 168,875   |
| Broadway Electric, Inc.           | 396,250   |
| Shamrock Electric Company, Inc.   | 482,956   |

The Physical Plant department is the recipient of a \$83,322 grant from the Illinois Clean Energy Foundation. The grant is to be used to fund a portion of much needed lighting upgrades across the campus.

The work covered under this bid will take place in twelve buildings across campus. The project will include the cleaning and relamping

of all fluorescent and metal Halide fixtures, replacement of T12 ballasts to T8 ballasts, installation of reflectors and repair and/or replacement of sockets where needed. The upgrade in lighting will provide the College approximately 138 KW in energy savings. This will reduce the College's monthly electrical bills as well as benefit the community by reducing fuel emissions produced at electrical generation facilities.

This request is also for engineering design fees of \$7,600 to Henneman Raufeisen and Associates, Inc., the College Engineer of record.

IV.

RECOMMENDATION

The administration recommends that the Board award bid request Q00490 for a lighting upgrade to RO Vision Electric & Lighting, the low bidder, in the amount of \$119,700 plus an engineering design fee of \$7,600 for a total award of \$127,300.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of request for proposal Q00491 for a community needs assessment to determine community educational needs as requested by Strategic Planning and Alliances.

II. BUDGET STATUS

Funds in the amount of \$43,120 are provided in the 2006/07 Education Fund budget, under account number 0192-039-532.

III. INFORMATION

A legal request for proposal notice was published and 28 proposals solicited. Eight proposals were received from the following companies:

The Melior Group  
Synovate Research  
Scientific Verdicts  
Infosurv  
Research Partnerships  
Booth Research Services, Inc.  
MCIC  
Diagnostics Plus

As part of the on-going strategic planning efforts of the College, a systematic process for assessing internal and external educational/service needs has been established. Community, student and employee needs will each be assessed on a three-year rotating cycle. The community needs assessment is scheduled for this year. The systematic cycle for assessing needs will be

maintained regardless of any special need assessments conducted within the three-year cycle.

The request for proposal detailed the research objectives of determining the community's perspective on higher education and the role of community colleges and the community perception of the Harper College mission; determining higher education needs, including training needs for adults currently in the workforce; and determining scheduling, delivery method, and location preferences for degree, non-degree, vocational and workforce education.

The proposals were submitted in two separate envelopes. The first envelope contained all information requested except pricing. Pricing was submitted separately and not opened until the proposals were evaluated by six administrators and supervisory personnel. The proposals were reviewed for completeness and the ability to meet the study objectives. The four highest rated proposals were:

|                     |          |
|---------------------|----------|
| Scientific Verdicts | \$39,250 |
| The Melior Group    | \$39,500 |
| Diagnostics Plus    | \$40,000 |
| MCIC                | \$40,000 |

All four of the vendors submitted highly qualified proposals. The two lowest bidders were further examined.

The Melior Group had the highest reviewer rating with 750 district resident surveys and 50 business interviews. The Melior Group was contacted and asked to re-evaluate their pricing. As a result, The Melior Group lowered their pricing by \$300 to \$39,200.

Included in the request is a contingency of not to exceed \$3,920 for unforeseen expenses not anticipated at this time.

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

IV. RECOMMENDATION

The administration recommends that the Board award request for proposal Q00491 for a community needs assessment to determine community educational needs to The Melior Group, Inc. in the amount of \$39,200 and a contingency of not to exceed \$3,920 for a total award of \$43,210.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00484 for a two year subscription purchase based on the full time faculty count of the Sun Identity Manager product and implementation support, as requested by Information Technology/Technical Services for use by the entire College community.

II. BUDGET STATUS

Funds in the amount of \$80,960 are provided in the 2006/07 Operations and Maintenance Fund budget, under account number 0002-8080-256-5304001.

III. INFORMATION

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

|                           |          |
|---------------------------|----------|
| Laurus Technologies, Inc. | \$80,960 |
| Sayers/NSC                | 102,224  |

Identity theft and data protection (security) have become the fastest growing concern for IT professionals and in general, the corporate world. In 2005, there were 151 incidents of security breaches with half of those being in educational institutions. Traditionally, security end-user management falls into what is termed Triple A, Accounts, Access, and Auditing: 1) Accounts - who has a sign-on, and how are they identified; 2) Access - what systems do users have permission to access (sign-on) to and what authority do they have; and 3) Auditing – permits validation of accounts and access.

Harper continues to expand services, acquire software systems and provide self-service access for students and staff. Harper's IT organization has a need to further enhance its position on data security by deploying an identity and access management system. The current combination of in-house developed systems and manual processes that maintain access permission can no longer provide the level of security and timely updates necessary to ensure these resources are protected. Currently, there exist over 40,000 user ids across, minimally, 30 applications.

The IT organization needs to be positioned to provide this functionality and automate the process while providing the College an efficient end-to-end lifecycle process for constant change in staffing and the prospect of renewing 16,000 to 20,000 students each semester.

Investigation for an Identity Management product that can automate provisioning and set security permission based on established rules has been in process for the past twenty-four months. The investigation resulted in the recommendation that the SUN Identity Manager product be adopted as Harper's primary tool for identity management. The decision was based on the following: the SUN Identity Manager is utilized by many higher education institutions, it provides the most readily available connectors, which ensure ease of implementation and minimal customization, and it will enable provisioning of accounts in an automated fashion. Additionally, from a cost perspective, it provides a significant discount based on full-time faculty head count.

This project has multiple phases and phase one will address the access permission related to the Oracle e-business suite, collaboration suite, portal and ID card systems. Additional phases will incorporate the balance of 30 systems now in use and any newly acquired systems as they are implemented. Additionally, it will produce audit reports to ensure compliance with regulatory mandates, auditing requirements, and adherence to privacy and access policies.

The bidders that did not bid were authorized Sun Microsystems dealers but their specialty was in hardware and they did not have

the technical resources or expertise to support implementation of this identity management project. The College extended the bid opening four weeks in order to obtain additional bids. This resulted in only one additional bid.

