



Harper College
1200 West Algonquin Road
Palatine, Illinois

REVISED Regular Board Meeting Agenda

see page 2

November 20, 2008

7:00 p.m.

I. Call to Order

II. Roll Call

III. Approval of Agenda

IV. Presentations

- Joanne Malinowski of RBC Capital Markets: Bond Sale Update
- Dave McShane/Mike Babb: SunGard Banner - Student Information System Update

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 16, 2008 Special Board Meeting; October 16, 2008 Regular Board Meeting Exhibit IX-A.1
2. Bills Payable, Payroll for October 10, 2008, and October 24, 2008, November 7, 2008; Estimated Payroll for November 21, 2008 Exhibit IX-A.2
3. Bid Awards Exhibit IX-A.3
4. Requests for Proposals Exhibit IX-A.4
5. Purchase Orders Exhibit IX-A.5
6. Personnel Action Sheets Exhibit IX-A.6
7. Career Advisory Appointments Exhibit IX-A.7
8. Notification Regarding Harper College Graduation Requirement Exhibit IX-A.8
9. First Reading of Modification of Board Policy Manual - 07.01.07 - Annual Budget Exhibit IX-A.9
10. First Reading of Modification of Board Policy Manual - 07.03.01 - Purchasing Policy Exhibit IX-A.10
11. First Reading of Modification of Board Policy Manual - 13.11.00 - College Personnel Rights and Responsibilities in College-Supported Inventions and Materials Exhibit IX-A.11

* 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.

B. For Information

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| 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 |

X. New Business

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| A. RECOMMENDATION: Update to the Educational Service Providers List | Exhibit X-A |
| B. RECOMMENDATION: Loyola University Medical Center Affiliation Agreement for Nursing Program Clinicals | Exhibit X-B |
| C. RECOMMENDATION: Revised 2008-2009 Board Meeting Dates | Exhibit X-C |
| D. RECOMMENDATION: Affiliation Agreement Between Harper College and Elmhurst Memorial Hospital for the Diagnostic Medical Sonography Program(s) | Exhibit X-D |
| E. RECOMMENDATION: Annual Insurance Renewal FY2009-10 | Exhibit X-E |
| F. RECOMMENDATION: Ratification of Professional/Technical Contract Extension | Exhibit X-F |
| G. RECOMMENDATION: Ratification of Illinois Council of Police (ICOPS) Contract Extension | Exhibit X-G |
| H. RECOMMENDATION: Ratification of Harper 512 Association, PULLED..... IEA-NEA Contract Extension | Exhibit X-H |
| I. RECOMMENDATION: Ratification of Harper College Adjunct Faculty Association, IEA-NEA Counselors and Librarians Contract Extension | Exhibit X-I |
| J. RECOMMENDATION: Ratification of Harper College Adjunct Faculty Association, IEA-NEA Contract Extension PULLED..... | Exhibit X-J |

XI. Announcements by the Chair

- A. Communications
- B. Calendar Dates

On-Campus Events

(Note: * = Required)

November 27-28 **THANKSGIVING BREAK - the College will be closed November 27-30.**

*December 16 7:00 p.m. - Regular Board Meeting - W214-215
(Note: Meeting is on a Tuesday, not a Thursday.)

December 24 - **Holiday Break - The College will be closed Wednesday, December 24, 2008**
January 4 **through Sunday, January 4, 2009.**

*January 15 7:00 p.m. - Regular Board Meeting - W214-215

*February 19 7:00 p.m. - Regular Board Meeting - W214-215

Off-Campus Events

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

XIII. Adjournment

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #512
COUNTIES OF COOK, KANE, LAKE AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, October 16, 2008

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Stone on Thursday, October 16, 2008 at 7:04 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Borro, Canning, Graft, Hill, Hoffman, Kelley and Stone; Student Member Garcia
Absent: None

