



1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

September 17, 2009
7:00 p.m.
Room W214-215

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Presentations**
 - **Rich Seiler: Textbook Rental**
- V. Student Trustee Report**
- VI. Faculty Senate President's Report**
- VII. President's Report**
 - **Presentation: Antonio Iacopino - Multicultural Affairs Fellow Video**
 - **Student Success Report**
 - **Legislative Report**
 - **Correspondence**
- VIII. Harper Employee Comments**
- IX. Citizen Comments**
- X. Consent Agenda*** (Roll Call Vote)
 - A. For Approval**
 1. Minutes - August 20, 2009 Special Board Meeting; August 20, 2009 Regular Board Meeting Exhibit X-A.1
 2. Bills Payable, Payroll for August 14, 2009 and August 28, 2009; Estimated Payroll for September 11, 2009 Exhibit X-A.2
 3. Bid Awards Exhibit X-A.3
 4. Requests for Proposals Exhibit X-A.4
 5. Purchase Orders Exhibit X-A.5
 6. Personnel Action Sheets Exhibit X-A.6
 7. First Reading of Modification to the Board Policy Manual: Board Committees Exhibit X-A.7
 8. 2nd and 3rd Year Mid-Year Hire Faculty Progress Toward Tenure Exhibit X-A.8
 - B. For Information**
 1. Financial Statements Exhibit X-B.1
 2. Committee and Liaison Reports Exhibit X-B.2
 3. Grants and Gifts Status Report Exhibit X-B.3
 4. Draft RFQ for Campus Master Planning Exhibit X-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.

XI. New Business

- A. RECOMMENDATION: Trust Agreement with Capital Development Board (CDB) for Project Number 810-032-023 (G and H Buildings) Exhibit XI-A
- B. RECOMMENDATION: Authorization to Approve Depositories, Financial Services Providers and Investment Brokers for College Funds Exhibit XI-B
- C. RECOMMENDATION: Administrative Service Providers Exhibit XI-C
- D. RECOMMENDATION: Annual Hearing of Budget for FY2008-09 and Budget Adoption Exhibit XI-D
- E. RECOMMENDATION: Faculty Tenure Recommendation - Mid-Year Hires Exhibit XI-E

XII. Announcements by the Chair

- A. Communications
- B. Calendar Dates

On-Campus Events

(Note: * = Required)

- *October 15 7:00 p.m. - Regular Board Meeting - W214-215
- Week of November 9 - Engagement Week surrounding President Ender's Installation**
- *November 19 7:00 p.m. - Regular Board Meeting - W214-215
- November 26-29 The College will be closed for the Thanksgiving Holiday**
- *December 17 7:00 p.m. - Regular Board Meeting - W214-215
- December 24 - The College will be closed for the Holiday Break**
January 3

Off-Campus Events

March 6, 2010 Foundation Gala - The Renaissance in Schaumburg (details to follow)

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

XIV. 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 Special Board Meeting of Thursday, August 20, 2009

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, August 20, 2009 at 5:45 p.m. in the Wojcik Conference Center (Room W101), 1200 W. Algonquin Road, Palatine, Illinois.

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

Also present: Dr. Ender, Cathy Brod, Phil Burdick, Maria Coons, Joan Kindle, Dave McShane, Sheila Quirk-Bailey, Marge Skold, Judy Thorson, Tammy Rust, Carol Blotteaux

DISCUSSION: Dr. Ender gave the Board a presentation regarding Board Committees. Discussion followed.

ADJOURNMENT Member Kelley moved, Member Canning seconded, to adjourn the meeting. No action was taken.

In a voice vote, the motion carried at 6:45 p.m.

Chair

Secretary

Minutes of the Regular Board Meeting of Tuesday, August 20, 2009

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

Minutes of the Regular Board Meeting of Thursday, August 20, 2009

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, August 20, 2009 at 7:02 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 Redmond
Absent: None

Also present: Kenneth Ender, President; Catherine Brod, V.P. for Community Relations and Executive Director of Foundation; Phil Burdick, Assistant V.P. for Communications and Legislative Relations; Maria Coons, Interim V.P. Enrollment and Marketing; Joan Kindle, V.P. Student Affairs; David McShane, V.P. Information Technology; Sheila Quirk-Bailey, V.P. Strategic Planning and Alliances; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Anne Abasolo; Mike Alsup; Michael Babb; Patrick Beach; Shanté Bishop; Carol Blotteaux; Dave Braunschweig; Erin Brooks; Orlando Cabrera; Tom Dowd; Doug Easterling; Julie Ellefson-Kuehn; Lori Eschenbaum; Yvonne Harris; Roger House; Mia Igyarto; Andy Kidwell; Keiko Kimura; Brian Knetl; Shannon Lengerich; Jim Ma; Maria Moten; Michael Nejman; Kathi Nevels; Sheryl Otto; Steve Petersen; Michelé Robinson; Tammy Rust; Ilona Sala; Bill Sarley; Katherine Sawyer; Margie McGowan Sedano; Rich Seiler; Barbara Small; Doug Spiwak; Dan Stanford; Sarah Stark; Chad Taylor; Tryg Thoreson; Darice Trout; Joe Wachter; Nancy Wajler and Jayne Wilcox. Students: Alaine Garcia and Paul Rollins.

Guests: Michael Lundeen, Legat Architects; Jack Lloyd, Harris/Foundation Board; Marty Boyd, Jones Lang LaSalle; Dante Orfei, Local 1600; Ann Wheeler, Barb Gardner, citizens.

Member Kelley led the Pledge of Allegiance.

Chair Stone thanked everyone for making the effort to be at the Board meeting this evening during such a busy week.

On behalf of the Board, she thanked everyone for an absolutely wonderful opening week. They look forward to hearing great things throughout the year.

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

In a voice vote, the motion carried.

EDUCATIONAL PRESENTATIONS

ERP Update:
Dave McShane and
Mike Babb

Vice President Dave McShane noted that the SunGard Banner Student Information System (SIS) was the last major component to replace all the business legacy systems at Harper College. Earlier, they had implemented the Oracle Finance and Human Resources component – EBS. In January, a successful go-live of the Banner system for the spring semester resulted in successfully registering over 12,000 students. Today, with many individuals across campus, countless long days, and many weekends and holidays foregone, they have successfully provided service to students for the full cycle; spring, summer and fall are now fully underway. Vice President McShane added that this was a significant accomplishment and could not have succeeded without a strong leader. The Board approved this project February 27, 2007; Michael Babb joined the Harper team three months later as the Director of Enterprise Systems. At the request of Vice President McShane, Mike Babb provided the following update.

Student Information System (SIS)

From a student services perspective, this includes catalog, schedule, admissions, registration, payment and financial aid. From a faculty perspective, this includes class roster, student information, grades and the communication services.

Where are we?

They are in their third semester of service to Harper students. The base system has functioned very well, with some adjustments along the way. For the most part, everything has worked almost flawlessly due to the team that worked on this project. Mr. Babb stated that he gives the team all the credit; it is quite an accomplishment - over 39,000 students have registered for courses in Banner!

Where are we going next?

There are things to be worked on with the base system. With faculty self-service, they built in some function to enter grades and do mid-term verification. The students that are attending class at mid-term are verified and those numbers are reported to the State for mid-term enrollment. Once a paper process, with Banner it is done systematically. They provided a notification system to the faculty when it was time to do mid-term verification. Mr. Babb explained that there are four-week terms, eight-week terms and sixteen-week terms. Their notification process did not work as well as they would have liked it to; it had a few flaws. Sometimes the notification was too early, sometimes the notification was repeated. They have worked on the process and implemented a perfected notification system after some thorough testing.

From a student perspective, they have found the most prevailing problem to be students forgetting their passwords. During peak periods of spring and fall term, the Student Service Desk was getting up to 1,000 calls a week on “forgot password.” It is huge. Providing key question/answer prompts has not helped, because students tend to forget those as well. They have now mimicked what other online providers do – if a student has forgotten their password, they click on a button and Harper will send the password to the e-mail address. Follow-up e-mails are sent, for security measures, to make sure the student is aware that their password has been changed.

Student Portal

This is the window used by students to get to all of the functions of Banner. Mr. Babb gave a brief demonstration of the newly revamped Student Portal. It has been redesigned from a vertical structure to a horizontal one, based on feedback and input from students. He thanked the Student Affairs team for getting students to help. The Student Portal is much more user-friendly; the improvements have been well received by the students.

What’s Coming?

In summer 2010, they will have to upgrade to Release 8; SunGard is dropping support for Release 7 in September 2010. Mr. Babb highlighted several functions of Release 8 that will be valuable for the student:

- Waitlist Automation – If a class is full and a student attempts to register for the class, they will be advised that the class is full and they will be asked if they want to go onto the Waitlist. They will be queued, and if a seat

comes available, they will be notified via e-mail that they have a period of time to register for the class. A hold is put on that seat. If the student decides not to register, after a prescribed period of time, the seat is released and the next person on the waitlist will be advised.

- Registration Mass Entry – allows them to register entire groups of students for a single class. For limited enrollment classes, they can use a mass-entry function to literally register the students into those classes. They can also drop classes en masse or drop students en masse if a class is dropped.
- Self-Service Grade Summary – this will allow faculty to roll up grades into a summarized view for multiple sections that they may be teaching in a given semester. It might give faculty the ability to look at how certain groups of students are doing real-time as instructors are going through the grading process.

Mr. Babb explained that, in addition to the base system, they are working on subsystems that will provide some very useful function to the College and the students.

- Document Imaging – this is something that has gone live in Admissions. It is taking hard-copy documents (applications, transcripts and other forms), scanning them and putting them into an electronic image. That decreases the amount of paper being used (the Admissions Office estimates handling 70,000 pieces of paper each year), it eliminates the filing cabinets to store the pieces of paper, and it makes the record accessible to the very people who have appropriate authorization. Cost savings and student servicing is key.
- Enrollment Management Suite – this will allow the Admissions Teams and Student Teams to track potential students through the recruiting process. Banner has records of students after they become a student. The Enrollment Management Suite allows the College to create student records and create student communication programs prior to them becoming a student. With the prospective student in the system, the realization process of becoming a student becomes very simplified because they are already in Banner. It will be an excellent tool. In response to Member Kelley, Mr. Babb affirmed that they will also be tracking former students; they will move from prospective student, to current student, to former student.
- Operational Data Store (ODS) – this is a repository of information that keeps track of the key activities of the

College. The activities that are being tracked include: adding new core sections for Banner, students registering for classes, students paying for classes and students getting grades from faculty members. Each of those activities creates a transaction that is being stored in the ODS. This gives a large repository of information that can be used for reporting systems to extract, slice and dice interesting data. This is now a simple process. Maria Moten's team has done many things to provide the enrollment statistics on a daily basis. All of it comes from the ODS; it has been very useful.

- Enterprise Data Warehouse (*EDW*) – this is a snapshot of a moment in time. The College can take a snapshot of the enrollment numbers five weeks before start of term, four weeks before start of term, three weeks before, etc. That gives the ability to have benchmarks for each term. As they continue to add terms to the EDW, it gives the ability to do trend analysis. This will give them the ability to be smart about predicting the future.
- Workflow – this will allow them to automate something that is currently done manually or might involve paper, into an automated process. Mr. Babb explained the Course Override Function today – if a student does not meet the prerequisites for a given course, they can go to a faculty member and request an override or request permission to get into the course. A form must be filled out; the student must carry it across campus to give it to the faculty member; the faculty member must review it and sign it; and the form must then be carried back to the Enrollment Office for it to be processed to allow the student permission to take the course. With the Workflow System, the process will be automated. The student will send an e-mail requesting the override; it will go directly to the faculty member; the faculty member will approve it; the system is automatically updated to allow the student to override the prerequisite and allow that student into the course. What is today a several-day process and a lot of legwork, should be turned into something very simple. This will provide much more proactive service to the student.

In response to Member Graft, Vice President McShane explained that they have completed the purchase with Oracle and they are in the maintenance mode at this point. They do not work with the consulting entity in the same regard anymore; however, they do reach out to them periodically to see what they can get assistance on as they continue to refine the product. With respect to giving them a

“grade,” Vice President McShane said it would be an “A.” Mr. Babb affirmed that the relationship has been positive. They continue to be very reactive to anything Harper needs. As one can imagine, there are problems occasionally with the system; their engineers have been very helpful.

In response to Member Kelley, Vice President McShane affirmed that they are on time and under budget. He added that there are still some modules that need to be finished, as Mr. Babb noted. There are some hours associated with that in the contract. They believe they will be under budget. In response to Member Hoffman, Mr. Babb explained that the upgrade to different versions is part of the maintenance that they pay on the system. Vice President McShane clarified that all the products Mr. Babb discussed were part of the original contract. The College did not bring them on until they were prepared to take them on, so they did not have to start paying maintenance on them right away.