This request is for a two year subscription, based on the full time faculty count, for the Sun Identity Manager product and implementation support.

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

IV.

RECOMMENDATION

The administration recommends that the Board award bid request Q00484 to Laurus Technologies, Inc., the low bidder for a two year subscription purchase based on the full time faculty count of the Sun Identity Manager product and implementation support in the amount of \$80,960.

It is also recommended that the Vice President of Information Technology be authorized to sign the contract agreement with Laurus Technologies, Inc.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

November 14, 2006

SUMMARY OF PURCHASE ORDERS

- Exhibit IX – A.4.a The administration recommends that the Board approve the issuance of a purchase order to Proquest Information and Learning, for renewal of subscriptions to newspapers on microfilm, in the amount of \$13,728.44.
- Exhibit IX – A.4.b The administration recommends that the Board approve the issuance of a purchase order to MeasureNet Technology, Ltd. for a MeasureNet data acquisition system for use in the Chemistry department in the amount of \$16,880.
- Exhibit IX – A.4.c The administration recommends that the Board approve the issuance of a purchase order to Cardinal Health for a Pyxis MedStation 2000 medication management system, installation, training and three years of service support for use in the Nursing department in the amount of \$16,210.
- Exhibit IX – A.4.d The administration recommends that the Board approve the issuance of a purchase order to Dionex Corporation for an ICS-2000 Ion Chromatography System, computer, software license, installation, training, support and a two year warranty for use in the Chemistry department in the amount of \$46,314.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Proquest Information and Learning for renewal of subscriptions to newspapers on microfilm as requested by Library Services.

II. BUDGET STATUS

Funds in the amount of \$13,728.44 are provided in the 2006/07 Education Fund budget, under account number 0001-2010-024-5406002.

III. INFORMATION

The acquisition of newspapers of record on microfilm is a vital component of long-term collection development in the Library. Through the analysis of usage statistics and in consultation with other College faculty, Library faculty identifies and selects specific newspaper titles that are acquired on microfilm for curriculum support, research and study. These newspapers of record are regularly ordered on microfilm for access to full content, which is not available electronically and because microfilm preserves the newspapers in a stable long-lasting medium.

This request is to renew subscriptions to the following newspapers on microfilm for the 2007 calendar year:

- Chicago Tribune
- New York Times

Only Proquest is licensed to provide these newspapers on microfilm.

The amount of \$13,728.44 for the subscriptions is five percent or \$653.16 more than last year's amount of \$13,075.28. This increase is due to a rise in costs to obtain and produce materials.

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 Proquest Information and Learning, for renewal of subscriptions to newspapers on microfilm, in the amount of \$13,728.44.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to MeasureNet Technology, Ltd. for a MeasureNet data acquisition system for use in the Chemistry department as requested by the Technology, Math and Science Division.

II. BUDGET STATUS

Funds in the amount of \$16,880 are provided in the 2006/07 Education Fund budget, under account number 0001-1010-516-5806001.

III. INFORMATION

This request is for a MeasureNet data acquisition system for use in the Chemistry laboratories. Data acquisition systems enable students to collect quality data quickly, allowing them to run more trials and have more time for data analysis. Based upon the results of their data analysis, they can modify their experimental design and collect more data.

MeasureNet system is a bench-top system of probe interface units networked to a central computer to store the data collected. A networked system eliminates the need for individual laptops in the wet lab environment, thus eliminating the possibility of spilling chemicals on laptops and keeping the work area less cluttered.

MeasureNet system is designed to allow the students to share the use of expensive instruments such as a diode array UV-vis spectrophotometer and high-pressure liquid chromatograph (HPLC) and can be connected to our current gas chromatographs and high performance liquid chromatography instruments. Students can work individually or collaboratively with access to the aggregated

data and can access their stored data from an internet-capable computer because of the web-based data storage. The MeasureNet system provides the instructor the ability to monitor student acquisition progress over the network and allows access to all student data. All updates to the MeasureNet system occur at the single network controller so there is no need to upgrade the memory, processor, and software at individual student workstations.

Automated instrumentation is standard in modern laboratories. Using a data acquisition system will enable our students to perform experiments in an environment similar to that of a modern chemist. The faculty can extend the laboratory programs to include more experiments that would be very difficult to perform without the system, such as bomb calorimetry.

MeasureNet system will be used in the introductory chemistry, general chemistry and organic chemistry classes.

The MeasureNet system was chosen by the chemistry faculty and laboratory manager as the preferred instrument because it is the only networked system for academic science laboratories. All other data acquisition systems, such as Pasco Scientific and Vernier Software and Technology, require a direct interface to either a graphing calculator or a computer that are vulnerable to being dropped, stolen and to chemical spillage in the laboratory. They also take up a great deal of work-space at each student station.

This request is for nine MeasureNet stations, nine temperature probes, one MeasureNet controller, software and free annual upgrades for the life of the system.

MeasureNet Technology, Ltd. is the sole manufacturer and distributor of the MeasureNet Station. A letter from MeasureNet Technology, Ltd. 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 MeasureNet Technology, Ltd. for a MeasureNet data acquisition system for use in the Chemistry department in the amount of \$16,880.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Cardinal Health for a Pyxis MedStation 2000 medication management system, installation, training and three years of service support for use in the Nursing department as requested by the Health Careers and Public Safety Division.

II. BUDGET STATUS

Funds in the amount of \$16,210 are provided in the 2006/07 Restricted Purposes Fund budget, under account number 6179-1090-925-5806001.

III. INFORMATION

This request is for a Pyxis MedStation 2000 medication management system for use in the Nursing department.

The Pyxis MedStation 2000 is a system that automates the distribution and control of medications. It is designed to provide protection against chances of medication errors and inefficient nursing processes. Effective automation tools can improve the quality of care reducing chances of medication errors and supporting efficient nurse workflow.