Also present: Catherine Brod, V.P. for Development; Phil Burdick, Assistant V.P. for Communications and Legislative Relations; Maria Coons, Interim V.P. Enrollment and Marketing; Joan Kindle, V.P. Student Affairs and Assistant to the President; Cheryl Kisunzu, V.P. HR/Diversity and Organizational Development; David McShane, V.P. Information Technology; Sheila Quirk-Bailey, Associate V.P. for Strategic Planning and Alliances; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Mike Alsup; Elissa Anderson; Carol Blotteaux; Dave Braunschweig; Laura Crane; Enrique D'Amico; Tom Dowd; Earl Dowling; David Dwyer; Patricia Hamlen; Yvonne Harris; Erin Holmes; Mia Igyarto; Njambi Kamoche; Keiko Kimura; Brian Knetl; Ashley Knight; Sunil Koswatta; Justin LeBreck; Cindy Luxton; Jim Ma; Fredia Martin; Maria Moten; Mark Mrozinski; Michael Nejman; Steve Petersen; Ricardo Reyes; David Richmond; Michelé Robinson; Tammy Rust; Ilona Sala; Bill Sarley; Katherine Sawyer; Rich Seiler; Thomas Shanahan; Diana Sharp; Doug Spiwak; Tryg Thoreson and Dennis Weeks. Students: Kourtney Nemec; Sadaf Syed.

Guests: Cathy Baumann and Jeff Markert, KPMG; K.C. Wigle, Gilbane.

Diane Hill led the Pledge of Allegiance.

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

In a voice vote, the motion carried.

EDUCATIONAL PRESENTATIONS

There were no educational presentations.

STUDENT TRUSTEE REPORT

Student Member Garcia gave her report in the form of a video presentation recapping recent student leadership retreats that occurred over the past several months: Campus Activities Board Retreat, Student Senate Retreat and the Center for Multicultural Learning Retreat. The video showed students involved in various team-building activities and workshops. Student Member Garcia read a quote at the end of the presentation: "We know not where our dreams take us, but we know that if we don't see our dreams quite clearly, we never know where we'll end up." She added that leadership is learned, and some of the most important leaders are in this room today. Student Member Garcia acknowledged students who were present in the audience, and asked them to stand.

PRESIDENT'S REPORT

Dr. Breuder introduced Patricia Hamlen, Assistant Professor of Business and Social Science, who would be sharing with the Board a sabbatical report on her recent visit to South America. Ms. Hamlen explained that her first experience at Harper was as a non-traditional student in the early 1980s. After graduation, she transferred to Northern Illinois University and graduated Magna Cum Laude with University Honors. She was awarded an Assistantship, and continued her graduate studies there until she graduated in 1993 with a master's degree in anthropology and a specialization in archaeology. Ms. Hamlen explained that she tells her students this story on the first day of classes every semester, not to brag about her academic success, but to let them know that they can also do this. She tells the students that they have made a wise choice coming to Harper; that Harper is dedicated to providing them an excellent educational foundation that will allow them to transfer to the college or university of their choice; and that they too can graduate at the top of their class. She noted that she stands before the Board a product of this institution; she cannot be more excited or more proud to be part of Harper College today.

Ms. Hamlen recently participated in a summer professional development program that has been the most helpful in providing cutting edge research in archaeology and anthropology to her students. The program is called Andean

Worlds - New Directions in Scholarship and Teaching. Sponsored by the Community College Humanities Association (CCHA), the focus of the institute is Andean archaeology and contemporary Peruvian culture. She noted that Harper College is a long-standing member of the CCHA and is recognized as one of the premier community colleges in the nation. The program, funded by the National Endowment for the Humanities (NEH), included 29 days in Peru, five hotels, four cities and three flights within the country from June 29 through July 27. Open to all those involved in undergraduate education at two- and four-year institutions, twenty-five participants were selected from 54 applicants from all over the United States. Ms. Hamlen was very pleased to have been chosen. She noted that, within days of being selected, she received a reading list of seven required textbooks, 16 additional recommended textbooks and five readers, totaling 4,000 pages.

The group was composed of 18 women, six men, two directors and one or two wranglers or tour guides. Six members represented community colleges, six members had positions at Liberal Arts colleges and ten were from state universities. Fifteen participants had doctorates and 20 were bi-lingual or multi-lingual and spoke Spanish fluently. The participants came from different fields of study – art history, geography, language and literature, history and political science, environmental studies and anthropology and archaeology. Five of the eight guest speaker scholars were well-known archaeologists, specializing in Andean archaeology with appointments at Yale, Harvard, UCLA and Johns Hopkins University.

Ms. Hamlen noted that the experience was very worthwhile for her. The days were structured with a specific topic seminar, conducted by a preeminent scholar in the field, which lasted from 9:00 am -12:00 pm. After lunch, there were organized field trips to museums, archaeological sites, churches or art/textile demonstrations that went till 5:00 pm or 6:00 pm. This schedule was in place every day for 29 days. They had just two days off in the 29-day period. It was the most nurturing, challenging, intense learning environment she has ever experienced. She noted that the program was non-competitive. They had all been chosen, and it was assumed they all had something to contribute. Members were supportive and interested in what each brought to the experience. They learned in class, interacted with the topic scholar and each other.