Dr. Ender noted that, while Banner Version 8 might be at no cost to the budget, it will come at great cost to many folks in the room who have been through this once before. From that perspective, it might be a little bit easier but we cannot assume there is “no cost.” Mr. Babb explained that, with the Oracle ERP system (the business HR and payroll functions), there is an option today to go to Release 12. Since it is not mandated by Oracle, they have decided to put it on the back-burner for a period of time. They are trying very hard to prioritize those activities that have to be accomplished when they need to be accomplished. On behalf of the Board of Trustees, Member Hoffman congratulated the team on an outstanding job. This is a huge undertaking.

In response to Chair Stone, Mr. Babb noted that they have storage systems with huge capacity. Vice President McShane noted that they do not do off-site storage at this time because it has not fit into the equation yet. When they built Avanté, they added a large computer room, so they have the means to grow their storage systems and servers. They constantly look at it.

STUDENT TRUSTEE REPORT

Student Member Redmond noted that, while students are enjoying what is left of their summer, there is plenty of activity on campus. Students, faculty and staff are preparing for classes next week. Students are using the recently revamped Student Portal to make last-minute schedule changes and to pay tuition. Earlier this month, she participated in one of the Beta groups that Mike Babb

mentioned. She thanked Mike Babb, Dave McShane, Linda Mueller and the entire IT Department for all their hard work in updating the Student Portal. The students and the Help Desk are happy and relieved to finally have the password recovery function.

One of the greatest challenges for a community college is to build a sense of community for students. Harper's Welcome Week provides several opportunities for students to connect with other students, as well as faculty and staff. Student Member Redmond highlighted upcoming events that will be taking place. She thanked Dr. Ender for his involvement in welcoming students.

Student Member Redmond explained that some students come to Harper for their Associate Degree, some come to transfer to four-year schools, and some are lifelong learners. She introduced Harper student Paul Rollins, a non-traditional learner. She asked Mr. Rollins to share a different perspective, highlighting another model of student success at Harper.

Mr. Rollins explained that he has been a Harper student since 1992. He shared his experience getting to know four different community college students, and he highlighted the success each of them has found. He talked about meeting 1) the immigrant student who hopes someday to work on his PhD; 2) the student who barely made it through high school, yet found his intellectual ideal when he got to the community college; 3) the middle-aged woman who came back to college so that she could better make her way in the world of commerce and take better care of her children; and 4) the senior citizen who came back to college to do something for fun. He thanked the Board for putting together the type of programs that make local collegiate education available and accessible to people like him.

Mr. Rollins noted that his den wall proudly displays three certificates of which he is very proud: 1) his Baccalaureate Degree in 1954 from the College of the Holy Cross; 2) a piece of paper that certifies that the Commandant of the Marine Corp thinks he is an Officer and a Gentleman; and 3) his Master's Degree in 1959 from Ohio State University. In 1992, he decided to take the many courses he wished he had been able to take when he was younger in college and in graduate school. Since registering at Harper, he has taken courses ranging from Art through Zoology. He will soon be able to add to those certificates an Associate

Degree in Arts from Harper College, and he is looking forward to putting that on his wall with pride.

Mr. Rollins thanked the Board, on behalf of all the students who have progressed through these halls in the past, for the fine faculty and the great facilities they have made available to students. Chair Stone thanked Mr. Rollins and Student Member Redmond for their wonderful presentations.

FACULTY SENATE
PRESIDENT'S REPORT

Dr. Tom Dowd noted that, having experienced his tenth beginning of the year at Harper College, Opening Day on Tuesday was the most well-attended session, with the most positive energy in the room. People are excited for the start of the Ender era of Harper College; they are looking forward to doing some great things.

Dr. Dowd noted that the Chemistry Department was given a check for \$100,000 last Opening Session. He introduced Harper Chemistry faculty, Dr. Dan Stanford and Joe Wachter, who would be giving an update on how they spent the money.

Dr. Stanford showed a brief PowerPoint presentation highlighting the resources they were able to add to the Chemistry Department. Dr. Stanford explained that he believes part of why the Board saw the Chemistry Department as a Center of Excellence and wanted to support that is because of the way they had brought in other money after kicking, scratching and fighting in submitting grants to get other instruments. He showed a picture of their Nuclear Magnetic Resonance (NMR) Spectrometer. The Department is not afraid to put the inexperienced Freshman Chemistry students in front of a \$130,000 instrument and let them have at it; they believe it is important that students get the hands-on experience.

Dr. Stanford noted that they were involved in a collaborative with nine other community colleges including Harper and they also received grant money (funded by the National Science Foundation) to purchase another instrument called an Ion Chromatograph. He emphasized that these are research grade instruments. It gives Harper students great opportunity; they get their hands on instruments that are actually used in industry. Harper students are pretty adept at using these. They are risk-takers - not afraid to dive in, open a manual and figure out how the instruments work. With most of their instrumentation in the lab aging, the Center of Excellence money allowed them to upgrade some

other instruments and put the whole lab on par. Dr. Stanford introduced Professor Wachter to explain how they leveraged the money to get significant equipment.

Mr. Wachter showed pictures of aging equipment which dated back to 1981. After receiving the money, they were excited to think that they would be able to replace one or two of these instruments. Instead, they did much better! They now have three Gas Chromatographs/Mass Spectrometers, which are state of the art for that sort of instrument. They gave the credit to Professor Andy Kidwell who took the money and leveraged it into great gains for the Chemistry Department. He pursued donations of instruments from industry – instruments that were pretty much brand new but not being used and missing some parts. They used some of the Center of Excellence money to bring them up to speed so the equipment can be used and implemented in courses. They were able to get two great new High-Performance Liquid Chromatographs, again by aggressive negotiations on Andy's part. These are research grade instruments. This is a skill students can put on their resume; they can go into the chemical industry and use these instruments.

Professor Wachter noted that, with that money, they were able to get a purchase value of well more than \$300,000 worth of equipment based on the work they did. The other two instruments Dan spoke about were obtained with external grant money. In the last three years, their research students have earned over \$200,000 worth of scholarships at the various institutions to which they have transferred. The number of students impacted each year by using these instruments continues to grow. He noted that these are not just advanced instruments for advanced top students; every chemistry student coming through from 100-level courses to the end will have hands-on time with this equipment. The instruments were also used in the Summer Bridge program and will be implemented throughout the curriculum.

They thanked the Board for the opportunity to do this and the National Science Foundation for their funding. They also thanked Dr. Skold and Dr. Harris for their help and support. It took a campus effort to get everything set up - technicians, physical plant staff and IT staff who worked all summer. The Chemistry Department and chemical technical staff spent a great deal of time in the process as well: Andy Kidwell, Kelly Jones, Nico Genet and Arlene Koszyk. They are truly grateful.

Member Kelley noted that this was an incredibly impressive report. What a great utilization of the money, leveraging the \$100,000 for \$300,000 worth of equipment. It shows great stewardship!

Dr. Ender congratulated the department. He wanted to clarify that when he was thinking about an important condition of success as failure, he had not put together high pressure, gas and entry-level students. He is counting on excellent faculty supervision to mitigate the risk.

PRESIDENT'S REPORT

Student Success Report

Dr. Ender introduced Professor Shanté Holley, a member of the Champion Team on the Student Success Agenda for the College. He asked her to provide a brief update on their work with the Achieving the Dream (AtD) network.

Ms. Holley proclaimed her excitement and enthusiasm after hearing Harper student Paul Rollins share his story. That is a living, breathing, walking example of exactly what they are talking about with the Student Success Initiative.

Building Community Through Student Success

This is the charge, the commitment and the focus of President Ender and for Harper College. AtD is a wonderful network of resources and people by which Harper can build that community through student success and engage the students, faculty, staff and Board. It is going to be a tremendous joint effort.

Ms. Holley noted they have several opportunities for involvement currently available: the Data Team, the Core Team, Focus Group Facilitators and Reactor Team. Just four days into the work week, their Champion Team of six has grown to 59! Many people have come to these teams by expressing an interesting in helping – they “want in” and want to be a part of this.

Data Team - they currently have eight applicants available who have expressed interest in focusing and collecting and analyzing data for specific student outcomes.

Core Team – they have had 14 applications for those who want to focus on identifying responsive strategies based on the data elements.

Focus Group Facilitators – they have 18 applications from people who want to have conversations with students and want to have conversations with one another.

Reactor Team – eight people have applied by 3:00 this afternoon.

Student Success Systems Alignment

Buildings, bonds, budgets and the support of the Board are the resources necessary to build an effective Student Success System. This is going to also require some partnership building, some K-20 alignment. Harper wants to become an institution that provides pathways that lead people to credentialing – for their Bachelor's degree, Master's degree, and for those who come back and take classes for fun and will be crossing the stage with an Associate of Arts degree from William Rainey Harper College.

Ms. Holley gave an example of students in her Study Strategies Psych 106 course this summer. One student was from the University of Illinois (U of I) and the other was a Harper Nursing student. The student from U of I said, "I am in my content courses now, I'm going to be a junior this year and I don't understand this technical jargon. Everything I read, I can't really retain. I don't know how to read a book and retain that information." The Nursing student said, "I am on probation. They are giving me a second chance here and I really need to get my skills up to snuff." At the end of that class, they were so appreciative. They could not believe the class is not mandatory. They now have the skills to transfer that knowledge back to U of I or to transfer back to the Nursing Program so that they can become successful. It is bigger than just the Harper community and the high school districts. They are making significant impact in lives in the State of Illinois and in the country.

Ms. Holley explained that they will be assessing their policies and procedures and aligning them with the culture of Student Success. They will be using data to examine and address issues of access and equity, while making sure their policies are student-friendly.

Progress to date:

- Finalized budget
- Developed work plan – how this information will be rolled out, in terms of communication with all stakeholders.

- Established dates for site visits from the AtD coaches – September 30 through October 2. The AtD network of resources includes two coaches: one to analyze data and another to help facilitate the process of conversations/questions to guide the research.
- Finalizing dates for focus group facilitation – 18 applications were received from people who are ready to be trained to have conversations with students, conversations with community leaders and conversations with one another about how Harper can promote student success.
- The Portal is currently open for communication updates and for people to volunteer.

Ms. Holley noted that Alaine Garcia is interested in including Student Success narratives as a regular feature in the Harbinger. She feels this is an excellent idea and is excited to see that students want to read about other students being successful at William Rainey Harper College.

Some questions that will guide the work:

- Do we collect appropriate data on student achievement, satisfaction and the use of those services?
- In what ways do we do that?
- What do we need to empower faculty, staff and students to assume a partnership role in the learning process?
- Are our resources accessible to all of our students?
- In what ways does our culture reflect the student success agenda?

Ms. Holley noted that it will be critical to have representation from all across the campus and all across the community.

Ms. Holley highlighted a diagram which showed the affects of Student Success in the grand scheme:

- K-20 Alignment – this will require a lot of work, a lot of partnerships;
- Harper College Credentialing – from the alignment, Harper will become an institution of credentialing;
- Community Impact / Family Sustaining – credentialing will have community impact because people will acquire family-sustaining wages;
- Leadership in Preparedness for 21st Century Economy - while being able to have the credentials to compete and perform in the 21st century economy, they will also become leaders in preparedness for that 21st century economy. It is not just about degrees.

Creating synergy

Engagement week begins November 9. Jane Oates, the Assistant Secretary of Employment and Training Administration under the current Obama administration, will be talking about workforce development and education and how community colleges play a role in moving that forward in the 21st century. Rick Maher, President of Maher and Maher, recognized leader in managing organizational change, will serve as a moderator. Debra Bragg, Director of Higher Education and Community College Executive Leadership at the University of Illinois Urbana- Champaign, will be leading the initiative for the faculty symposium.

Highlights of Engagement Week

- November 9 – national engagement – economic development and education symposium
- November 10 – engaging educational partners – district luncheon with principals and superintendent; also engaging faculty with the symposium and Debra Bragg
- November 11 - staff engagement – Employee Day – a series of professional development activities.

There will also be community engagement and student engagement. Dr. Ender will be sitting down with student leaders to engage them in conversations about how to create a culture of student success. The week will culminate with the installation of Dr. Kenneth Ender, Harper College's fifth president.

A short video was played reflecting students and student success.

Chair Stone thanked Ms. Holley for the wonderful presentation. This is becoming a highlight of the Board meetings; they look forward to next month's chapter.