The Joint Commission on Accreditation of Healthcare Organizations (JCAHO) has recorded more than 350 medication errors resulting in death or major injury. In addition, the Institute of Medicine conducted a study regarding the prevalence of medication errors and formulates a national agenda for reducing these errors. The resulting report, *Preventing Medication Errors*, finds that medication errors are surprisingly common and costly to the nation and it outlines a comprehensive approach to decreasing the

prevalence of these errors. This approach will require changes from doctors, nurses, pharmacists, others in the healthcare industry, from the Food and Drug Administration (FDA), other government agencies, from hospitals and other health-care organizations and from the patients. The Pyxis MedStation 2000 supports JCAHO and regulatory compliance in healthcare agencies.

The Pyxis MedStation 2000 has a modular design that can be configured for student learning and specific needs related to ongoing simulation exercises in the lab. It will be used by many of the health programs offered at the College such as Emergency Medical Technician (EMT) and Nursing. This will provide the students with hands on experience with medication management systems.

To adequately prepare students they need to be trained on equipment that is representative of technology that will be encountered in the field. The Pyxis MedStation 2000 is currently being used at clinical sites and hospitals, such as Alexian Brothers Hospital, Northwest Community Hospital and Good Shepherd Hospital.

This request is for a Pyxis MedStation 2000, installation, training and three years of service support.

Cardinal Health is the sole manufacturer and distributor of the Pyxis MedStation 2000 system. A letter from Cardinal Health 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 Cardinal Health for a Pyxis MedStation 2000 medication management system, installation, training and three years of service support for use in the Nursing department in the amount of \$16,210.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Dionex Corporation for an ICS-2000 Ion Chromatography System, computer, software license, installation, training, support and a two year warranty for use in the Chemistry department as requested by the Technology, Math and Science Division.

II. BUDGET STATUS

Funds in the amount of \$46,314 are provided in the 2006/07 Restricted Funds budget, under account number 6189-1010-516-5806001.

III. INFORMATION

The National Science Foundation recently awarded a five year Undergraduate Research Center grant of \$3,031,802 to a partnership of Illinois community colleges and four year institutions. Over the five year period Harper College will receive \$446,438. The first year's award to Harper College includes \$46,314 for the purchase of a Dionex ICS-2000 Ion Chromatography System.

This request is for a Dionex ICS-2000 Ion Chromatography System for use in the Chemistry laboratories. Ion chromatography is a powerful analytical tool used in part to determine the anion and cation concentrations of aqueous solutions. It will allow for fast, accurate and reproducible analysis of water samples, thus allowing for analysis of more samples from different sources. Ion chromatography will also expose our students to an analytical technique that is widely used throughout the industry.

The Dionex ICS-2000 Ion Chromatography System will be used by Harper College students and students of the other partner colleges.

The instrument will be used for independent research as well as classroom experiments in general and organic chemistry courses.

This request is for a Ion Chromatography System, computer, software license, installation, training, support and a two year warranty.

The National Science Foundation has chosen the Dionex ICS-2000 Ion Chromatography System and has specified that the grant dollars be spent only on this system.

Dionex Corporation is the sole manufacturer and distributor of the ICS-2000 Ion Chromatography System. A letter from Dionex Corporation 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 Dionex Corporation for an ICS-2000 Ion Chromatography System, computer, software license, installation, training, support and a two year warranty for use in the Chemistry department in the amount of \$46,314.

WILLIAM RAINEY HARPER COLLEGE

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

- A. Ratification of Professional/Technical Appointment.
- B. Ratification of Supervisory/Confidential Appointment.
- C. Ratification of Classified Staff Appointment.
- D. Ratification of Limited Term Employment Appointment.
- E. Ratification of Administrator Resignation.
- F. Ratification of Supervisory/Confidential Resignation.
- G. Ratification of Classified Staff Resignations.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Career Advisory Committee appointments for the 2006-2007 academic year.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

For the current year, 311 prospective committee members representing 26 career programs have been invited to assist the College in the further development and improvement of career education. Attached is a listing of advisory committee members and a copy of the letter to be sent to each individual committee member after Board approval.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the Career Advisory Committee appointments for the 2006-2007 academic year.

November 14, 2006

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

Dear «Gender» «LastName»:

On behalf of the Harper College Board of Trustees and the Administration, I am pleased to welcome you as a member of the «Program» Advisory Committee for the 2006-07 academic year.

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

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

Sincerely,

A handwritten signature in black ink that reads "Robert L. Breuder". The signature is written in a cursive style with a large, stylized initial 'R'.

Robert L. Breuder

RLB: It

---

WILLIAM RAINEY HARPER COLLEGE  
FY2006/2007 BUDGET AND EXPENDITURES  
October 31, 2006

November 14, 2006  
Exhibit IX-B.1

EDUCATION FUND

---

| DIVISION | BUDGET | BUDGET YTD | EXPENDITURES<br>YEAR TO DATE | FUTURE<br>COMMITMENTS | % PAID OR<br>COMMITTED | UNCOMMITTED<br>BALANCE |
|----------|--------|------------|------------------------------|-----------------------|------------------------|------------------------|
|----------|--------|------------|------------------------------|-----------------------|------------------------|------------------------|

---

**The early cut off date for board exhibits precedes the close for the October accounting period; therefore, the October financial reports will be presented at the December meeting.**

WILLIAM RAINEY HARPER COLLEGE  
Schedule of Investments  
As of October 31, 2006

Exhibit IX-B.1  
November 14, 2006

| Depository or<br>Instrument | Date<br>Purchased | Date of<br>Maturity | Term<br>(Days) | Rate<br>(%) | Earnings<br>to<br>Maturity | Principal<br>Invested @<br>09/30/06 | Market<br>Value |
|-----------------------------|-------------------|---------------------|----------------|-------------|----------------------------|-------------------------------------|-----------------|
|-----------------------------|-------------------|---------------------|----------------|-------------|----------------------------|-------------------------------------|-----------------|

---

**The early cutoff date for board exhibits precedes the close for the October accounting period: therefore, the October financial reports will be presented at the December meeting.**

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 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 Educational Foundation Year to Date Fundraising Report (as of 10/31/2006)