Ms. Hamlen explained that, due to costs involved, the program was not fully funded by the NEH. Meals and airfare to and from Peru were not included. Therefore, she is most grateful to the Harper Teaching and Learning Grant Committee for awarding her a reimbursement for her meals, and to her husband who purchased her airline ticket to Peru.

She thanked the Board, the administration and the faculty who supported her through this process. Most importantly, Ms. Hamlen thanked her students who inspire and challenge her every day to provide them with the most creative, innovative and knowledgeable learning experience that she can deliver.

Chair Stone thanked Patricia Hamlen for sharing her wonderful presentation.

Dr. Breuder introduced new administrator, Brian Knetl, Associate Dean of Liberal Arts. Chair Stone welcomed Associate Dean Knetl.

HARPER EMPLOYEE COMMENTS

There were no employee comments.

CITIZEN COMMENTS

There were no citizen comments.

CONSENT AGENDA

Member Graft moved, Member Canning seconded, approval of the minutes of the September 18, 2008 special Board meeting and September 18, 2008 regular Board meeting and; bills payable; payrolls for September 12, 2008 and September 26, 2008; estimated payroll for October 10, 2008; bid awards; requests for proposals; purchase orders; personnel action sheets; 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	\$5,814,263.37
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The payroll of September 12, 2008 in the amount of \$1,765,011.28; September 26, 2008 in the amount of \$1,783,866.99; and estimated payroll of October 10, 2008 in the amount of \$1,774,689.14.

Bid Awards	Ex. IX-A.3.a	Award bid request Q00596 for bulk road salt for campus roads and parking lots to Central Salt LLC, the low bidder, in the amount of \$61,880 and Magnesium Chloride Ice Melter Crystals for campus roads and parking lots to Industrial Systems, Ltd., the low bidder, in the amount of \$19,400.
	Ex. IX-A.3.b	Award bid request Q00594 for the construction work, network cabling installation and electrical requirements to retrofit a total of 49 rooms for the purpose of converting them to support SMART/media-rich technologies to Digital Dynamics Corporation, the low bidder, in the amount of \$72,520. In addition, authorization for the Vice President of Information Technology to sign the contract agreement with Digital Dynamics Corporation.
Requests for Proposal	There are no requests for proposals this month.	
Purchase Orders and Adjustments	Ex. IX-A.5.a	Approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for the period of July 1, 2008 through June 30, 2009, in an amount of \$79,467.70.
	Ex. IX-A.5.b	Approve issuance of a purchase order to NewsBank, Inc. for periodical databases for the period of January 1, 2009 through December 31, 2009 in an amount of \$14,845.
	Ex. IX-A.5.c	Approve issuance of a purchase order to FAS, Inc. a financial aid services contractor which will provide loan and supplemental student application processing for the period of October 1, 2008 through June 30, 2009 in the amount of \$46,000.

Personnel Actions

Administrator Appointment

Maria Coons, Interim Vice President, Enrollment and Marketing, ENR/MKTG, 19/19/08, \$109,838/year

Supervisory/Confidential Appointment

Christopher Irelan, Coordinator of Organizational Development, HR/DOD, 09/15/08, \$60,000/year

Professional/Technical Appointment

Catherine Broscio, Nursing Lab Assistant, p/t, HC, 09/26/08, \$26,400/year

Classified Staff Appointments

Jennifer Brennan, Dual Credit Coordinator/Division Assistant, CTP, 10/20/08, \$36,992/year

Debbie Hajek, Administrative Assistant, CTP, 09/15/08, \$40,000/year

Laura Levsky, Administrative Assistant, p/t, OFC RSCH, 10/13/08, \$20,540/year

Debra Stoltman, Office Assistant I, p/t, MS, 09/22/08, \$8,624/year

Harper College Police – ICOPS Retirement

Graham Johnson, Police Officer, POLICE, 09/25/08, 28 years

Administrator Resignation

Stasia Zwisler, Associate Executive Director of Foundation/Campaign Manager & Special Initiatives, CR/FDN, 08/27/08, 1 year 10 months

Classified Staff Resignations

Sheila Berberick, Clerk/Receptionist, p/t, TEST, 10/31/08, 9 years 9 months

Jennafer Dunbar, Box Office Assistant, p/t, EVT MGMT, 09/19/08, 1 year 10 months

Harper #512 – IEA-NEA Resignation

Rafael Hernandez, Custodian, PHY PLT, 09/11/08, 5 months

Review of Closed Session Minutes

Approve that the closed session minutes of August 16, 2008; May 20, 2008; June 19, 008; July 14, 2008; July 17, 2008; August 14, 2008; and August 21, 2008 will remain confidential.