Dr. Ender affirmed that progress is being made. It is becoming evident that some of the work they will be asking the Board to do at a policy level intersects with the work that they are doing as a community of professionals at the practitioner level. In a perfect world, this does all come together, but no plan is perfect. He is encouraged by the leadership; it has been a very good week.

With regard to enrollment, Dr. Ender noted that he is confident they will be at the four percent target, and perhaps they will be a little further along. They will be looking at

whether the business practices and policies align with some of the things they need to do to support the ongoing enrollment of students. With regard to Student Success – a student must be here to be successful. If there are policies that do not quite align themselves with making sure students have time to do what they need to do, those policies need to be examined.

Dr. Ender noted that, because we reside in a beautiful community, it is sometimes easy to forget that there is a recession going on around us. It became visible to him when 1,800 people in coats and ties attended a job fair sponsored by a congressman. The 12 industries were looking for high brow folks; they were not looking for entry level technicians. The 1,800 were looking for new opportunity. Several days ago, 200 people were looking for a first chance or a second chance. Unemployed folks who have had low skills jobs were on Harper's campus working with the Workforce Investment Board. There is work to be done.

With regard to the Summer Bridge program, Dr. Ender is so pleased to hear the Chemistry Department was engaged in that. These are high risk students that come in needing to build skills, and Harper works with them intensely. In every area that they worked with the Bridge students this summer (Reading, Math and English), their scores improved.

Dr. Ender noted that Vicki Atkinson and Sheryl Otto were mentioned prominently in a recent Inside Higher Education article. Harper College was recognized for the good work being done in the orientation program this summer.

Dr. Ender noted that the Banner system is powerful. Most of us do not know how powerful it is or how to get the power out of it. The trick is getting it across the boundary of their language to our language and assuring that faculty and the people who are working in the Student Success Systems can extract the data so they can begin to focus on areas that need improvement. Without Banner, it would have been more difficult to process an uptake of 40 percent in financial aid applications this summer. He reiterated that 40 percent more people applied for financial aid this summer than last summer. Banner helped us get through all that.

Legislative Report

With regard to the budget, Dr. Ender noted that the good news is that it passed. Everything that had been taken away in terms of leveraging federal dollars was restored. That is

Elena Berrios, Custodian, PHY PLT, 05/22/09, 6 years 4 months

Limited Term Employment Resignation

Michael Solvig, Manager, Finance & Operations, ACCT SER, 07/14/09, 3 months

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 Redmond voted aye.

Liaison Reports

Member Canning informed the Board that they have chosen a date for the Spring Gala; it will be held March 6, 2010 at The Renaissance. The Foundation will be hosting a fundraising reception right before the performance of *Diary of Anne Frank* on November 13 at 6:30 pm in the Performing Arts Center. They are happy to announce that Dr. Cathy Ender is going to be the Honorary Chair of that event. It is very exciting to have her involvement in the Harper community.

The Foundation Board conducted its own self-assessment survey a couple of months ago. Member Canning introduced Jack Lloyd, Vice President of the Board Development Committee for the Harper College Educational Foundation, to share the results of the survey. Mr. Lloyd explained that their stated goal for the committee is to recruit six new members to the Board this year. He is pleased to report they have four very strong candidates that they are talking to right now. He thanked the Board of Trustees for their help in that. He noted that one distinguished member who represented the eastern part of Harper territory (Mt. Prospect, Arlington Heights, Wheeling) has moved on for career reasons. As a result, they have a need to find potential recruits from that part of Harper's geography. He welcomes additional referrals - individuals who have a heart for service, a heart for higher education, and those who can bring significant resources or referrals.

Mr. Lloyd noted that they conduct an assessment survey on an annual basis. They surveyed two-thirds of their Board members this year and got some great feedback. He shared the following rated results:

- 100% of the Board members were very satisfied that all of the Board members were familiar with the mission at Harper College, that the Board's policy decisions and organizations and programs reflect that mission.
- 100% of the Board members were satisfied or very satisfied that the Board is on top of recent changes in laws that affect the organization. They have adopted a compliance policy and they are very familiar with the new requirements under 990.
- 93% of the Board members are satisfied or very satisfied that the Board members are actively asking others in the community to provide financial support. Obviously one of the keys in the Foundation is raising funds for the benefit of Harper College.
- 100% of the Board members were satisfied or very satisfied that the Board currently contains a sufficient range of expertise and experience. Mr. Lloyd noted that this is one of the most talented groups of folks with whom he has had the privilege of working.
- 100% of the Board members believe that the Board and committee meetings are well organized, productive and they make good use of their time.
- 85% of the Board members were satisfied or very satisfied that the Board periodically engages in strategic planning.
- 93% of the Board members were satisfied or very satisfied that the Board members receive all the appropriate information needed to make policy decisions.

Mr. Lloyd summarized that the Board is feeling very comfortable with where they are; however, the fact that they are comfortable does not mean they are satisfied. They always want to improve, so they will continue to work to make this the very best Foundation that it can be. He shared some verbatim comments given by the Board members through the survey:

- The Board will need to re-evaluate the mission in light of our new President at the College.
- The Board should analyze funding opportunities and involve everyone in that decision.
- Given the economic climate and the changing nature of our communities, strategic planning should be a major focus.

Mr. Lloyd shared some additional topics that came out of the verbatim comments:

- They have talked about having a joint meeting between the Foundation and the Board of Trustees, so they can have a clear, strategic picture of where they need to be.
- They want more Foundation members to attend the community outreach dinners. They had a great event last night with 600 people attending.
- They will be sure to develop a succession plan for key officer and committee chair positions.
- Board members feel honored and privileged to be part of it and honored and privileged to be serving with such high caliber people.
- The following responses were given to the question, "What issues should occupy the Board's time and attention during the coming year or two?" Management growth of resources and difficult financial climate; alignment with the new President; College Board's vision; getting to know the incoming President; continued focus on new Board members' development.

Mr. Lloyd noted that Dr. Ender has done a great job of reaching out and attending many of the Foundation meetings thus far. It has been greatly appreciated. He feels that everyone is focused, making sure they take Harper College to the next level. The Foundation will continue to use this survey tool. They feel that the Board members are best equipped to give feedback on how the Foundation is operating as a body to meet the needs of the community and to provide opportunities to bring resources to Harper College.

Mr. Lloyd noted that, over the decades, many of his family and friends have benefited from this great institution, have launched careers and had great opportunities. On behalf of his family and friends, he is grateful for the opportunities this institution has provided to the community.

Chair Stone thanked Mr. Lloyd for his wonderful presentation.

Member Kelley noted that, after the entire week of excitement and enthusiasm and great things happening here at Harper College, he will have to share some information from his sobering weekend with Member Borro at the ICCTA Leadership Annual Planning Session. During the course of the session, they circulated a memo on the State's fiscal situation. Illinois is in a pretty bad fiscal situation. Come September 1, the State of Illinois will have \$5 billion of

unpaid bills. In the General Revenue Fund, the receipts for 2008 were \$29.6 billion; for the FY2010 it is \$26 billion – which is \$3.6 billion or 11-12% less in revenue. They are borrowing \$3.6 billion from the State's pension fund to plug the budget for 2010. They are not using it to fund pension obligations; they are just using that \$3.6 billion to pay some general operating expenses. The consequences that float to students are staggering. There will be tens of thousands of students who are receiving MAP funding scholarships this semester that are not going to get them come the Spring semester; there is no money there. Member Kelley noted that he is incredibly grateful that Harper has such strong financial reserves. Many of Harper's brother and sister colleges throughout the Illinois community colleges are not nearly as lucky.

Member Kelley noted that Member Borro is the Vice Chair of the Diversity Committee and he is on the Public Policy Government Relations Committee. They are taking an active role in the State. In response to Member Canning, Member Kelley explained that the assumption is they will have to do a state income tax increase. However, he finds it shocking that a one percent state increase (from three percent to four percent) generates only \$1 billion. That is only a small portion of the deficit. Chair Stone noted that this is information the Board has to have, even though it is bitter. She congratulated Carlos and Bill for their appointments. It is really great for the College. The Board appreciates the extra time they are spending.

Member Borro noted that five additional alumni will be inducted in the Distinguished Alumni Class of 2009 at a reception in their honor November 10, 2009. This will be part of the Engagement Week activities. The new inductees are Shirley Garrison, Beverly Goodman, Tom Schneck, Ronald Stewart and Robin Turpin. The members of the Board of Trustees are encouraged to attend the Distinguished Alumni Reception. Member Borro noted that he was very impressed with this group of individuals, as well as the other candidates. Fine individuals have graduated from Harper College.

NEW BUSINESS:

Affiliation Agreement
with Sedgebrook, Inc.

Member Graft moved, Student Member Redmond seconded, approval of the Affiliation Agreement between Harper College and *Sedgebrook, Inc.* for the Dietetic Technician program(s), and authorization for the Dean of Health Careers Division to sign the above, as outlined in

Exhibit XI-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

FY2009-10
Operational Plan

Member Hill moved, Member Canning seconded, approval of the Operational Plan 2009-2010, as outlined in Exhibit XI-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

ANNOUNCEMENTS BY
CHAIR

Communications

Chair Stone noted that the Board appreciated being invited to the Opening Day sessions. She hopes that it becomes an annual invitation. The Board members who were there enjoyed it very much.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The next Regular Board meetings are September 17, 2009, October 15, 2009 and November 19, 2009. November 9-13 will be Engagement Week surrounding President Ender's Installation. Chair Stone suggested that Board members keep their calendars flexible that week; exciting things will be happening.

OTHER BUSINESS

Dr. Ender introduced three new Associate Deans: Dr. Barbara Small from Health Careers, Darice Trout from AE/LS and Shannon Lengerich from Health and Psychological Services. He welcomed them to Harper College.

It was announced that the retirement celebrations for Vice Presidents Judy Thorson and Dave McShane will be Friday, September 18. Chair Stone hopes that everyone can attend.

ADJOURNMENT

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

In a voice vote, the motion carried at 8:40 p.m.

Chair

Secretary

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I. BILLS PAYABLE

Accounts Payable & Tuition Refunds \$ 3,394,745.99

II. PAYROLL

08/14/2009 \$ 1,427,362.55

08/28/2009 1,762,266.04

III. ESTIMATED PAYROLL

09/11/2009 1,594,814.30

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

September 17, 2009

SUMMARY OF BIDS

- Exhibit X – A.3.a The administration recommends that the Board award bid request Q00636 for the installation of New Stairs on the North Side of A & C Buildings to Martam Construction, the lowest qualified bidder meeting specifications, in the amount of \$147,550 with a 10 percent contingency of \$14,755, and architects fee in the amount of \$8,853 making the total award \$171,158.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

The administration recommends that the Board award bid request Q00636 for the installation of New Stairs on the North Side of A & C Buildings to Martam Construction, the lowest qualified bidder meeting specifications, in the amount of \$147,550

II. BUDGET STATUS

Funds in the amount of \$171,158 will be provided in the 2009/10 Operations and Maintenance Fund budget, under account numbers 0100-8060-039-5802000-5571000000 for the contractor and 0100-8060-039-5303000-5571000000 for the architectural services.

III. INFORMATION

A legal bid notice was published and 19 bids solicited. Twelve responses were received. The following is a recap of the bid tab sheet:

Martam Construction	\$ 147,550.00
PCS Building Corporation	174,000.00
Continental Construction Company, Inc.	177,800.00
Driessen Construction Company	183,000.00
Schaeffges Brothers, Inc	189,000.00
Tuscanny Construction	196,900.00
Boller Construction Company, Inc.	236,000.00
Keno & Sons Construction	249,500.00
CMM Group, Inc.	298,700.00
Kovilic Construction	306,450.00
A Lamp Concrete Contractors, Inc.	372,100.00
Bullseye Construction	“Withdrew Bid”

The installation of new stairs on the north side of A & C Buildings near the side walk on the west side of E Building will prevent future issues regarding safety and access. Students have attempted to establish a pathway by use of the elevated grassy area as a shortcut.

As part of the routine post qualification process of the bidders by Legat Architects and staff, it became evident that the apparent low bidder, Bullseye Construction, did not have an understanding of all of the requirements of the project. The firm was also unable to provide the references required in the bidding document. Due to these issues, we have received a letter from Bullseye withdrawing their bid.

Martam Construction, the lowest bidder meeting specification, is fully compliant with all of the requirements of the project. Bidder's references have been checked. All the references contacted have indicated quality work and work performed within the stated schedules.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00636 for the installation of New Stairs on the North Side of A & C Buildings to Martam Construction, the lowest qualified bidder meeting specifications, in the amount of \$147,550 with a 10 percent contingency of \$14,755, and architects fee in the amount of \$8,853 making the total award \$171,158.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

September 17, 2009

SUMMARY OF REQUESTS FOR PROPOSALS

THERE ARE NO REQUESTS FOR PROPOSALS THIS MONTH.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

September 17, 2009

SUMMARY OF PURCHASE ORDERS AND ADJUSTMENTS

Exhibit X – A.5.a The administration recommends that the Board approve the issuance of a purchase order to Blackboard, Inc. for renewal of a course management software site license, support and hosting in the amount of \$195,660.