10/31/2006

Page 1

| Appeal Description                    | Gift Count | Cash               | Pledges/Stocks     | In-Kind Gifts     | Other         | Total               |
|---------------------------------------|------------|--------------------|--------------------|-------------------|---------------|---------------------|
| Football Program Golf Open            | 4          | \$500.00           | \$0.00             | \$500.00          | \$0.00        | \$1,000.00          |
| FY06 Year End Direct Mail             | 1          | \$500.00           | \$0.00             | \$0.00            | \$0.00        | \$500.00            |
| Golf Open 2006                        | 1          | \$125.00           | \$0.00             | \$0.00            | \$0.00        | \$125.00            |
| Harper Symphony Orchestra             | 2          | \$200.00           | \$0.00             | \$0.00            | \$0.00        | \$200.00            |
| Lifelong Learning Direct Mail         | 1          | \$15.00            | \$0.00             | \$0.00            | \$0.00        | \$15.00             |
| Margaret Scott                        | 31         | \$1,971.00         | \$0.00             | \$0.00            | \$0.00        | \$1,971.00          |
| Personal Solicitation                 | 2          | \$0.00             | \$55,000.00        | \$0.00            | \$0.00        | \$55,000.00         |
| Proposal                              | 1          | \$10,000.00        | \$0.00             | \$0.00            | \$0.00        | \$10,000.00         |
| Pacesetter Campaign FY06              | 1          | \$500.00           | \$0.00             | \$0.00            | \$0.00        | \$500.00            |
| Pacesetters Campaign FY07             | 22         | \$12,450.00        | \$9,619.66         | \$0.00            | \$0.00        | \$22,069.66         |
| Resource for Excellence Campaign FY06 | 15         | \$1,405.00         | \$700.00           | \$0.00            | \$0.00        | \$2,105.00          |
| Scholarship Stewardship               | 6          | \$9,600.00         | \$0.00             | \$0.00            | \$0.00        | \$9,600.00          |
| Special Intiatives                    | 2          | \$225.00           | \$0.00             | \$0.00            | \$0.00        | \$225.00            |
| Stewardship                           | 2          | \$1,025.00         | \$0.00             | \$0.00            | \$0.00        | \$1,025.00          |
| Tribute                               | 28         | \$1,005.00         | \$0.00             | \$0.00            | \$0.00        | \$1,005.00          |
| Unsolicited                           | 13         | \$190.00           | \$0.00             | \$5,500.00        | \$0.00        | \$5,690.00          |
| <b>Grand Totals:</b>                  |            | <b>\$39,711.00</b> | <b>\$65,319.66</b> | <b>\$6,000.00</b> | <b>\$0.00</b> | <b>\$111,030.66</b> |

**HARPER COLLEGE  
FY07  
GRANTS REPORT  
JULY 1, 2006 - JUNE 30, 2007**

| <b>Granting Agency</b>  | <b>Title</b>   | <b>Department</b>                       | <b>Grant Manager</b>                  | <b>Agency</b> | <b>Amount</b> | <b>Start Date</b> | <b>End Date</b>               | <b>Description</b>  |
|---|--|---|---------------------------------------|---------------|---------------|-------------------|-------------------------------|---|
| <b>COMPETITIVE GRANTS</b>   |  |   |                                       |               |               |                   |                               |   |
| ICCB<br>sponsored by Illinois Center<br>for Specialized Professional<br>Support | New Look Innovation<br>Award   | Access &<br>Disability<br>Services      | Daniel Corr                           | State         | \$1,500       | 10/1/2006         | 6/15/2007                     | Support captioning of media for<br>deaf and hard of hearing students.   |
| ASRT Education and<br>Research Foundation                                       | ASTRO Radiation Therapy<br>New Program Development<br>Grants Program           | Health Careers<br>& Public Safety       | Vickie<br>Gukenberger,<br>Daniel Corr | Foundation    | \$12,500      | 8/11/06           | 8/10/07                       | Support curriculum development<br>for Radiation Therapy program.  |
| Rochester Institute of<br>Technology  | Project Access   | Access &<br>Disability<br>Services      | Tom Thompson                          | RIT           | \$3,000       | 7/1/06            | 12/31/06                      | Promote access to deaf and hard of<br>hearing students to post secondary<br>education. Present available<br>resources to other community<br>colleges. |
| Secretary of State<br>Literacy Office   | Advancing Through<br>Literacy: Workforce ESL<br>for Hospital Employees<br>2007 | Harper College<br>for Businesses        | Maria Coons                           | State         | \$15,000      | 7/1/06            | 6/30/07                       | Partner with Northwest<br>Community Healthcare to provide<br>2 ESL classes for 30 NCH<br>employees.   |
| IBHE<br>Illinois Board of Higher<br>Education                                   | HECA Minority Student<br>Transfer Center                                       | Center for<br>Multicultural<br>Learning | Laura LaBauve-<br>Maher               | State         | \$47,775      | 8/23/05           | 8/31/06                       | Supports Center activities in the<br>area of student articulation and<br>transfer, student support services,<br>and counseling and mentoring.         |
| IBHE<br>Illinois Board of Higher<br>Education                                   | HECA Disability Matrix<br>Sub grant  | Access &<br>Disability<br>Services      | Tom Thompson                          | State/<br>UIC | \$9,612       | 9/1/05            | 8/31/06<br>Extend<br>08/23/07 | Develops disability data collection<br>tools, working with UIC and other<br>colleges.   |
| IDOL<br>Illinois Department of Labor  | Displaced Homemakers<br>Assistance Act   | Women's<br>Program                      | Kathleen Canfield                     | State         | \$58,190      | 7/1/06            | 6/30/07                       | Career, educational, and personal<br>support for Women's Program<br>participants.   |

