



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

November 13, 2003

7:00 p.m.

I. Call to Order

II. Roll Call

III. Approval of Agenda

IV. Presentations

- Kris Howard: Trustee Emeritus Resolution for Patrick Botterman
- Daniel Corr, Dean of Academic Enrichment and Language Studies; Kathryn Powell, Associate Professor - AE/LS: Sabbatical Project: Collaborating with DoIT in writing Software for Non-native Literacy
- Jeanne Pankanin, Dean of Wellness and Campus Activities: Increased Interest in Wellness

V. Student Trustee Report

VI. President's Report

*****Adjourn sine die to the Organizational Meeting...see attached Agenda.*****

VII. Approval of Consent Agenda* (Roll Call Vote)

A. For Approval

- | | |
|---|-----------------|
| 1. Minutes – October 21, 2003 Regular Board meeting and executive session | Exhibit VII-A.1 |
| 2. Bills Payable, Payroll for October 17, 2003 and October 31, 2003 and Estimated payrolls for November 1, 2003 through November 14, 2003 | Exhibit VII-A.2 |
| 3. Bid Awards | Exhibit VII-A.3 |
| 4. Purchase Orders | Exhibit VII-A.4 |
| 5. Personnel Action Sheets | Exhibit VII-A.5 |
| 6. See Exhibit IV on attached Organizational Meeting Agenda | Exhibit VII-A.6 |
| 7. Career Advisory Appointments | Exhibit VII-A.7 |

B. For Information

- | | |
|-----------------------------------|-----------------|
| 1. Financial Statements | Exhibit VII-B.1 |
| 2. Committee and Liaison Reports | Exhibit VII-B.2 |
| 3. Grants and Gifts Status Report | Exhibit VII-B.3 |

* 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.

VIII. New Business

- A. RECOMMENDATION: Second Reading of Board Policy Manual E-mail Communications Among Board Members Exhibit VIII-A
- B. RECOMMENDATION: Consultant for ERP Procurement Exhibit VIII-B

IX. Harper Employee Comments

X. Citizen Comments

XI. Announcements by the Chair

- A. Communications
B. Calendar Dates
(Note: * = Required)

On-Campus Events

- *November 13-15 8:00 p.m. - Harper Ensemble Theatre Company - Arsenic and Old Lace - Performing Arts Center
- November 16, 2003 2:00 p.m. - Harper Ensemble Theatre Company - Arsenic and Old Lace - Performing Arts Center
- November 20-22 8:00 p.m. - Harper Ensemble Theatre Company - Arsenic and Old Lace - Performing Arts Center
- November 23, 2003 2:00 p.m. - Harper Ensemble Theatre Company - Arsenic and Old Lace - Performing Arts Center
- November 27-30, 2003 **THANKSGIVING HOLIDAY - CLASSES NOT IN SESSION**
- *December 18, 2003 7:00 p.m. - Tuesday - Regular Board Meeting - Room A242

Off-Campus Events

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

XIII. Adjournment

Minutes of the Regular Board Meeting of Tuesday, October 21, 2003

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

Minutes of the Regular Board Meeting of Tuesday, October 21, 2003

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Howard on Tuesday, October 21, 2003 at 7:04 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Botterman, Gillette, Howard, Kelley, Kolze and Stone; Student Member Sheppard
Absent: None

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the President; David McShane, V.P. Information Technology; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Cheryl Kisunzu, Assistant V.P. Diversity/Organizational Development; Linda Kolbusz, Associate V.P. Development, Government Relations; Sheila Quirk, Associate V.P. for Strategic Planning and Alliances; Catherine Brod, Assistant V.P. for Development; Joe Accardi; Mike Alsup; Larry Bielawa; Carol Blotteaux; Phil Burdick; Laura Crane; Lori Danaher; Rob Dix; Terry Engle; Bob Getz; Sally Griffith; Angela Guerrieri; Michael Harkins; Michael Held; Julie Hennig; Thea Keshavarzi; Roberta Lindenthaler; Terry Lindsay; Carole Lissy; Jim Ma; Russ Mills; Michael Nejman; Mark Neubecker; Sheryl Otto; Jeanne Pankanin; Janie Petersen; Rebeka Risteska; Sarah Stark; Deanna White and Denise Yurik. Student: Omar Munante.

Guests: Tim Kane, Chicago Tribune; Shruti Datè Singh, Daily Herald; Cathy Baumann and Jeff Markert, KPMG; Karen Ruggles, Willis Corporation; Michael Lundeen, Legat Architects; William Huley, Northwest Tax Watch; Matt Murphy, Trustee-Elect.