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Blackboard, Inc. for renewal of a course management software site license, support and hosting as requested by Information Technology/Client Services for use by Academic Affairs.

II. BUDGET STATUS

Funds in the amount of \$195,660 are provided in the 2009/10 Educational Fund budget, under account number 0001-8080-245-5309001.

III. INFORMATION

Blackboard provides a course management system in support of a virtual learning environment – where instructors can, for example, create and deliver content, encourage student participation, and communicate with students outside of the classroom. The system also provides students with the ability to use interactive features such as discussion forums and adaptive content delivery. The hosting service included in this recommendation ensures that all courses are easily accessible from any location for students and faculty with an Internet connection. The renewal is for the period of October 1, 2009 through September 30, 2010.

In order to ensure a high level of reliable service, Blackboard maintains a server for the College that has redundant connectivity, comprehensive backup, RAID fault protection and four levels of power backup at a secured location with restricted access. Blackboard services are secure while allowing the College faculty to maintain complete control over their own course Web sites and content.

The College has standardized on the Blackboard course management system for online course delivery and management. Blackboard, Inc. is the sole provider for licensing and support for this system. A letter verifying this is on file in the Purchasing department.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Blackboard, Inc. for renewal of a course management software site license, support and hosting in the amount of \$195,660.

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

WILLIAM RAINEY HARPER COLLEGE

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

- A. Ratification of Administrator Appointments.
- B. Ratification of Supervisory/Management Appointment.
- C. Ratification of Classified Staff Appointments.
- D. Ratification of Harper #512 IEA-NEA Appointments.
- E. Ratification of Professional/Technical Resignation.
- F. Ratification of Limited Term Employment Resignation.
- G. Ratification of Overload and Adjunct Faculty Assignments.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

First Reading of a modification to the Board Policy regarding Board ***Committees***.

II. REASON FOR CONSIDERATION

Board committees provide Trustees with a framework to review specific areas of the College, ensure that practices are consistent with the College's overall strategic goals and policy objectives and, on behalf of the President, make recommendations to the full Board of Trustees. Board Committees strengthen the transparency and integrity of administrative processes undertaken to achieve the mission of the College.

III. RECOMMENDATION

The Board approves moving this modification to the Board Policy regarding Board Committees to a second reading.

WILLIAM RAINEY HARPER COLLEGE
POLICY STATEMENT

Title: COMMITTEES No. 01.40.00
Approved:
Revised:

Current: Policy:

~~The chair of the Board shall appoint committees as are deemed necessary by the Board. A committee shall report recommendations to the Board for appropriate action and may be dissolved when its report is complete and accepted by the Board.~~

~~Any committee of three or more members or any committee supported by the Board may be deemed a public body and shall comply with the notice and other requirements of the Illinois Open Meeting Act.~~

Proposed Policy:

The chair of the Board shall appoint committees and/or liaison roles as are deemed necessary by the Board to:

- **Provide review of policy recommendations.**
- **Ensure practices are consistent with strategic goals and Board policies.**
- **On behalf of the President, make recommendations to full Board of Trustees.**
- **Strengthen the transparency and integrity of administrative processes and Board policy development.**

A committee may be dissolved when its business is complete and accepted by the Board.

Any committee of three or more members or any committee supported by the Board may be deemed a public body and shall comply with the notice and other requirements of the Illinois Open Meeting Act.

Standing Committees include:

***Executive Committee:* Includes the Chair and Vice Chair and is responsible for making recommendations to the full Board on issues including: strategic planning; Governance policies; Presidential performance/compensation; Board effectiveness; Board Policy Manual and the Board meeting agenda.**

Student Success Committee: Includes two Board members and is responsible for making recommendations to the full Board on issues including: New program development; Overall effectiveness; Student success measures; Achievement rates for student co-hort groups; Strategies for student success and student achievement.

Finance and Facilities Committee: Includes two Board members and is responsible for making recommendations to the full Board on issues including: Annual budget, Investment policies, Bond sales, Audit, Capital projects, Campus Master Plan/Facilities, Personnel; and Collective bargaining.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

2nd and 3rd Year Faculty Progress toward Tenure Report for full-time faculty hired mid-year (spring semester).

II. REASON FOR CONSIDERATION

Article III.M.2 of the 2006-2010 Agreement with the faculty requires that the College President notify all faculty “who shall enter upon tenure at the onset of the subsequent academic year.”

Since 1980, resulting from a change in the Community College Act, Board of Trustee action is required only for the denial of tenure. The administration informs the Board of the tenure status of all probationary faculty after review by the Faculty Tenure Committee and the administrative staff.

Attached are the names of faculty who are currently non-tenured and the academic year each would be first eligible for tenure.

Additionally, this is a summary of tenure status during the fall 2009 semester.

FIRST YEAR EMPLOYED
(MID-YEAR)

FIRST YEAR ELIGIBLE FOR TENURE
(MID-YEAR)

Spring 2008

Spring 2011

Dominique Svarc (*hired Spring 2007*)¹ *Accounting*

¹ By mutual agreement, due to leave, will begin tenure process anew Spring 2008.

WILLIAM RAINEY HARPER COLLEGE
Schedule of Investments
As of June 30, 2009

Exhibit X-B.1
September 17, 2009

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ June 30, 2009	Market Value
<u>Certificates of Deposits</u>							
PMA/Citizens Bank of Mukwonago	12/16/08	07/02/09	198	2.015	2,702.10	247,200	
PMA/Cole Taylor Bank	12/16/08	07/02/09	198	2.050	2,749.00	247,200	
PMA/Capital City Bank	12/16/08	07/02/09	198	2.060	2,762.41	247,200	
PMA/Zions First National Bank	12/16/08	07/02/09	198	1.966	2,637.08	247,300	
PMA/Bank of the Ozarks	12/16/08	07/02/09	198	1.970	2,642.56	247,300	
PMA/Metro City Bank	12/16/08	07/02/09	198	2.000	2,682.39	247,300	
PMA/American Enterprise Bank	12/16/08	07/02/09	198	2.249	3,012.85	246,900	
PMA/East Carolina Bank	12/16/08	07/02/09	198	2.250	3,013.54	246,900	
PMA/Peoples Bank National Assoc	12/16/08	07/02/09	198	2.267	3,036.21	246,900	
PMA/Bank of Springfield	12/16/08	07/02/09	198	2.399	3,211.08	246,700	
PMA/State Bank of Michigan	12/16/08	07/02/09	198	2.500	3,344.30	246,600	
PMA/M & T Bank, NA	12/16/08	07/02/09	198	2.811	3,754.24	246,200	
PMA/Harris Bank Palatine	01/23/09	07/13/09	171	1.280	17,988.75	3,000,000	
PMA/Harris Bank Palatine	01/23/09	08/11/09	200	1.860	30,665.70	3,000,000	
PMA/Old Plank Trail Community Bank	06/29/09	09/28/09	91	0.543	331.38	245,000	
PMA/Old Town Bank	06/29/09	09/28/09	91	0.543	331.38	245,000	
PMA/Barrington B&TC	06/29/09	09/28/09	91	0.543	331.38	245,000	
PMA/Libertyville B&TC	06/29/09	09/28/09	91	0.543	331.38	245,000	
PMA/North Shore Community B&TC	06/29/09	09/28/09	91	0.543	331.38	245,000	
PMA/Wheaton Bank & Trust	06/29/09	09/28/09	91	0.543	331.38	245,000	
PMA/St Charles B&TC	06/29/09	09/28/09	91	0.543	331.38	245,000	
PMA/St Bank of the Lakes	06/29/09	09/28/09	91	0.543	331.38	245,000	
PMA/Beverly Bank & Trust	06/29/09	09/28/09	91	0.543	331.38	245,000	
PMA/Advantage National Bank	06/29/09	09/28/09	91	0.543	331.38	245,000	
PMA/Northbrook B&TC	06/29/09	09/28/09	91	0.543	331.38	245,000	
PMA/Crystal Lake B&T	06/29/09	09/28/09	91	0.543	331.38	245,000	
PMA/Village Bank & Trust	06/29/09	09/28/09	91	0.543	81.16	60,000	
PMA/Harris Bank Palatine	06/29/09	12/28/09	182	1.074	32,581.20	6,000,000	
PMA/RBS Citizens Bank NA	06/26/09	03/26/10	270	0.730	32,400.00	6,000,000	

PMA/Southwest Bank	06/29/09	06/29/10	365	1.302	3,256.44	246,700
PMA/M&I Marshall & IL SLEY Bank	06/29/09	06/29/10	365	1.320	3,256.44	246,700
PMA/M&I Bank FSB	06/29/09	06/29/10	365	1.320	3,256.44	246,700
PMA/Private Bank, MI	06/29/09	06/29/10	365	1.372	3,383.35	246,700
PMA/Citibank	06/29/09	06/29/10	365	1.260	63,161.96	5,013,300
PMA/Harris Bank Palatine	06/29/09	09/22/10	450	1.475	54,496.49	3,000,000
PMA/Keybank	04/15/09	04/07/11	722	1.900	225,501.38	<u>6,000,000</u>
TOTALS AS OF:	June 30, 2009					<u><u>38,963,800</u></u> <u>38,963,800</u>

WILLIAM RAINEY HARPER COLLEGE
Preliminary Schedule of Investments
As of June 30, 2009

Consent Agenda
Exhibit X-B.1
September 17, 2009

	<u>Outstanding Investments</u>	<u>FY09 Budget</u>	<u>Planned To Date</u>	<u>Earned To Date</u>
EDUCATION FUND	\$ 28,475,126	1,100,000	1,100,000	689,590
OPERATIONS, & MAINT. FUND	12,971,412	385,000	385,000	207,427
OPERATIONS, & MAINT. FUND (Restricted)	1,714,637	97,100	97,100	34,454
BOND & INTEREST	7,848,494	275,000	275,000	158,891
AUXILIARY ENTERPRISES	4,011,509	90,000	90,000	70,354
RESTRICTED FUNDS	8,884,004	150,000	150,000	82,014
WORKING CASH FUND	15,053,886	475,000	475,000	309,846
AUDIT FUND	341,104	11,700	11,700	7,980
LIABILITY, PROTECTION & SETTLEMENT	<u>1,578,950</u>	<u>18,000</u>	<u>18,000</u>	<u>25,722</u>
Total	\$ <u>80,879,122</u>	<u>2,601,800</u>	<u>2,601,800</u>	<u>1,586,278</u>