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

Ayes: Members Borro, Canning, Graft, Hill, Hoffman,
Kelley and Stone
Nays: None

Motion carried. Student Member Garcia voted aye.

NEW BUSINESS:

Annual Financial
Audit for FY 2007-08

Dr. Breuder introduced Jeff Markert, KPMG, who has worked with Harper College for many years. This is his seventh consecutive year presenting the audit findings to the Board.

Jeff Markert, KPMG, explained that he is happy to present the Audit Report for the 2008 Audit. He noted that there are three documents in the packet given to Board members. He thanked Vice President Thorson, Tammy Rust and their staff for their hard work. It took many hours. He found them to be very diligent, helpful and cooperative.

Mr. Markert called attention to the Table of Contents. He noted that, in addition to the Auditor's Report, there are Financial Statements of the College, Financial Statements of the Educational Foundation and the ICCB statements. In addition, there are a number of grant audits from the grants Harper receives from the ICCB, and an Enrollment Audit for the ICCB Credit Hour Grant.

Mr. Markert called attention to the Audit Opinion. KPMG is prepared to issue an unqualified opinion on the financial statements, which means the auditors believe they fairly present the financial position and results of operations of the College and all material respects. In addition to the Financial Statement Opinion, they also issue another report stating that they found no material weaknesses in financial reporting at the College, or they found no material non-compliance.

Mr. Markert called attention to Pages 21 and 22, where the College's financial statements are presented in accordance with GAAP (single column or full accrual basis of accounting), which looks at the College more like a business. The Board is used to seeing more fund-based statements, which is how the College operates on a day-to-day basis, how they budget, and how they report to ICCB. However, from a GAAP reporting perspective, they present the College as a business type entity or activity. Page 21 is Statement of Net Assets, which presents all of the assets, liabilities and net assets of the College. Given the current economic times, the College made a concerted effort to keep some of

their assets in a more liquid state. Long-term debt decreased by approximately \$10.3 million – that was the scheduled pay-down of the debt. Net assets increased from \$165 million to \$180 million at the end of the year. From an economic perspective, the College is approximately \$14 million better off at the end of the year than it was in the beginning of the year, which is consistent with the change of the prior year.

Page 22, the Statement of Revenues, Expenses and Changes in Net Assets, shows all of the revenues and expenses for the year for the College on an accrual basis. The expenses increased from \$112 million to \$118 million, which is approximately \$6 million. That is somewhat misleading because one of the numbers is a “gross up” related to the “on behalf” payments that the State makes for the retirement system – the SURS on behalf of the College. In the non-operating revenue section, the State retirement plan contribution increased by \$3.9 million to \$5.2 million. That is the revenue side – the expense side, which is allocated among the various functions, also increased by a similar amount. It is a bit misleading, so in order to compare apples to apples, one would need to back that out and it would show that the increase in expenses was less than what is showing. Net assets have increased by \$14.5 million, which is similar to the prior year.

Page 37 shows all of the debt activity of the College. It shows by issue what the beginning balance was for a net of \$67.3 million, which decreased to about \$56.8 million at the end of the year.

The financial statements on Page 47 are the fund-based financial statements that are reported to ICCB. This is what the College is used to seeing – the Education Fund, the Operations and Maintenance Fund, etc. All of the fund balances look healthy. Mr. Markert noted that he has been working with the College a long time, and he has seen a significant improvement in the financial health of the funds. The fund balance in the Education Fund has maintained strong from \$26 million to \$30 million, which has been relatively consistent. The Auxiliary Enterprise Fund is a testament to the College. The auxiliaries have been operated more like a business and at a break-even perspective. Most colleges have difficulties in this area due to the activities that are run out of them. He noted that it is great that Harper is able to maintain that on a break-even basis consistently.

Mr. Markert stated that the management letter and standard communications to the Board have been submitted. The audit went very well; it went on time. Management was very cooperative. KPMG had no disagreements with management whatsoever.