APPROVAL OF AGENDA Chair Howard noted that there were no changes to the Agenda.

Member Botterman moved, Member Kelley seconded, approval of the Agenda.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard,
Kelley, Kolze and Stone
Nays: None

Motion carried. Student Member Sheppard voted aye.

PRESENTATIONS

Online Learning

Joe Accardi, Dean of Resources for Learning, introduced Sarah Stark, Director of DoIT, and Carole Lissy, Professor of Marketing for the Business and Social Science Division, who would be giving the presentation on Online Learning.

Trends

Ms. Stark explained that online learning offers an opportunity to do just-in-time learning and just-in-time relearning, as markets change and as demands change. Harper continues to address the following trends:

- There is a growing demand for courses offered in an online format. Online courses offer expanded access to learning, and to different kinds of students in different places. Online learning alleviates capacity restraints on campus, capitalizes on market opportunities and allows Harper to compete with other institutions.
- The online format is the predominant format for delivering at a distance.
- The distinction between distance and local education is starting to disappear. Many students who take online courses live within the boundaries of the district. Many face-to-face courses also offer a web enhanced component, so students are getting familiar with that type of learning. In some institutions, the fee structures for online learning and face-to-face learning are becoming similar.
- Newer technologies are impacting the teaching and learning strategies -- wireless, streaming video, virtual reality, mobile laptops, gaming environments. The College investigates new technologies and determines how to effectively integrate the technologies into teaching and learning.

Ms. Stark showed a list of online courses offered at Harper College. There has been a great deal of growth since fall 1999, when they began with 29 courses and/or sections.

Online Certificates

Harper currently offers seven certificates in an online format, including Certified Professional Secretary Certificate, Accounting Clerk and Network Specialist.

Initiatives

To promote online learning on campus and the growth of online courses:

- STOMP (Successful Teaching Online Mentoring Program) - funded with a technology mini-grant, this program allows faculty who are interested in developing online courses and are new to that type of development to be partnered with a faculty member who has delivered online previously, is a seasoned online instructor and has indicated an interest in mentoring someone through the process of developing and teaching.
- DoIT (Department of Instructional Technology) - this department works one-on-one with faculty who are interested in designing and developing online instruction or media to include inside of a course.
- DLIC (Distance Learning Information Center) - this is primarily for use by students who are taking courses at a distance. Students can browse the menu and check to make sure they have appropriate plug-ins and software on their computers. Also contained in the DLIC are a readiness survey, learning style survey, time management calculator, tutorials, presentation on learning to manage time, lists to search for classes, links to copyright and fair use information, application for registering for online courses, library resources and virtual tutor.
- ICE (Internet Course Exchange) - Harper is importing three courses for McHenry College through the ICE in the spring. Harper students will be taking international business courses through this method.
- IVC (Internet Virtual Campus) - there are over 100 listings in the Illinois Virtual Campus Catalog. Students throughout the State can locate Harper courses that are offered in any distance format, not just online. Ms. Stark explained that online courses are in the ICE system and any distance format is in the IVC system.
- IVC Tutor - Harper participates in this online tutoring service for students.
- Online Library Services - the library has worked very hard at getting online library resources available to students who are not on campus. Through a fellowship with Harper faculty, online library instruction is being

developed to help students at a distance conduct their library research. They are also enhancing the provision of electronic reserves by creating direct links to articles that are available electronically on the Blackboard system.

- Marketing Initiatives - we have been working with Marketing to promote the distance courses that are offered at Harper. Board members saw a postcard mailer and a poster with tear-off cards that were developed with Marketing.

Predicted Future

- Three new certificates - Nonprofit Management, Purchasing and E-Business. Two of the certificates are under development and one has been proposed.
- Creation of a Task Force to determine area need, specific need, for new online certificates or possible degree development in strictly an online format.

Professor Carole Lissy shared with the Board some best practices in an online course, demonstrating features of her Principles of Marketing online course. She explained online case studies, how she encourages online discussion and interaction, how she monitors tests and quizzes and gives students choices. Professor Lissy extended an invitation, for anyone who would like a more in-depth tour of her course, to contact her and spend more time on detail.

Chair Howard thanked them for the presentation.

In response to Member Stone, Vice President Skold explained that she has asked faculty to look into the possibility of offering degrees online. They are not sure of the exact demand. As the population grows, they need to offer alternatives for students to be able to get the courses they need, in spite of limited seating. They are looking at sharing courses with other institutions to make it cost effective.

Chair Howard commented that the educational presentations at Board meetings are very valuable, because it is difficult for Board members to be aware of everything happening in such a huge and complex institution.