WILLIAM RAINEY HARPER COLLEGE
Schedule of Investments
As of July 31, 2009

Exhibit X-B.1
September 17, 2009

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ July 31, 2009
<u>Certificates of Deposits</u>						
PMA/Harris Bank Palatine	01/23/09	08/11/09	200	1.860	30,665.70	3,000,000
PMA/Old Plank Trail Community Bank	06/29/09	09/28/09	91	0.543	331.38	245,000
PMA/Old Town Bank	06/29/09	09/28/09	91	0.543	331.38	245,000
PMA/Barrington B&TC	06/29/09	09/28/09	91	0.543	331.38	245,000
PMA/Libertyville B&TC	06/29/09	09/28/09	91	0.543	331.38	245,000
PMA/North Shore Community B&TC	06/29/09	09/28/09	91	0.543	331.38	245,000
PMA/Wheaton Bank & Trust	06/29/09	09/28/09	91	0.543	331.38	245,000
PMA/St Charles B&TC	06/29/09	09/28/09	91	0.543	331.38	245,000
PMA/St Bank of the Lakes	06/29/09	09/28/09	91	0.543	331.38	245,000
PMA/Beverly Bank & Trust	06/29/09	09/28/09	91	0.543	331.38	245,000
PMA/Advantage National Bank	06/29/09	09/28/09	91	0.543	331.38	245,000
PMA/Northbrook B&TC	06/29/09	09/28/09	91	0.543	331.38	245,000
PMA/Crystal Lake B&T	06/29/09	09/28/09	91	0.543	331.38	245,000
PMA/Village Bank & Trust	06/29/09	09/28/09	91	0.543	81.16	60,000
PMA/Harris Bank Palatine	06/29/09	12/28/09	182	1.074	32,581.20	6,000,000
PMA/RBS Citizens Bank NA	06/26/09	03/26/10	270	0.730	32,400.00	6,000,000
PMA/RBS Citizens Bank NA	07/29/09	05/25/10	300	1.090	26,301.38	4,000,000
PMA/Southwest Bank	06/29/09	06/29/10	365	1.302	3,256.44	246,700
PMA/M&I Marshall & IL SLEY Bank	06/29/09	06/29/10	365	1.320	3,256.44	246,700
PMA/M&I Bank FSB	06/29/09	06/29/10	365	1.320	3,256.44	246,700
PMA/Private Bank, MI	06/29/09	06/29/10	365	1.372	3,383.35	246,600
PMA/Citibank	06/29/09	06/29/10	365	1.260	63,161.96	5,013,300
PMA/Citibank	07/15/09	07/15/10	365	1.308	48,718.56	5,000,000
PMA/Harris Bank Palatine	06/29/09	09/22/10	450	1.475	54,496.49	3,000,000
PMA/M&T Bank, NA	07/15/09	01/06/11	540	1.230	3,632.96	246,300
PMA/Bank of the Ozarks	07/15/09	01/06/11	540	1.250	3,304.29	246,600
PMA/TD Bank NA	07/15/09	01/06/11	540	1.260	3,382.01	246,600
PMA/Luana Savings Bank	07/15/09	01/06/11	540	1.350	4,001.77	245,900
PMA/Orrstown Bank	07/15/09	01/06/11	540	1.350	3,643.89	246,300
PMA/Peoples Bank-NC	07/15/09	01/06/11	540	1.387	1,518.74	99,000
PMA/West Pointe Bank	07/15/09	01/06/11	540	1.400	4,154.70	245,800
PMA/Drake Bank	07/15/09	01/06/11	540	1.400	1,542.33	100,000
PMA/Security Bank & Trust Co	07/15/09	01/06/11	540	1.450	4,332.99	245,600
PMA/CCB Community Bank	07/15/09	01/06/11	540	1.450	1,616.31	100,000
PMA/Liberty Bank of Arkansas	07/15/09	01/06/11	540	1.512	4,592.41	245,300
PMA/Planters Bank	07/15/09	01/06/11	540	1.520	1,865.37	99,000

PMA/Enterprise Bank & Trust	07/15/09	01/06/11	540	1.600	4,893.29	245,000
PMA/Keybank	04/15/09	04/07/11	722	1.900	225,501.38	<u>6,000,000</u>
TOTALS AS OF:	July 31, 2009					<u><u>44,611,400</u></u>

WILLIAM RAINEY HARPER COLLEGE
Preliminary Schedule of Investments
As of July 31, 2009

Consent Agenda
Exhibit X-B.1
September 17, 2009

	<u>Outstanding Investments</u>	<u>FY10 Budget</u>	<u>Planned To Date</u>	<u>Earned To Date</u>
EDUCATION FUND	\$ 27,318,304	560,000	46,667	18,076
OPERATIONS, & MAINT. FUND	11,776,670	190,000	15,833	7,793
OPERATIONS, & MAINT. FUND (Restricted)	1,485,551	20,000	1,667	983
BOND & INTEREST	7,916,083	80,000	6,667	5,238
AUXILIARY ENTERPRISES	3,402,752	45,000	3,750	2,252
RESTRICTED FUNDS	8,568,007	36,000	3,000	5,669
WORKING CASH FUND	15,063,725	154,000	12,833	9,968
AUDIT FUND	386,749	3,000	250	256
LIABILITY, PROTECTION & SETTLEMENT	<u>1,082,083</u>	<u>11,000</u>	<u>917</u>	<u>716</u>
Total	<u>\$ 76,999,924</u>	<u>1,099,000</u>	<u>91,583</u>	<u>50,951</u>

WILLIAM RAINEY HARPER COLLEGE
FY2008/2009 BUDGET AND EXPENDITURES
June 30, 2009

September 17, 2009
Exhibit X-B.1

EDUCATION FUND					
DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	% EXPENDED	UNCOMMITTED BALANCE
Institutional					
Institutional	14,744,776.00	14,744,776.00	16,329,476.00	110.75%	-1,584,700.00 **
Sub-Total	\$14,744,776.00	\$14,744,776.00	\$16,329,476.00	110.75%	-\$1,584,700.00
President					
Development Office	831,265.00	\$831,265.00	830,756.00	99.94%	509.00
Pres/Brd of Trustees	484,953.00	\$484,953.00	481,164.00	99.22%	3,789.00
Strategic Alliance	882,947.00	\$882,947.00	802,588.00	90.90%	80,359.00
Media Comm & Gov Rel	238,312.00	\$238,312.00	238,054.00	99.89%	258.00
Sub-Total	\$2,437,477.00	\$2,437,477.00	\$2,352,562.00	96.52%	\$84,915.00
Student Affairs					
Student Activities	217,803.00	217,803.00	214,502.00	98.48%	3,301.00
Student Development	3,396,996.00	\$3,396,996.00	3,250,896.00	95.70%	146,100.00
Wellns & Human Perf	2,380,556.00	\$2,380,556.00	2,345,868.00	98.54%	34,688.00
VP Student Affairs	618,578.00	\$618,578.00	573,264.00	92.67%	45,314.00
Access & Disability	983,757.00	\$983,757.00	983,653.00	99.99%	104.00
Sub-Total	\$7,597,690.00	\$7,597,690.00	\$7,368,183.00	96.98%	\$229,507.00
VP Academic Affairs					
Acad Enrich/Lang Std	3,954,321.00	3,954,321.00	3,783,671.00	95.68%	170,650.00
VP Academic Affairs	1,406,958.00	1,406,958.00	640,497.00	45.52%	766,461.00
Assoc VP Transfer Prog	295,220.00	295,220.00	274,791.00	93.08%	20,429.00
Bus & Soc Sciences	6,319,771.00	6,319,771.00	6,084,919.00	96.28%	234,852.00
Continuing Education	593,147.00	593,147.00	467,966.00	78.90%	125,181.00
Liberal Arts	7,352,556.00	7,352,556.00	7,232,462.00	98.37%	120,094.00
Health Careers	4,059,822.00	4,059,822.00	3,803,291.00	93.68%	256,531.00
Resources for Learning	3,236,766.00	3,236,766.00	3,001,105.00	92.72%	235,661.00
Math & Science	6,277,794.00	6,277,794.00	6,150,098.00	97.97%	127,696.00
Career & Tech Programs	2,585,123.00	2,585,123.00	2,415,766.00	93.45%	169,357.00
Sub-Total	\$36,081,478.00	\$36,081,478.00	\$33,854,566.00	93.83%	\$2,226,912.00

WILLIAM RAINEY HARPER COLLEGE
FY2008/2009 BUDGET AND EXPENDITURES
June 30, 2009

September 17, 2009
Exhibit X-B.1

EDUCATION FUND					
DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	% EXPENDED	UNCOMMITTED BALANCE
VP Admin Services					
Admin Services	1,669,032.00	1,669,032.00	1,554,189.00	93.12%	114,843.00
Sub-Total	\$1,669,032.00	\$1,669,032.00	\$1,554,189.00	93.12%	\$114,843.00
VP Diversity/Org Dev					
VP Diversity/Org	1,913,675.00	1,913,675.00	1,605,944.00	83.92%	307,731.00
Sub-Total	\$1,913,675.00	\$1,913,675.00	\$1,605,944.00	83.92%	\$307,731.00
VP Info Technology					
Info Technology	8,041,756.00	8,041,756.00	7,914,283.00	98.41%	127,473.00
Sub-Total	\$8,041,756.00	\$8,041,756.00	\$7,914,283.00	98.41%	\$127,473.00
VP Mktg & Enrollment					
VP Enroll & Marketing	1,257,865.00	1,257,865.00	1,225,984.00	97.47%	31,881.00
Admissions Outreach	641,900.00	641,900.00	587,089.00	91.46%	54,811.00
HC for Businesses	32,484.00	32,484.00	30,037.00	92.47%	2,447.00
Enrollment Svcs	1,749,294.00	1,749,294.00	1,733,577.00	99.10%	15,717.00
Pub & Comm Services	1,783,707.00	1,783,707.00	1,783,231.00	99.97%	476.00
Sub-Total	\$5,465,250.00	\$5,465,250.00	\$5,359,918.00	98.07%	\$105,332.00
Grand Total:	\$77,951,134.00	\$77,951,134.00	\$76,339,121.00	97.93%	\$1,612,013.00

Notes:

** Additional Year End Transfers

**WILLIAM RAINEY HARPER COLLEGE
FY2008/2009 BUDGET AND EXPENDITURES**

June 30, 2009

September 17, 2009

Exhibit X-B.1

OPERATIONS AND MAINTENANCE FUND

DIVISION	BUDGET	EXPENDITURES YEAR TO DATE	% EXPENDED	UNCOMMITTED BALANCE
Institutional				
Institutional	12,563,403.00	2,133,002.00	16.98%	10,430,401.00
Sub-Total	\$12,563,403.00	\$2,133,002.00	16.98%	\$ 10,430,401.00
VP Admin Services				
Admin Services	120,307.00	119,616.00	99.43%	691.00
Physical Plant	11,908,927.00	10,251,423.00	86.08%	1,657,504.00
Sub-Total	\$12,029,234.00	\$10,371,039.00	86.22%	\$ 1,658,195.00
VP Info Technology				
Info Technology	1,513,266.00	1,368,852.00	90.46%	144,414.00
Sub-Total	\$1,513,266.00	\$1,368,852.00	90.46%	\$ 144,414.00
VP Student Affairs				
Student Affairs	1,079,133.00	984,207.00	91.20%	94,926.00
Sub-Total	\$1,079,133.00	\$984,207.00	91.20%	\$ 94,926.00
Grand Total:	\$27,185,036.00	\$14,857,100.00	54.65%	\$ 12,327,936.00

WILLIAM RAINEY HARPER COLLEGE
FY2008/2009 BUDGET AND EXPENDITURES
July 31, 2009

September 17, 2009
Exhibit X-B.1

EDUCATION FUND						
DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Institutional						
Institutional	16,864,652.00	597,008.68	1,510,858.00	273,760.00	10.58%	15,080,034.00
Sub-Total	\$16,864,652.00	\$597,008.68	\$1,510,858.00	\$273,760.00	10.58%	\$15,080,034.00
President						
Development Office	667,387.00	\$23,625.50	63,451.00	550,094.00	91.93%	53,842.00
Pres/Brd of Trustees	579,155.00	\$20,502.09	42,024.00	318,057.00	62.17%	219,074.00
Strategic Alliance	963,854.00	\$34,120.43	58,176.00	495,562.00	57.45%	410,116.00
Media Comm & Gov Rel	237,037.00	\$8,391.11	32,007.00	181,651.00	90.14%	23,379.00
Sub-Total	\$2,447,433.00	\$86,639.13	\$195,658.00	\$1,545,364.00	71.14%	\$706,411.00
Student Affairs						
Student Activities	225,881.00	7,996.19	16,931.00	164,484.00	80.31%	44,466.00
Student Development	3,619,875.00	\$128,143.58	158,787.00	2,051,789.00	61.07%	1,409,299.00
Wellns & Human Perf	2,423,625.00	\$85,796.33	105,994.00	1,107,305.00	50.06%	1,210,326.00
VP Student Affairs	610,273.00	\$21,603.66	40,292.00	380,903.00	69.02%	189,078.00
Access & Disability	937,964.00	\$33,203.93	44,724.00	403,627.00	47.80%	489,613.00
Sub-Total	\$7,817,618.00	\$276,743.68	\$366,728.00	\$4,108,108.00	57.24%	\$3,342,782.00
VP Academic Affairs						
Acad Enrich/Lang Std	4,003,962.00	141,740.25	261,415.00	2,190,432.00	61.24%	1,552,115.00
VP Academic Affairs	1,560,337.00	55,235.93	44,010.00	311,622.00	22.79%	1,204,705.00
Assoc VP Transfer Prog	301,735.00	10,681.42	24,340.00	217,657.00	80.20%	59,738.00
Bus & Soc Sciences	6,825,385.00	241,618.63	355,978.00	2,971,566.00	48.75%	3,497,841.00
Continuing Education	601,187.00	21,282.02	27,750.00	320,434.00	57.92%	253,003.00
Liberal Arts	7,560,112.00	267,627.96	305,962.00	3,815,812.00	54.52%	3,438,338.00
Health Careers	4,235,141.00	149,923.99	108,967.00	1,831,628.00	45.82%	2,294,546.00
Resources for Learning	3,325,890.00	117,736.51	223,168.00	1,787,802.00	60.46%	1,314,920.00
Math & Science	6,654,542.00	235,570.79	367,509.00	3,061,961.00	51.54%	3,225,072.00
Career & Tech Programs	1,694,749.00	59,994.11	88,972.00	1,523,005.00	95.12%	82,772.00
Sub-Total	\$36,763,040.00	\$1,301,411.62	\$1,808,071.00	\$18,031,919.00	53.97%	\$16,923,050.00