Chair Stone thanked Trustees Kelley and Hoffman for being the Board's representatives in the meetings with Jeff Markert. Member Kelley stated that it was his pleasure. This is a testament to how strong the College is fiscally. He added that the entire administration has done a great job over the years, growing the fund balance from \$17 million to \$52 million. That is outstanding. It puts the College in a great position, being great stewards of the taxpayers' money, to seek the referendum and capitalize on the Aaa bond rating.

Dr. Breuder thanked Jeff Markert for the work he did. Jeff does this objectively and independently, as he should. The College is pleased with the results of the audit this year, as they have been in years past. It is a reflection of the people who work with KPMG, Vice President Thorson, Tammy Rust and their teams. Dr. Breuder thanked the people at Harper who contribute to the effectiveness of the financial standing of this institution. There is enormous pressure placed on these people day in and day out, to perform at the highest level of excellence, with a very sensitive eye towards the money that the public provides and the money that comes from the students who give up their precious money. They have been incredibly responsible in executing all of their duties and responsibilities in the most incredible way, providing a quality education, delivering a product second to none in this State.

Dr. Breuder concluded that, when Harper receives a financial audit delivered by KPMG that basically says they find no fault with what Harper has done, and there is nothing of consequence to have issue with, it is a great statement about who Harper is and what it does. He thanked everyone again for their part. On behalf of the Board, Chair Stone thanked Jeff Markert.

Member Kelley moved, Member Graft seconded, to

accept the annual financial audit for Fiscal Year 2007-08, as outlined in Exhibit X-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Borro, Canning, Graft, Hill, Hoffman,
Kelley and Stone
Nays: None

Motion carried. Student Member Garcia voted aye.

Resolution for 2008
Estimated Tax Levies

Student Member Garcia moved, Member Canning seconded, adoption of the Resolution providing for the estimated tax levies, required publication, and hearing date for 2008, 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.

Harper College Corporate
Credit Card Resolution

Member Kelley moved, Member Hill seconded, adoption of the Harper College Corporate Credit Card Resolution, 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.

Authorization to Approve
Depositories, Financial
Services Providers, and
Investment Brokers for
College Funds

Member Canning moved, Member Graft seconded, approval of the listing of College depositories, financial services providers, and investment brokers, as outlined in Exhibit X-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Kelley thanked Vice President Thorson, Tammy Rust and everyone else who keeps such a great eye on the financial institutions in these volatile times. They have been good stewards of the College's money.

In a voice vote, the motion carried.

Information Technology
(IT) Employment
Services Contractors List

Member Graft moved, Member Hill seconded, approval of the list of IT Employment Services Contractors to supplement and/or augment IT workforce as needed. In addition, authorization for the Vice President of Information Technology to sign the contract agreement(s) as required when selected employment services contractor(s) are engaged, 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.

Recommendation for Approval for the Issuance of a Partnership Fee for Two Community Outreach Centers

Member Borro moved, Member Hill seconded, approval of issuance of the partnership fee in the amount of \$20,000 (\$10,000 per center) for the Palatine Opportunity Center and the Police Neighborhood Resource Center in Rolling Meadows, Illinois, as outlined in Exhibit X-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Affiliation Agreement with Walgreens

Student Member Garcia moved, Member Canning seconded, approval of the Affiliation Agreement between Harper College and *Walgreens Job Shadowing/Internship Program* for fiscal year 2008-2009, and authorization for the Director of Career Services to sign the above, as outlined in Exhibit X-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

ANNOUNCEMENTS BY CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The next regular Board meetings will be Thursday, November 20 and Tuesday, December 16. The College will be closed November 27 and 28 for Thanksgiving break.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Member Kelley moved, Member Graft seconded, to adjourn the meeting.

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

Chair

Secretary

BOARD REQUESTS

OCTOBER 16, 2008 REGULAR BOARD MEETING

There were no Board requests.

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 Special Board Meeting of Thursday October 16, 2008

CALL TO ORDER: The special meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Stone on Thursday, October 16, 2008 at 5:45 p.m. in Room W201 of the Wojcik Conference Center, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Borro, Canning, Graft, Hill, Hoffman, Kelley, Stone. Student Trustee Garcia arrived at 6:12 p.m.

Absent:

Also present:

DISCUSSION: Presidential Search and Referendum

ADJOURNMENT Trustee Hill moved, Trustee Kelley seconded, to adjourn the meeting at 6:55 p.m. No action was taken.

Secretary