**HARPER COLLEGE  
FY07  
GRANTS REPORT  
JULY 1, 2006 - JUNE 30, 2007**

| <b>Granting Agency</b>                                   | <b>Title</b>  | <b>Department</b>                            | <b>Grant Manager</b>           | <b>Agency</b> | <b>Amount</b>    | <b>Start Date</b> | <b>End Date</b> | <b>Description</b>   |
|--|---|--|--------------------------------|---------------|------------------|-------------------|-----------------|--|
| DCEO<br>Department of Community and Economic Opportunity | Homeland Security Grant Program   | Business and Social Science                  | Jennifer Mathes                | State         | \$57,000         | 3/1/06            | 3/1/07          | Develops a Homeland Security Computer Security Training Center at Harper which will introduce a series of degree and certificate programs. |
| Illinois Clean Energy Foundation                         | Lighting Upgrade Program  | Physical Plant                               | Jim Ma                         | Private       | \$83,322         | 4/20/06           | 4/19/07         | Provides energy efficient upgrades to indoor lighting systems at Harper.   |
| NSF<br>National Science Foundation                       | Collaborative Research: 2YC-REU   | Technology, Math & Sciences                  | Sally Griffith                 | Federal       | \$78,168         | 9/15/05           | 8/31/07         | Provides a two-year college research experience for undergraduates in Chemistry.   |
| NSF<br>National Science Foundation                       | Scholarships for Success  | Technology, Math & Sciences & Marketing Svcs | Sally Griffith<br>Dan Loprieno | Federal       | \$60,000         | 1/15/02           | 12/31/06        | Provides scholarship assistance to support Math, Science, Engineering & Computer Science students.   |
| WBMC<br>Workforce Board of Metropolitan Chicago          | Critical Skills Shortages Initiative - Addressing Manufacturing Shortages | Career Programs                              | Daniel Corr                    | State         | <u>\$100,000</u> | 10/1/05           | 12/31/06        | Provides training to underemployed or unemployed workers in manufacturing occupations in the northwest suburbs.                            |
| <b>COMPETITIVE GRANTS</b>                                | <b>TOTAL</b>  |  |                                |               | <b>\$526,067</b> |                   |                 |  |

**HARPER COLLEGE  
FY07  
GRANTS REPORT  
JULY 1, 2006 - JUNE 30, 2007**

| <b>Granting Agency</b>                   | <b>Title</b>   | <b>Department</b>                      | <b>Grant Manager</b> | <b>Agency</b>     | <b>Amount</b> | <b>Start Date</b> | <b>End Date</b> | <b>Description</b>   |
|--|--|--|----------------------|-------------------|---------------|-------------------|-----------------|--|
| <b>AGENCY ALLOCATED GRANTS</b>           |  |  |                      |                   |               |                   |                 |  |
| ICCB<br>Illinois Community College Board | FY 2007 P-16 Initiative  | Career Programs                        | Daniel Corr          | Federal/<br>State | \$159,255     | 8/31/06           | 6/30/07         | Supports early college enrollment of district high school students.  |
| ICCB<br>Illinois Community College Board | FY 2007 Community College Tech Prep Support Grant                                      | Career Programs                        | Daniel Corr          | Federal/<br>State | \$47,143      | 7/1/06            | 6/30/07         | Support goals and objectives of the federal Tech Prep grant.   |
| ICCB<br>Illinois Community College Board | FY 2007 Career and Technical Education Strand III - Innovation Grant                   | Career Programs                        | Daniel Corr          | Federal/<br>State | \$5,000       | 7/1/06            | 6/30/07         | Provide resources to help enhance innovative CTE programs within the community college system.   |
| ICCB<br>Illinois Community College Board | FY 2007 Career and Technical Education Strand II - Performance Enhancement Grant       | Career Programs                        | Daniel Corr          | Federal/<br>State | \$5,000       | 7/1/06            | 6/30/07         | Develop, implement and improve computerized automated degree and certificate auditing systems which recognize and promote student success.   |
| ICCB<br>Illinois Community College Board | FY 2007 Career and Technical Education Strand I - Continuous Quality Improvement Grant | Career Programs                        | Daniel Corr          | Federal/<br>State | \$10,000      | 7/1/06            | 6/30/07         | Develop, enhance or implement a process and/or system that provides regular and systematic program evaluation and improvement related to career and technical education administration, programs and services. |
| ICCB<br>Illinois Community College Board | FY06 Adult Education & Family Literacy Grant   | Academic Enrichment & Language Studies | Daniel Corr          | Federal/<br>State | \$543,164     | 7/1/06            | 6/30/07         | Supports Adult Education Development Education programs (Federal Basic, \$172,756; State Basic, \$166,915, EL/Civics, \$44,502; <b>State Performance, \$140,152</b> )  |
| ICCB<br>Illinois Community College Board | Perkins III  | Career Programs                        | Daniel Corr          | State             | \$352,216     | 7/1/06            | 6/30/07         | Supports career and technical education.   |

**HARPER COLLEGE  
FY07  
GRANTS REPORT  
JULY 1, 2006 - JUNE 30, 2007**

| <b>Granting Agency</b>                        | <b>Title</b>                            | <b>Department</b>                      | <b>Grant Manager</b> | <b>Agency</b> | <b>Amount</b>      | <b>Start Date</b>          | <b>End Date</b>              | <b>Description</b>  |
|---|---|--|----------------------|---------------|--------------------|----------------------------|------------------------------|---|
| ICCB<br>Illinois Community College Board      | Program Improvement                     | Career Programs                        | Daniel Corr          | State         | \$33,974           | 7/1/06                     | 6/30/07                      | Supports career and technical education.  |
| ICCB<br>Illinois Community College Board      | Business/Industry Workforce Preparation | Harper College for Businesses          | Maria Coons          | State         | \$93,071           | 7/1/06                     | 6/30/07                      | Assists with local economic development efforts within Business & Industry Centers.       |
| ICCB<br>Illinois Community College Board      | Student Success                         | Academic Enrichment & Language Studies | Daniel Corr          | State         | \$148,300          | 7/1/06                     | 6/30/07                      | Supports developmental, remedial, first time in college, and disability student programs. |
| IDHS<br>Illinois Department of Human Services | Disabled Student Project                | Access & Disability Services           | Tom Thompson         | State         | \$134,754          | 7/1/06                     | 6/30/07                      | Provides services to students with disabilities.  |
| USDJ<br>United States Dept of Justice         | COPS Universal Hiring Program           | Harper Police                          | Mike Alsup           | Federal       | \$49,216           | 8/1/02<br>Extend<br>7/1/05 | 7/31/05<br>Extend<br>1/31/07 | Pays for 3 fulltime officers, through Universal hiring program.                           |
| <b>AGENCY ALLOCATED GRANTS</b>                |   |  |                      |               | <b>\$1,581,093</b> |                            |                              |   |