WILLIAM RAINEY HARPER COLLEGE
FY2008/2009 BUDGET AND EXPENDITURES
July 31, 2009

September 17, 2009
Exhibit X-B.1

EDUCATION FUND						
DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
VP Admin Services						
Admin Services	1,733,808.00	61,376.80	117,806.00	1,233,969.00	77.97%	382,033.00
Sub-Total	\$1,733,808.00	\$61,376.80	\$117,806.00	\$1,233,969.00	77.97%	\$382,033.00
VP Diversity/Org Dev						
VP Diversity/Org	1,903,159.00	67,371.83	126,379.00	821,711.00	49.82%	955,069.00
Sub-Total	\$1,903,159.00	\$67,371.83	\$126,379.00	\$821,711.00	49.82%	\$955,069.00
VP Info Technology						
Info Technology	7,877,314.00	278,856.92	416,715.00	4,479,807.00	62.16%	2,980,792.00
Sub-Total	\$7,877,314.00	\$278,856.92	\$416,715.00	\$4,479,807.00	62.16%	\$2,980,792.00
VP Mktg & Enrollment						
VP Enroll & Marketing	1,113,843.00	39,430.04	38,154.00	354,927.00	35.29%	720,762.00
Admissions Outreach	652,522.00	23,099.28	56,085.00	470,539.00	80.71%	125,898.00
HC for Businesses	0.00	0.00	0.00	0.00		0.00
Enrollment Svcs	1,849,083.00	65,457.54	135,805.00	1,311,208.00	78.26%	402,070.00
Pub & Comm Services	1,701,276.00	60,225.17	163,467.00	1,047,034.00	71.15%	490,775.00
Sub-Total	\$5,316,724.00	\$188,212.03	\$393,511.00	\$3,183,708.00	67.28%	\$1,739,505.00
Grand Total:	\$80,723,748.00	\$2,857,620.68	\$4,935,726.00	\$33,678,346.00	47.83%	\$42,109,676.00

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

**WILLIAM RAINEY HARPER COLLEGE
FY2008/2009 BUDGET AND EXPENDITURES
July 31, 2009**

September 17, 2009
Exhibit X-B.1

OPERATIONS AND MAINTENANCE FUND

DIVISION	BUDGET	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Institutional					
Institutional	2,515,787.00	443,471.00	78,400.00	20.74%	1,993,916.00
Sub-Total	\$2,515,787.00	\$443,471.00	\$78,400.00	20.74%	\$ 1,993,916.00
VP Admin Services					
Admin Services	125,077.00	10,235.00	102,352.00	90.01%	12,490.00
Physical Plant	12,195,229.00	319,094.00	5,511,965.00	47.81%	6,364,170.00
Sub-Total	\$12,320,306.00	\$329,329.00	\$5,614,317.00	48.24%	\$ 6,376,660.00
VP Info Technology					
Info Technology	1,524,842.00	57,482.00	569,762.00	41.14%	897,598.00
Sub-Total	\$1,524,842.00	\$57,482.00	\$569,762.00	41.14%	\$ 897,598.00
VP Student Affairs					
Student Affairs	1,121,767.00	58,942.00	700,631.00	67.71%	362,194.00
Sub-Total	\$1,121,767.00	\$58,942.00	\$700,631.00	67.71%	\$ 362,194.00
Grand Total:	\$17,482,702.00	\$889,224.00	\$6,963,110.00	44.91%	\$ 9,630,368.00

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.

- Foundation Report
- ICCTA Report
- Alumni 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
Monthly Progress Report for August as of
8/25/09**

ANNUAL GIVING

GROSS INCOME

Direct Mail Appeals	\$500.00
Pacesetters	\$6,500.00
Scholarship Stewardship	\$3,800.00
Gala 2010	\$0.00
Golf Open 2010	\$0.00
Employee Campaign (RFE)	\$100.00
Tribute/Memorial	\$50.00
Annual Events	\$1,000.00
Affinity/Alumni	\$130.00
Unsolicited	\$107.50

Annual Giving Subtotal	\$12,187.50
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MAJOR GIFTS

GROSS INCOME

Individual Gifts

Employee Major Gifts	\$0.00
Community/Alumni Gifts	\$22,000.00
In-Kind Gifts	\$0.00

Planned Gifts

Leadership Gifts	\$0.00
Employee Major Gifts	\$0.00
Community/Alumni Gifts	\$0.00

Individual-Major Gifts

<i>Gift Sub-Total</i>	\$0.00
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Corporate and Foundation Gifts

Community, Organizations & Assns	\$1,000.00
Corporate & Foundation Grants	\$500.00
In-Kind Gifts	

Corporate & Foundation Major Gifts

<i>Gift Sub-Total</i>	\$23,500.00
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Major Gifts Sub-Total	\$23,500.00
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TOTAL	\$35,687.50
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**Harper College Educational Foundation
FY 10 Year To Date Progress Report as of August 25, 2009**

ANNUAL GIVING

	GROSS INCOME	% to GOAL
Direct Mail Appeals	\$500.00	5%
Pacesetters	\$13,700.00	46%
Scholarship Stewardship	\$3,800.00	11%
Gala 2010	\$0.00	0%
Golf Open 2010	\$0.00	0%
Employee Campaign (RFE)	\$265.00	1%
Tribute/Memorial	\$400.00	3%
Annual Events	\$1,000.00	2%
Affinity/Alumni	\$130.00	13%
Unsolicited	\$2,990.75	60%
Annual Giving Subtotal	\$22,785.75	5%

MAJOR GIFTS

	GROSS INCOME	% to GOAL
<u>Individual Gifts</u>		
Employee Major Gifts	\$0.00	0%
Community/Alumni Gifts	\$22,000.00	4%
In-Kind Gifts	\$0.00	0%
<u>Planned Gifts</u>		
Leadership Gifts	\$0.00	0%
Employee Major Gifts	\$0.00	0%
Community/Alumni Gifts	\$0.00	0%
<i>Individual-Major Gifts</i>		
<i>Gift Sub-Total</i>	\$0.00	0%
<u>Corporate and Foundation Gifts</u>		
Community, Organizations & Assns	\$1,300.00	3%
Corporate & Foundation Grants	\$500.00	0%
In-Kind Gifts	\$135,000.00	68%
<i>Corporate & Foundation Major Gifts</i>		
<i>Gift Sub-Total</i>	\$158,800.00	32%
Major Gifts Sub-Total	\$158,800.00	11%

TOTAL	\$181,585.75	9%
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**CURRENT YEAR
TO DATE**

Number of donors this year	41
Number of new donors this year	13

**HARPER COLLEGE
GRANTS REPORT FY2010
JULY 1, 2009 - JUNE 30, 2010**

Granting Agency	Title	Department	Grant Manager	Agency	Amount	Start Date	End Date	Description	
COMPETITIVE GRANTS									
Secretary of State	Secretary of State Literacy Grant	Harper College for Businesses	Maria Coons	State	\$12,200	7/1/09	6/30/10	Incumbent worker training.	
DCEO *	Illinois Small Business Development Grant	Harper College for Businesses	Maria Coons	State	\$0	7/1/09	6/30/10	Funding for Illinois Small Business Development Center.	
Homeland Security	Illinois Terrorism Task Force	Harper Police	Mike Alsup	Federal \$19,920/5 yrs	\$3,985	9/13/07	9/13/12	Four Motorola radios for crisis situations with STARCOMM accessibility.	
COMPETITIVE GRANTS					\$16,185				
AGENCY ALLOCATED GRANTS									
ICCB *	Illinois Community College Board	Innovations Grant	Career Programs	Sally Griffith	State	\$0	7/1/09	6/30/10	Support career and technical education.
ICCB *	Illinois Community College Board	FY10 Adult Education & Family Literacy Grant	Academic Enrichment & Language Studies	Keiko Kimura	Federal/State	\$0	7/1/09	6/30/10	Supports Adult Education Development Education programs
ICCB *	Illinois Community College Board	Program Improvement	Career Programs	Sally Griffith	State	\$0	7/1/09	6/30/10	Supports career and technical education.
ICCB	Illinois Community College Board	Perkins	Career Programs	Sally Griffith	State	\$372,201	7/1/09	6/30/10	Supports career and technical education.
ICCB *	Illinois Community College Board	Business and Industry Grant	Harper College for Businesses	Maria Coons	State	\$0	7/1/09	6/30/10	Incumbent worker training.
IDHS	Illinois Department of Human Services	Disability Services Deaf Program	Access & Disability Services	Tom Thompson	State	\$175,000	7/1/09	6/30/10	Provides services to students with disabilities.
AGENCY ALLOCATED GRANTS					\$547,201				
SUBCONTRACTOR / PARTNER in GRANT									
Northern Cook County Workforce Board	Incumbent Worker Training	Harper College for Businesses	Maria Coons	State	\$34,986	2/1/09	9/15/09	Additional money approved for Incumbent worker training.	
DCEO	ETIP	Harper College for Businesses	Maria Coons	State	\$155,570	7/1/09	9/30/09	Supports workplace instruction.	

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Draft RFQ for Campus Master Planning

II. REASON FOR CONSIDERATION

The College has a new President, many new administrators, faculty and board members since the last comprehensive master plan in 2000.

For this reason, developing a new master plan for the campus is one of the major goals for the president in his first year in office. This master plan will assist in developing a vision for the College and how that vision will be expressed in both land use and buildings over the next 10 years. The selection of a firm to assist the college in developing this new master plan is the first step towards accomplishing this goal.

The attached draft of the RFQ will give board members a comprehensive look at initiatives that will be accomplished by the firm selected when the master plan is complete at the end of this year.

Request for Qualifications

Campus Master Plan for William Rainey Harper College

Specification & Contract Document Number: Q00639

Deadline for Questions: 2:00 pm, local time, Friday, September 25, 2009

Deadline for Submission of the
Statement of Qualifications: 2:00pm, local time, Friday, October 9, 2009

Return Statement of Qualifications to: William Rainey Harper College
1200 W. Algonquin Road
Palatine, Illinois 60067-7398
Attn: Purchasing Department
Building "A" - Room A-217

Please Mark the
Return Envelope: - Q00639
- Closing Date & Time
- Title of Project

*Issued by: William J. Sarley, Purchasing Manager
wsarley@harpercollege.edu*

1. General Information:

A Request for Qualifications is solicited by William Rainey Harper College ("Harper College") from professional planning and design firms for Master Planning Services. See #14 below - Schedule for Submission of Information.

2. Mission Statement:

Harper College is a comprehensive community college dedicated to providing excellent education at an affordable cost, promoting personal growth, enriching the local community and meeting the challenges of a global society.

3. History:

William Rainey Harper College ("Harper College") is a public community college in Palatine, Illinois. Further information about Harper College can be found on its web-site www.harpercollege.edu.

Harper College is planning a \$320 million capital improvement program. This initiative will be comprised of multiple projects, which will entail renovation to existing buildings and construction of new facilities.

4. Location:

The main campus is located at 1200 West Algonquin Road in Palatine Illinois with over 1,300,000 million gross square feet of space in 23 buildings. In addition, the College owns and operates two off campus sites: Harper Professional Center located at 650 E. Higgins Road in Schaumburg, Illinois and The Northeast Center located at 1375 South Wolf Road in Prospect Heights, Illinois. A complete list of buildings is available on the Harper College web site in the Fact Book located under the Division of Strategic Alliances.

5. Priorities:

- A. Harper College is seeking a qualified design firm to develop a Campus Master Plan that captures the spirit and character of the College while addressing the complexities of growing enrollment and diverse educational programs. The campus master plan shall also include the following objectives:
 - a. Identify strategic locations of new buildings within our existing campus (specifically the proposed new student center and the public safety education center.)
 - b. Indicate the best utilization of land.
 - c. Develop design guidelines for future development.
 - d. Improve site circulation and safety (both vehicular and pedestrian.)
 - e. Develop identification of the major entrances for the campus and its buildings.
 - f. Provide appropriate support for our student and employee community.
 - g. Create sustainable design initiatives.
 - h. Generate a proven phasing and implementation strategy.
 - i. Incorporate utility tunnels to support infrastructure needs for HVAC & Technology
 - j. Incorporate Technology to support Computer Networks, Security systems for access and video surveillance, way finding, and signage.

- B. This plan will provide a guide for future campus development for the next ten years. Generally, the plan should commence with the following assumptions:
 - a. The plan shall be based on the educational goals and priorities of the College.

- b. The scale, mass, materials and style of the campus facilities shall form the basis for the architecture of the remainder of the campus.
- c. Current physical connections of facilities shall be maintained. New connections shall be developed to new facilities providing a complete internal physical connection to all facilities.
- d. Parking shall generally be located at the campus edges. Any significant increases in parking capacity may be other than surface parking.
- e. The College is a commuter college with public transportation.
- f. Community involvement throughout the process.

6. History of Campus Master Plan

The most recent Campus Master Plan was developed in 2000 with an update in 2008. The 2000 campus master plan outlined the following goals:

- a. Support learning.
- b. Meet the needs of the community.
- c. Identify logical sites for future buildings.
- d. Display fiscal responsibility.
- e. Foster a sense of ownership and pride.
- f. Create a sound phasing and implementation strategy.
- g. Provide a collegiate image for the commuter student.
- h. Promote a consistent image for the Harper College campus.
- i. Create strong curb appeal for the college.

The 2000 Master Plan can be viewed upon request at the College.

7. Objectives of This Campus Master Plan:

The campus master planning process provides the opportunity for an academic community to reflect upon its history and heritage, to assess its current condition and needs, and to create a vision to prepare for the future. The College anticipates contracting with a qualified consultant with demonstrated ability to lead a campus to articulate how its facilities can support its vision for the next ten years.

Specifically the consultant should provide a plan that will address the core and ancillary services identified in Section 8 of this RFQ, including:

- A. Define and analyze the campus' visual assets and provide a plan to enhance its appearance, safety, and security through:
 - Landscape.
 - Definition of open space.
 - Vehicular and pedestrian circulation patterns.
 - Designation of future building sites for the student center and the public safety education center.
 - Architectural styles
 - Access to facilities.
 - Best use of campus facilities and available land for campus needs including sports and special events.
- B. Analyze the current vehicle and pedestrian traffic densities and patterns and provide a plan for:
 - Future vehicle traffic circulation in and around the campus, including ideas about "major" entrance(s) to college site and buildings.
 - Addressing the mitigation of pedestrian and vehicle conflicts within the campus.
 - Identifying parking areas and means of public access.

- Developing zoned and gated parking areas.
 - Provide complete internal physical connections to all buildings for weather-protected pedestrian passage.
- C. Define the current plan for campus signage and wayfinding standards including:
- Improvements to the current plan for campus signage and wayfinding standards.
 - Plans indicating specific locations for proposed campus way-finding signage including campus maps, directional signage, parking and street signs.
 - Digital Signage
 - Interactive way finding
- D. Analyze the campus' current utilization of its classroom, laboratory and office resources and propose a plan for increasing the efficiency of use for those resources in terms of:
- Projected usage
 - Conversion of existing space for other usage.
 - Renovation of existing space and equipment needs.
 - Demolition of space.
- E. Identify areas to be maintained as open space.
- F. Provide a plan for future land acquisition linked to the institution's projected needs.
- G. Analyze the campus' utility infrastructure and provide a plan to correct deficiencies and implement its expansion. (See 8B Ancillary Services)
- H. Strengthen the link between future facility development and specific institutional goals and priorities to include increased enrollment and community involvement.
- I. Analyze the environmental impact of campus lands and provide a plan for addressing specific federal and state mandates.
- J. Incorporate Technologies to support:
- Campus Technology Network Infrastructure (wired and wireless).
 - Security technologies including keyless access, surveillance, and emergency communications
 - Digital Signage
 - Interactive way finding

8. Deliverables and Process:

Generally, it is expected that the plan will produce the following minimum documents:

A. Core Services:

- a. Composite Campus Master Plan. A plan integrating all of the major planning issues and providing design direction for the future development of the campus. The major design ideas for the master plan are to be evident in the Composite Campus Master Plan. The final format will identify campus "zones", with verbal and graphical descriptions of the proposed features. A time line for implementing the plan showing specific projects and their respective costs will accompany the composite plan. Projects will be prioritized according to "High", "Moderate" or "Low" needs. Priorities will be determined by Harper College.

- b. Vehicular, Pedestrian Circulation and Parking Plan. Provide a plan that gives a detailed description of the circulation in and around the campus that reflects the objectives delineated in 7A, B, C, and include:
 - i. Public access to campus and definition of "major" entrance(s).
 - ii. Vehicular and pedestrian movement within the campus.
 - iii. Locations of crosswalks, development of major intersections and pedestrian path definition.
 - iv. Identification of deficiencies in traffic flow and specific Statement of Qualifications for eliminating them in terms of parking lot access, turn lanes, visual enhancements, traffic signals, etc.
 - v. Emergency and service access to campus buildings.
 - vi. Handicap accessibility to campus buildings showing deficiencies in accessible routes and specific Statement of Qualifications for eliminating them.
 - vii. Location and size of proposed surface and garage parking resources including the development of zoned/gated parking areas.

- c. Land Use Plan. Provide a plan of best use of available land indicating proposed building sites and their anticipated use. This plan should include recommendations for new building footprints and general three-dimensional configuration including:
 - i. The student center.
 - ii. The public safety education center.
 - iii. Athletic facilities.

- d. Land Acquisition Plan. Provide a plan indicating "Areas of Interest" within the College's District for future Satellite facilities. The development of these facilities will be based on the district's educational needs.

- e. Design Guidelines. Define the prominent architectural features of the campus and provide verbal and graphic recommendations for maintaining the visual character in future campus development. Include specific materials, colors and architectural styles. Create a definitive guide for current and future consulting architects.

- f. Process Presentations. In addition to on-site progress meetings, provide an interactive and dynamic web-based system for review and comments during production of the Campus Master Plan. This information will need to be linked to Harper College's web site.

- g. Final Presentation. Publish the final plan in both hard copy and electronic format, with a summarized version of the Composite Plan in full color, brochure format. The electronic version of Campus maps and other graphical information shall be provided as follows:
 - i. 1 copy in ".PDF" format compatible with Adobe Acrobat 7.0 or later.
 - ii. 1 copy in ".DWG" format compatible with AutoCAD 2006 or later.
 - iii. Provide 3D layout of existing and five-year plan layouts in ".skp" format compatible with SketchUp Version 6 or later. This layout would require 3D mass modeling of buildings (not detailed), accurate topography from documents provided and other similar 3D documentation of current and future (5-year view) of elements of the Campus Master Plan.

B. Ancillary Services

- a. Utilities Infrastructure Plan. Provide a plan identifying deficiencies in electrical, water, gas, telecommunications, data, sanitary sewer and storm sewer utilities. Include a time line for implementing the plan showing specific projects and their respective costs. Projects will be prioritized according to "High", "Moderate" or "Low" needs. Priorities will be established by Harper College.

- b. Recycling program. Provide a plan identifying deficiencies in removal and storage of trash and recycling. Include a timeline for implementing the plan showing specific projects and their respective costs. Projects will be prioritized according to "High", "Moderate" or "Low" needs. Priorities will be established by Harper College.

9. Statement of Qualifications:

In order to be considered as the firm for this campus master planning project, please submit one (1) original and eight (8) copies of your Statement of Qualifications, and one (1) CD. **Please limit the Statement of Qualifications to 15 pages (Excluding Financial Statement only). None of the pages should exceed 8 ½ by 11 in. No sample Master Plans are requested at this time.**

This should include, as a minimum, the following information as it relates to the College's "Priorities" in section 5 and "Objectives" in section 7:

A. Firm History and Background

Please provide background information on your firm, including but not limited to:

- Size of your firm, including structure and number of relevant professionals
- The size of your local area office, if different from the above
- Scope of services that your firm customarily provides to clients
- Philosophy and approach to campus master planning

B. Relevant Experience

1. Provide a list of projects, adequate to demonstrate the firm's ability to prepare a campus master plan of this type and scope. Include client name (name, titles, phone numbers), project description, consultant references (names, titles, phone numbers), and project completion date.
2. Provide a list of references. Include client name, title, phone numbers and project information that your firm's proposed team has worked on.

C. Financial

Please submit the following information:

- Financial statement (most recent)*
- Banking, insurance, bonding capacity and bonding references (include name, titles and phone numbers).

** Any firm with a qualified audit opinion, inadequate assets, cash flow or bonding for the project will not be considered for further advancement within the process.*

D. Project Team

1. Provide name, physical and e-mail addresses and phone number of contact personnel.
2. Provide information pertinent to the staff anticipated to be available to work on this project. Provide a professional resume for each.
3. Provide information pertinent to the consultants who will be selected to work on this project.
4. Overall organization chart graphically depicting the staff assigned to the project.
5. Resumes for all key staff members including relevant work experience.

6. Indicate which areas and the approximate percentage of work that would be performed by other outside consultants that are not part of your firm.

E. Project Approach

1. Describe your firm's initial impression of the Harper College campus.
2. Describe the elements that are important to a successful campus master plan.
3. Describe the process that your firm would use in developing a campus master plan.
4. Describe in detail your firm's approach to involving the campus community as well as other constituent groups in the master planning process; i.e. committees, focus groups, surveys, etc.
5. List all items and information that your firm will require from Harper College in support of your work on this project.

10. Evaluation:

Each Statement of Qualifications will be evaluated on the areas stated above:

- Firms History and Background
- Relevant Experience
- Financial
- Project Team
- Project Approach

11. Selection Process:

The College will use a multi-staged process for the final selection of a qualified consultant to prepare its Master Plan as directed under the State of Illinois local Government Professional Services Selection Act (50ILCS 510/).

The first stage will consist of qualifications packages submitted by those firms interested in being considered. Qualifications packages shall indicate experience in campus planning. The College will select no less than three firms based on an evaluation of the written materials submitted for campus interviews. The short-listed firms will be invited to campus for interviews.

The next stage will consist of the selection of a finalist following interviews with the short-listed firms. The College will initiate discussions with the selected consultant to refine the scope of work for preparation of the Master Plan. If negotiations are unsuccessful, the College will enter into this process with the next highest scoring firm. Harper College reserves the right to reject any and all submittals or parts thereof.

12. Contract Form:

Harper College intends to execute an Agreement with the selected consultant using a modified AIA Standard Form Document. No significant revisions will be made to the contract document during negotiation with the selected consultant. A copy of the contract document will be included with the specific requests for proposal.

13. Instructions:

Please limit the Statement of Qualifications to 15 pages (excluding financial statement only). None of the pages should exceed 8 ½ by 11 in.

Qualifications Packages must be received by October 9, 2009, 2:00 p.m. at the following location:

William Rainey Harper College
Attn: Purchasing Department
A Building, A217
1200 West Algonquin Road
Palatine, IL 60067

No faxed or email submittals will be accepted.

Harper College reserves the right to make all decisions, pursuant to the selection of a Construction Manager which, in its sole opinion, are in the best interest of Harper College and this Project. All costs associated with responding to this Request for Qualification, and pursuing this assignment in general, are the responsibility of each proposer.

Harper College does not guarantee that any Master Planner will be selected, or that any contract will be awarded.

Address all questions and requests for clarification to:

Mr. William Sarley
wsarley@harpercollege.edu.

Firms may withdraw their Statement of Qualifications at any time prior to the time specified in the advertisement as the closing time for the receipt of s. However, no firm shall withdraw or cancel his Statement of Qualifications for a period of ninety (90) calendar days after said advertised closing time for the receipt of Statement of Qualifications, nor shall the successful firm withdraw or cancel or modify its Statement of Qualifications after submission.

14. Schedule for Submission of Information:

Advertisement of Request for Statement of Qualifications (RFQs)	September 18, 2009
Document Distributed to firms on Bidder's List	September 18, 2009
Deadline for Questions	September 25, 2009
Addendum Issued	October 2, 2009
Deadline for Receiving RFQs	October 9, 2009
Develop Short List	October 14, 2009
Interviews	October 19-20, 2009
Check References	October 22, 2009
Selection	October 26, 2009
Begin Negotiation of Fees	October 27, 2009
Contract to President	October 29, 2009
Senior Staff Meeting	November 2, 2009
Agenda Meeting	November 9, 2009
Board Meeting	November 19, 2009
Kick-off Meeting	November 30- December 4, 2009

Master Plan Schedule to be supplied by successful firm within 30 days of notice of award of contract

Completed Master Plan to be presented within nine (9) months of notice award of contract

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Trust Agreement with Capital Development Board (CDB) for Project Number 810-032-023 (G & H Buildings).

II. BACKGROUND INFORMATION

Harper College is required by law to pay a contribution to Capital Development Board project number 810-032-023, with the deposit of funds in the amount of \$6,778,900. Harper College has elected to deposit the contribution under a Trust Agreement, with an Illinois Bank (Harris Bank – Palatine), pursuant to 71 Illinois Administrative Code 30.110, as amended October 1, 1984.