**HARPER COLLEGE  
FY07  
GRANTS REPORT  
JULY 1, 2006 - JUNE 30, 2007**

| <b>Granting Agency</b>                               | <b>Title</b>   | <b>Department</b> | <b>Grant Manager</b> | <b>Agency</b>   | <b>Amount</b>      | <b>Start Date</b> | <b>End Date</b> | <b>Description</b>  |
|--|--|-------------------|----------------------|-----------------|--------------------|-------------------|-----------------|---|
| <b>SUBCONTRACTOR / PARTNER in GRANT</b>              |  |                   |                      |                 |                    |                   |                 |   |
| NSF<br>National Science Foundation                   | Exploring New Models for Undergraduate Research w/Two-year College | Chemistry         | Sally Griffith       | \$449,273/5 yrs | \$128,101          | 10/1/06           | 9/30/07         | City Colleges of Chicago-Harold Washington College (lead institution) |
| <b>SUBCONTRACTOR/PARTNER IN GRANT</b>                |  |                   |                      |                 | <b>\$128,101</b>   |                   |                 |   |
|  |  |                   |                      |                 |                    |                   |                 |   |
| <b>FY07 Total All Grants: as of October 31, 2006</b> |  |                   |                      |                 | <b>\$2,235,261</b> |                   |                 |   |

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

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

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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



WILLIAM RAINEY HARPER COLLEGE  
BOARD ACTION

I. SUBJECT

Authorization for the Treasurer's participation in the Illinois School District Liquid Asset Fund and use of PMA Financial Network, Inc., PMA Securities, Inc., Prudent Man Advisors, Inc., and Harris Trust & Savings Bank, and/or their successors.

II. REASON FOR CONSIDERATION

The College deems it to be in its best interest to make use of, from time to time, programs offered by the Fund, including the Liquid Class and MAX Class, Fixed Income Investments, and other Fund services that may be offered by the Trustees of the Fund.

III. BACKGROUND INFORMATION

PMA and its affiliates are obligated under the USA Patriot Act as well as Federal Securities rules and regulations to maintain current and accurate client account information.

The agreement and use of the Fund, including the advisors, has been in place for a number of years. Due to the changing regulatory environment, the College needs to formally update the attached resolution and list of "Authorized Officials".

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the resolution and "Authorized Officials" as attached.

WILLIAM RAINEY HARPER COLLEGE  
RESOLUTION

BE IT RESOLVED, that the Board

1. Approves and endorses participation in the Fund by the Treasurer of the College; and the Treasurer or those acting on behalf of the Treasurer shall invest the school entity's available funds from time to time and withdraw such funds from time to time in accordance with the provisions of the Declaration of Trust; and
  
2. That the Treasurer or those acting on behalf of the Treasurer shall make use of, from time to time, Fixed Income Investments offered by the Fund and which are legal under Illinois investment statutes (30 ILCS235) and that which are also permitted by this Community College's investment policy; and
  
3. That monies of this entity may be invested at the discretion of the Treasurer or those acting on behalf of the Treasurer through the intermediaries PMA Securities, Inc., PMA Financial Network, Inc., and Prudent Man Advisors, Inc. and/or their successors; and
  
4. That the entity may open depository accounts, enter into wire transfer agreements, safekeeping agreements, third party surety agreements securing deposits, collateral agreements and lockbox agreements with institutions participating in Fund programs including Harris Trust & Savings Bank, its successor, or programs of PMA Financial Network, Inc. and PMA Securities, Inc., and that these institutions shall be deemed eligible depositories for District funds per Illinois Code. Monies of this entity may be deposited in such depositories, from time to time in the discretion of the Authorized Officials, pursuant to the Fixed Rate Investment Program available to participants of the Fund through the intermediary PMA Financial Network, Inc. PMA Financial Network Inc. and/or PMA Securities, Inc. are authorized to act on behalf of this Community College as its agent with respect to such accounts and agreements; and

5. That the Treasurer or those acting on behalf of the Treasurer may execute documents, financial planning contracts, financial advisory contracts and other applicable agreements, as necessary, with PMA Financial Network, Inc., PMA Securities, Inc., Prudent Man Advisors, Inc., and Harris Trust & Savings Bank, and/or their successors. The following individuals, or their successors, currently holding the office or position are designated as "Authorized Officials" with full power and authority to effectuate the investment and withdrawal of monies, contracts and agreements on behalf of this school entity.

Dated this 14th day of November, 2006

WILLIAM RAINEY HARPER COLLEGE  
Community College District #512

---

Laurie Stone  
Chair  
Board of Trustees

---

Richard F. Gillette  
Secretary  
Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

“AUTHORIZED OFFICIALS”

Illinois School District Liquid Asset Fund

| <u>Names</u>      | <u>Position</u>                            |
|-------------------|--|
| Judith A. Thorson | Treasurer                                  |
| Tammy J. Rust     | Controller                                 |
| David Cirillo     | Manager of Student Accounts<br>Receivables |
| Cindy Licausi     | Student Account Representative             |

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

**Second Reading** of New Policy on Electronic Attendance at Meetings – Policy 01.37.02

II. REASON FOR CONSIDERATION

New Board Policy must go through two readings.

The State Open Meeting Act was amended during the last legislative session and this requires the Board to amend their policy on meetings.