III. RECOMMENDATION

The Administration recommends that the Board of Trustees approves the attached Trust Agreement with Harris Bank – Palatine in the amount of \$6,778,900 to serve as our contribution to Capital Development Board (CDB) for Project Number 810-032-023 (G & H Buildings).

TRUST AGREEMENT

This Agreement is made and entered into by and between District #512 (Counties of Cook, Lake, Kane, McHenry whose address is 1200 W. Algonquin Road, Palatine, IL, hereinafter called the Using Educational Agency, and **Harris Bank - Palatine**, a Bank whose address is 50 N. Brockway Street, Palatine, IL 60067, hereinafter called Bank.

WITNESSETH:

WHEREAS the USING EDUCATIONAL AGENCY is required by law to pay a contribution to that certain project, known as Capital Development Board project number **810-032-023**, in the amount of **(\$6,778,900)**.

WHEREAS , the USING EDUCATIONAL AGENCY may elect to deposit the contribution under a Trust Agreement, with an Illinois Bank of the Using Educational Agency=s choice, pursuant to 71 Illinois Administrative Code 30.110, as amended October 1, 1984.

NOW THEREFORE, the parties do hereby agree:

1. That the USING EDUCATIONAL AGENCY does simultaneously with execution hereof deposit with Bank funds totaling **Six Million Seven Hundred Seventy-eight Thousand Nine Hundred dollars; (\$6,778,900)**.
2. That the funds so deposited with the Bank shall be described as the Acontribution@ and shall be held by the Bank in trust according to the terms of this agreement.
3. That the USING EDUCATIONAL AGENCY shall receive any interest thereon.
4. That earnings on the trust corpus shall be paid by the BANK to the USING EDUCATIONAL AGENCY not less frequently than quarterly.
5. That the Executive Director (in his official capacity) or the Administrator of Fiscal Management of the Capital Development Board are the only persons authorized to direct the BANK to make payment out of the trust, other than payment of earnings to the USING EDUCATIONAL AGENCY in accordance with Section 4 hereof
6. The right of the Executive Director of the Capital Development Board to direct payment is restricted in that any such funds so directed shall be made payable only to: A The Order of State Treasurer of Illinois, Capital Development Board, Contributory Trust Fund@.
7. That the BANK shall pay such funds within two (2) working days upon the receipt of the written direction of the Executive Director of the Capital Development Board, and that any agreement between the BANK and the USING EDUCATIONAL AGENCY, shall, in no way, affect the duty of the BANK to so pay upon demand.

Within two (2) working days after making any payment at the written direction of said Executive Director, the BANK shall notify the USING EDUCATIONAL AGENCY of the date and amount of such payment.

8. That the BANK, as Trustee, shall invest in securities of the type utilized to collateralize deposits by the Treasurer of the State of Illinois, or time deposits, open accounts, certificates of deposit, savings accounts or enter into a re-purchase agreement; however, all time deposits, open accounts, certificates of deposit, savings accounts shall be covered by a pledge of securities to cover the difference between the FDIC insurance and the total unsecured amount (of the type listed in Paragraph 2, below) on deposit with the depositor bank of the Trustee Bank. A safekeeping receipt for such deposits shall be submitted to the USING EDUCATIONAL AGENCY covering the securities pledged, and a certified statement to the effect that all monies invested have been adequately protected, shall be submitted to CDB by the BANK. Should the re-purchase agreement cover securities other than those listed in Paragraph 2 of this Section, such agreements shall also be subject to the pledge of securities provision as described in this Section.

The term securities of the type utilized to collateralize deposits by the Treasurer of the State of Illinois means: direct obligations of the United States Government; general obligations of the State of Illinois; notes, bonds, debentures or participation certificates of the Federal Mortgage Association, Federal Intermediate Credit Bank, Federal Home Loan Bank, Federal Land Bank, Illinois Building Authority, Illinois Toll Highway Commission of Illinois State Toll Highway Authority; Public Housing Authority Notes; obligations of the Export-Import Bank of Washington, D.C.; general obligations municipal bonds (including school districts) within the State of Illinois rated AA or better by Moodys; and Farmers Home Administration Insured Notes provided such notes are quoted and are non-amortized.

9. That the USING EDUCATIONAL AGENCY shall be responsible for obtaining the written execution of the Trust Agreement by the BANK. Any costs or service fees of the BANK shall be borne by the USING EDUCATIONAL AGENCY.
10. That when the total amount of the contribution has been paid from the account in accordance with the directions of the Executive Director of the Capital Development Board, this Agreement shall be terminated and any accumulated interest or earnings thereon shall be paid over to the Using Educational Agency.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

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

II. REASON FOR CONSIDERATION

The College depositories, financial services providers, and investment brokers are approved by the Board of Trustees in accordance with College investment procedures.

III. BACKGROUND INFORMATION

Review existing depositories and providers.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the attached listing of College depositories, financial services providers, and investment brokers.

RESOLUTION APPROVING FINANCIAL INSTITUTIONS

WHEREAS, it is prudent cash management for William Rainey Harper College (College) to maintain substantial deposits of the College funds in certain banks; and

WHEREAS, it is also prudent to assure that the College funds will at all times be fully protected from any loss.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Harper College, that the following financial institutions, investment services companies and financial services providers are hereby designated as depositories for Community College District No. 512, State of Illinois provided that each institution complies with the terms of the College's investment policy provisions applicable to financial institutions.

ABN AMRO Chicago Corporation
Bank of America NA
Fifth Third Bank
Harris Bank, Palatine
Illinois School District Liquid Asset Fund Plus
JPMorgan Chase & Co.
Northern Trust
PMA Financial Network, Inc.
The Illinois Funds

Dated this 17th day of September, 2009

Laurie Stone
Chair
Board of Trustees

Diane Hill
Secretary
Board of Trustees

WILLIAM RAINEY HARPER COLLEGE
DEPOSITORIES/FINANCIAL SERVICES PROVIDERS

**Indicating Total Capital Stock and
Surplus or Net Worth**

DEPOSITORY BANKS/PROVIDERS	TOTAL
Bank of America NA	\$ 132,838,001,000
Fifth Third Bank	\$ 6,383,978,000
Harris NA (Harris Bank, Palatine)	\$ 3,871,957,000
JPMorgan Chase & Co.	\$ 128,767,000,000
Northern Trust	\$ 4,286,442,000
Amalgamated Bank of Chicago	\$ 60,299,000

**FINANCIAL INVESTMENT SERVICE COMPANIES
AND U.S. TREASURY BROKERS**

ABN AMRO Chicago Corporation
Illinois School District Liquid Asset Fund Plus
PMA Financial Network, Inc.
The Illinois Funds

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Administrative Service Providers
(SEE VENDOR LIST ATTACHED)

II. BACKGROUND INFORMATION

The Community College Act, Section 805/3-40 stipulates that the Board may enter into contracts with any person, organization, association, educational institution, or governmental agency for providing or securing educational services.

The attached list represents the Administrative Service Providers we anticipate will provide service in Fiscal Year 2009-10.

III. RECOMMENDATION

The Administration recommends that the Board of Trustees approves the attached list of Administrative Service Providers and authorizes the President to sign any necessary contracts.

WILLIAM RAINEY HARPER COLLEGE

Administrative Service Providers

Organization

Services Provided

Campus Works, Inc. (CWI)

126 S. Osprey Avenue, Suite 200
Sarasota, FL 34236
consulting@campusworksinc.com

Information technology (IT) management and strategic planning services firm dedicated exclusively to technology support to higher education.

David Newton

Elm Advisors

110 Whitney Avenue
New Haven, CT 06510

Facilities Management Consultation

Robert Half Management Resources

2800 W. Higgins Road, Suite 235
Hoffman Estates, IL 60195

Accounting & Information Technology

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Annual Hearing of Budget for FY 2009-2010 and Budget Adoption

II. REASON FOR CONSIDERATION

State law requires that the Board of Trustees adopt a legal budget before September 30th of any given year.

III. BACKGROUND INFORMATION

The administration has presented a preliminary budget to the Board of Trustees in July. The budget has been on public display for a minimum of 30 days as required by law and properly advertised.

IV. RECOMMENDATION

It is the recommendation of the administration to adopt the FY 2009-2010 legal budget as presented.

ADOPTION OF BUDGET RESOLUTION

Member _____ moved, seconded by **Member _____**

WHEREAS, the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, caused to be prepared in tentative form a budget for the fiscal year July 1, 2009 to June 30, 2010, and the Secretary of this Board has made the same conveniently available for public inspection for at least thirty (30) days prior to final action thereon:

AND WHEREAS, a public hearing was held as to such budget on the **17th day of September, 2009**, notice of said hearing being published in the Arlington Heights Herald, Barrington Herald, Buffalo Grove Herald, Daily Courier News, Des Plaines Herald, Elk Grove Herald, Hanover Park Herald, Hoffman Estates Herald, Mount Prospect Herald, Palatine Herald, Rolling Meadows Herald, Schaumburg Herald, Streamwood Herald, and Wheeling Herald, newspapers published or distributed in this College district, at least thirty (30) days prior thereto as required by law, and all other legal requirements having been complied with:

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, as follows:

- Section 1. That the fiscal year of the College district be and the same is hereby fixed and declared to begin on the 1st day of July, 2009 and end on the 30th day of June, 2010.

Section 2. That the following budget containing an estimate of amounts available in the Education; Operations and Maintenance; Restricted Purposes; Audit; Liability, Protection and Settlement; Bond and Interest; Operations and Maintenance Restricted; and Auxiliary Enterprises Funds, each separately, and of expenditures from each of the aforementioned funds, be and the same is hereby adopted as the budget of this community college district for the said fiscal year.

September 17, 2009

Board Chair

Board Secretary

CERTIFICATION

THE UNDERSIGNED DO HEREBY CERTIFY that they are respectively, the Secretary of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, State of Illinois, and the Chief Fiscal Officer thereof.

IT IS HEREBY CERTIFIED that attached hereto is a true, correct, complete and certified copy of the budget resolution as adopted on September 17, 2009 by the Board of Trustees of said Community College District for the fiscal year beginning July 1, 2009 and ending June 30, 2010, and an estimate of revenues, by source, anticipated to be received by the College in the 2010-11 fiscal year, which estimate of revenue is hereby certified as being true and correct by the Chief Fiscal Officer of said College District.

IN WITNESS WHEREOF, we have affixed our official signatures to this Certification as of September 17, 2009.

Secretary, Board of Trustees

Chief Fiscal Officer

Illinois Community College Board

FISCAL YEAR 2010 RESOLUTION

The Board of Trustees of Harper College formally adopted the Fiscal Year 2010 Budget with the following resolution:

See Attached

A copy of the adopted budget is enclosed.

ATTEST:

Secretary, Board of Trustees

Chair, Board of Trustees

CHIEF FISCAL OFFICER'S ESTIMATE OF REVENUES BY SOURCE FOR
FISCAL YEAR 2010-2011

The undersigned certifies that she is the Chief Fiscal Officer of William Rainey Harper College No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, and further certifies that the following is an estimate of revenues, by source, anticipated to be received by said district in fiscal year 2010-11 (being the fiscal year following fiscal year 2009-2010), and that a certified copy of the budget has been filed with the County Clerk concurrently herewith:

1. Estimated Revenue from Local Sources	\$ 69,000,000
2. Estimated Revenue from State Sources	\$ 14,000,000
3. Estimated Revenue from Federal Source	\$ 7,000,000
4. Estimated Revenue from Other Sources	\$ 58,600,000
 Total Estimated Revenue	 \$148,600,000

DATED: September 17, 2009

Chief Fiscal Officer

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Faculty Tenure Recommendation (Mid-year Hires)

II. REASON FOR CONSIDERATION

Article III.M.2 of the 2006-2010 Agreement with the faculty requires that the College President notify all faculty "who shall enter upon tenure at the onset of the subsequent academic year" or in the case of mid-year hires at the onset of the subsequent Spring Semester.

Since 1980, resulting from a change in the Community College Act, Board of Trustee action is required only for the denial of tenure. The administration informs the Board of the tenure status of all probationary faculty after review by the Faculty Tenure Committee and the administrative staff.

Following are the names of faculty hired mid-year who are recommended for tenure spring semester, 2010

FIRST YEAR EMPLOYED
(MID-YEAR)

TENURE AWARDED
(MID-YEAR)

Spring 2007

Spring 2010

Kurt Billsten	<i>Maintenance Technology</i>
Margaret Bilos	<i>Speech</i>
Brenna Lorenz	<i>Geology</i>
Kirsten Matthews	<i>Psychology</i>