III. BACKGROUND INFORMATION

The *Open Meetings Act* definition of the word “meeting” was amended to include gatherings “by video or audio conference, telephone call, electronic mail, electronic chat, instant messaging or other means of contemporaneous interactive communication” [P.A. 94-1058, effective January 1, 2007]. The statutory changes expressly authorize such meetings, but also limit the circumstances under which they may be held. A quorum must be “physically present” for such a meeting, and a member of the public body may be permitted to attend by “electronic” means only if his or her corporeal attendance is prevented by illness, employment issues, or family or other emergency. A board member who wishes to attend by alternative means must notify the secretary or clerk before the meeting “unless advance notice is impractical.” Also, the meeting minutes must record whether members attended in person or by video or audio conference.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the Board Policy on the Electronic Attendance at Meetings.

WILLIAM RAINEY HARPER COLLEGE  
POLICY STATEMENT

Title: Electronic Attendance at Meetings

No. 01.37.02

Approved:

Revised:

**ELECTRONIC ATTENDANCE AT MEETINGS**

- A. A quorum of members must be physically present at the location of an open or closed meeting of the Board of Education.
- B. Minutes of all meetings shall specify if a member was physically present or present by means of a video or audio conference. Lack of such a specification shall be deemed to indicate that the member in question was physically present.
- C. Members who are not physically present may participate in open or closed meetings by means of a video or audio conference as provided in this policy. Such electronic participation may only occur if the member is prevented from physically attending by (1) personal illness or disability, (2) employment purposes, (3) business of the public body, (4) a family emergency, or (5) another emergency.
- D. If a member wishes to attend a meeting electronically, the member must notify the Board Secretary at least 48 hours before the meeting, unless advance notice is impractical. The Secretary to the President of the College is hereby designated as the agent of the Board Secretary for purposes of receiving such notice. The notice may be given in person or in writing, or by phone, facsimile transmission, or e-mail, and shall include an explanation of why the member cannot attend, with reference to one of the five categories specified in paragraph C above. Copies of the request shall be provided to all board members promptly, but in no event later than the meeting in question.
- E. Upon receiving notice of a member's intent to participate electronically, the President's Secretary or his/her designee shall make appropriate arrangements for the Board member to participate electronically, by obtaining contact information and arranging a speaker phone or other suitable device for the meeting room. The equipment shall be such as to enable persons attending the meeting (including those in the audience) to hear the member speak, and shall also allow the member who is attending

electronically to hear other Board members and any person who addresses the Board.

- F. The Board allows electronic attendance for qualifying reasons listed in the Open Meetings Act, as a matter of standing policy. The audio or video equipment shall be activated at the beginning of the meeting, or at the time requested by the member, so that the member can participate. If there is no quorum physically present at the meeting, the Board shall designate a person to contact the member and notify him/her of that fact.
- G. If the member who is attending electronically would normally chair the meeting, a president *pro tempore* who is physically present may be appointed.
- H. When a member attends a meeting electronically, all votes shall be by roll call vote. A member who is attending electronically must identify him/her self by name and be recognized by the President before speaking.
- I. A member who is attending electronically shall be entitled to attend the meeting in question and any closed sessions called during that meeting.
- J. This policy shall apply to any subsidiary committee, subcommittee or other agency of the Board which is a "public body" under the Illinois Open Meetings Act, and shall constitute the Board's "rules" regarding electronic attendance as permitted by 5 ILCS 120/7(c).

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

**Second Reading** of modification of Purchasing Policy 07.03.01 and addition of Policy 07.03.02 Cooperating College Contracts.

II. REASON FOR CONSIDERATION

New Board Policy must go through two readings.

Certain board members expressed concern over a lack of policy related to contracts that are ultimately funded by third parties and not the College and requested that the attorney draft such a policy for consideration.

III. BACKGROUND INFORMATION

There are three kinds of activities in which the College engages that are funded from monies from third parties. These activities include sponsoring conferences, where conference fees pay the expenses; travel, where travel participants pay the costs, and cultural activities such as concerts and speakers where ticket sales pay for costs. In each case, the College provides a fiduciary service of collecting money, arranging for the event, signing a contract and paying the bill using the appropriate third party dollars.

The College uses its current business processes to ensure diligence. Since the payments are made from money collected from third parties, legal counsel has advised that these contracts do not need to go to the Board for execution. Some Board members are uncomfortable that there is not a Board policy to cover these situations. The attached policy has been drafted by legal counsel in an attempt to address this concern.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the Board Policy on the modification of Purchasing Policy 07.03.01 and addition of Policy 07.03.02 Cooperating College Contracts.

WILLIAM RAINEY HARPER COLLEGE  
POLICY STATEMENT

Title: Purchasing Policy No. 07.03.01

Approved:

Revised:

All College Purchases shall be congruent with Illinois Compiled Statutes, Chapter 110, (ILCS) 805/3-27.1.

Purchases of up to \$10,000 shall have the support of three verbal or written quotations when deemed appropriate by the Director of Purchasing. The President or their designee is authorized to sign all contracts under \$10,000 **and contracts, over \$10,000, for group travel paid by the travelers and entertainment contracts.**

Exceptions are made for purchases such as new or used equipment, supplies or materials of less than \$10,000 made at a public auction.

Except as otherwise provided by Illinois Compiled Statutes, Chapter 110, (ILCS) 805/3-27.1, purchases in excess of \$10,000 shall have the support of a minimum of three formal sealed bids whenever possible and be awarded to the lowest responsive, responsible bidder following due advertisement in a newspaper published in the district, or in a newspaper of general circulation in the area of the district, at least ten business days before the bid date. Exceptions shall be in accordance with the requirements in Illinois Compiled Statutes, Chapter 110, (ILCS) 805/3-27.1.

Items exempted by state statute from competitive sealed bidding may be procured by competitive sealed proposals in accordance with Administrative Procedures.

The Board delegates to the President, or their designee, authorization to purchase from the state/governmental contracts or cooperatives/consortia that meet the requirements of Illinois state law. The President shall inform the Board of purchases made through the state/governmental contracts or cooperatives/consortia through monthly reporting.

If any substantial changes are made to implementing procedures related to this policy, the Board will be notified.

WILLIAM RAINEY HARPER COLLEGE  
POLICY STATEMENT

Title: Cooperating College Contracts

No. 07.03.02

Approved:

Revised:

**The Board recognizes that at times College accounts will be used as a depository and conduit for a variety of consortium-like activities (Activities) such as conference sponsorship which are ultimately funded by third parties. The Board authorizes the College President or designee to sign contracts related to these Activities provided that the College shall not bear liability under these contracts unless a specific contract is expressly approved by the Board of Trustees. Instead of looking to the College for liability under these contracts, such parties to these contracts must look to the third-parties who are ultimately providing the funds and services for these contracts.**

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

***Second Reading*** of modification of Investment of College Funds Policy 07.01.15.

II. REASON FOR CONSIDERATION

New Board Policy must go through two readings.

III. BACKGROUND INFORMATION

The management letter from last year noted that the College Investment policy did not direct the staff to consider interest rate risk and concentration of credit risk when making investment decisions. The investment policy that is currently part of the Board policy manual was adopted, in whole, from a recent state law that was passed. It was the desire of the College to make the state law the College policy so that the law and the policy were congruent and staff was provided clear direction as they invest under the policy. Adding a sentence to the policy to direct staff to consider these two items while investing, acknowledges their importance without compromising the state law.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the Board Policy on Investment of College Funds Policy 07.01.15.

WILLIAM RAINEY HARPER COLLEGE  
POLICY STATEMENT

Title: Investment Policy

No. 07.01.15

Approved:

Revised:

Performance

The Treasurer will seek to earn a rate of return appropriate for the type of investments being managed in accordance with the objectives established in this document. **In addition to the types of investments allowed by policy (credit risk), consideration will be given to other inherent risks such as concentration by issuer (concentration of credit risk) and timing of maturities (interest rate risk).** In general, the Treasurer will strive to earn an average rate of return equal to or greater than the Illinois Funds rate.

**WILLIAM RAINEY HARPER COLLEGE  
SUMMARY COSTS FOR THE 1/1/07 RENEWAL**

| <b><u>PROVIDER (MEDICAL)</u></b>                 | <b><u>2006 Premium</u></b> | <b><u>2007 Premium</u></b> | <b><u>Change</u></b> |
|--|----------------------------|----------------------------|----------------------|
| <b>HMO ILLINOIS</b>                              |                            |                            |                      |
| Annual Total                                     | \$2,905,361                | \$3,349,298                | 15.20%               |
| • Number of covered employees = 402              |                            |                            |                      |
| <b>BLUE CROSS BLUE SHIELD PPO</b>                |                            |                            |                      |
| Annual Total                                     | \$4,483,831                | \$4,641,663                | 3.60%                |
| • Number of covered employees = 349              |                            |                            |                      |
| Total HMO IL and PPO                             | \$7,389,192                | \$7,990,961                | 8.14%                |
| <b>LIFE – CIGNA (new vendor)</b>                 |                            |                            |                      |
| \$1,000 Payroll                                  | 0.24                       | 0.19                       |                      |
| Annual Total                                     | \$ 263,028                 | \$230,149                  | -12.51%              |
| <b>AD&amp;D – CIGNA (new vendor)</b>             |                            |                            |                      |
| \$1,000 Payroll                                  | 0.020                      | 0.019                      |                      |
| Annual Total                                     | \$ 20,250                  | \$19,238                   | - 5.00%              |
| <b>LONG-TERM DISABILITY – CIGNA (new vendor)</b> |                            |                            |                      |
| Per 1% Payroll/Month                             | 0.21                       | 0.19                       |                      |
| Total Long Term Disability                       | \$ 61,133                  | \$ 55,311                  | - 9.53%              |
| <hr/>  |                            |                            |                      |
| <b>ADMINISTRATION FEES - CORESOURCE</b>          |                            |                            |                      |
| Dental   |                            |                            |                      |
| Employee/Month = 789                             | 3.55                       | 3.75                       | 5.63%                |
| STD  |                            |                            |                      |
| Employee/Month = 696                             | 1.25                       | 1.25                       | 0%                   |
| Annual Maintenance Fee                           | \$340                      | \$340                      | 0%                   |
| Total Administration Fees                        | \$44,051                   | \$45,945                   | 4.29%                |
| GRAND TOTAL OF PLAN EXPENSES                     | \$7,777,654                | \$8,341,604                |                      |
| Percent Change                                   |                            |                            | +7.25%               |

WILLIAM RAINEY HARPER COLLEGE  
BOARD ACTION

I. SUBJECT

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

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

At the direction of the College administration, Willis of Illinois, the College broker for employee insurance plans, reviewed the insurance programs and the renewal quotes presented from Blue Cross Blue Shield and CoreSource. They also contacted several insurance companies including Hartford Life, Cigna, Aetna, MetLife, ING, Lincoln Financial and Unum/Provident to secure the lowest cost for the current life/AD&D and LTD insurance plans. As a result, Willis has recommended remaining with the current insurance companies for the various plans as identified in the attached report for medical and dental insurance, and short-term disability. They have further recommended, to change the carrier of the life insurance, and accidental death and dismemberment plan and long term disability plan from Hartford Life Insurance Company to CIGNA.

IV. RECOMMENDATION

It is recommended that the Board of Trustees accept the proposal of Willis of Illinois and the College administration to have CIGNA provide the College with Term Life, not to exceed \$0.21 per \$1,000 of covered payroll; Accidental Death and Dismemberment, not to exceed \$0.019 per \$1,000 of covered payroll; Long-Term Disability insurance coverage, not to exceed \$0.19 per 1% of payroll per month; and CoreSource to provide claims administration, not to exceed \$3.75 for dental and \$1.25 for Short-Term Disability. Further, it is recommended that Blue Cross Blue Shield of Illinois and HMO Illinois provide the College with medical insurance coverage, not to exceed the proposed amount per level of coverage per covered individual per month.