STUDENT TRUSTEE REPORT

Student Member Sheppard distributed a written report to Board members. He congratulated the Harper College football team for becoming Conference Champions and for being ranked eighth nationally.

He announced that the first Excel Leadership Seminar was held on September 26, with a record-breaking 107 student leaders in attendance. October and November sessions will focus on diversity and etiquette, respectively. Student Member Sheppard highlighted several past events and several upcoming events.

On behalf of the Student Senate, he thanked the Board of Trustees for their congratulatory letter.

PRESIDENT'S REPORT

Workers' Compensation

Dr. Breuder noted that, at the September Board meeting, Board members heard a presentation regarding the concept of self-insuring for Workers' Compensation (WC) claims. After extensive discussion, Board members were given information to review, and they were asked to contact the President's Office within 30 days if they had further questions or concerns regarding the concept. Since the President's Office did not receive communication from any of the Board members, the administration plans to issue two RFPs on WC (one for reinsurance and the other for third-party administering of WC claims). When the RFPs come in, they will be examined and brought before the Board for action. It is the desire of the administration to get that accomplished on or before the first of the year. Dr. Breuder reiterated that the Board will have the opportunity to take formal action.

In response to Member Gillette, Vice President Judy Thorson noted that she has a written document highlighting the differences between self-insuring medical claims and self-insuring WC claims. She highlighted five points relating to the difficulties the College had in the past with self-insuring medical insurance, and how they differ from WC issues.

1. With WC, the State, not any plan, decides the amount of the award. It is a defined plan, so the College knows what the amount will be, and they can plan around it. The medical insurance plan was negotiated with various employee groups, and it ended up being a very rich plan, which began to drive up costs.
2. In medical insurance, a standard wisdom is that approximately 1,000 units are needed to be self-insured, without the kind of volatility that Harper experienced. With WC, there is volatility, but it is a much smaller pool. In his presentation at the September Board meeting,

Mike Nugent stated he can predict Harper's range of volatility -- approximately \$700,000 on the high side and approximately \$50,000 on the low side. With the good claims data Harper has, they feel they can plan for the volatility and set the reinsurance limits at an appropriate attachment point, so they are not absorbing in any one year more than they feel they can handle.

3. When the College was self-insured on the medical plan, they were not using their buying power in the marketplace to the best advantage. Blue Cross/Blue Shield has tremendous negotiating buying power with vendors. When Harper eventually went with Blue Cross/Blue Shield, they saw a big dip in the insurance premium, because of the discounts. There is nothing comparable in WC; therefore, the College will not lose any big discounts by self-insuring.
4. With WC claims, the determinations are made more quickly than with many medical events. A WC claim could possibly stretch out over a year or two; however, the administration tries to complete the claim as quickly as possible. There are many medical events that happen in employees' or their families' lives that can start today and stretch out over 10 years, and get progressively worse. WC claims are much more contained.
5. With WC, the College has much more control over the employee in the workplace. The College can take steps to make sure that employees work safely, and that they are not hurting themselves. In contrast, the College has much less control over its employees and their family members maintaining their healthiness.

In response to Member Gillette, Member Stone clarified that in Illinois, a worker has the option to seek treatment at any location. An employer may suggest a discounted provider; however, the employer cannot force the employee to seek treatment there.

Dr. Breuder noted that Board members will receive the written summary of differences between self-insured medical and self-insured WC.

ERP System

Dr. Breuder noted that, as the College is pursuing the new ERP System, Board members have received some materials to study. An informal committee has been organized, which includes Board members Laurie Stone and Bill Kelley. The committee has met to interview consultants who would assist in the early stages, in terms of looking at the RFP and helping to negotiate the contract with the right vendor, once

the vendor is selected. The consulting firm would also be able to assess the capability of the institution to absorb the new ERP system and to implement it on a timely fashion. The committee has interviewed IBM, Huron Consulting Group and Government Finance Officers Association (GFOA). They received excellent information from each of the firms. Dr. Breuder added that they also saw a reaffirmation that the Harper College IT Department has a good handle on the ERP concept. The consultants who visited the College were duly impressed with the ability of this institution to respond to questions and to understand the complexity of the endeavor. He hopes to bring to the Board at the November Board meeting, a recommendation to hire Huron Consulting Group, GFOA or IBM to assist the College. The ERP system will replace the Regent System, which the Board voted to approve 10+ years ago. The committee will have additional meetings to review and dissect the RFPs and to ultimately decide which consultant and which vendor best meets the needs of Harper College.

Enrollment

Dr. Breuder noted that, as of today, FTE is up 6.99 percent and headcount is up 4.27 percent. They are running ahead on tuition revenue by almost \$500,000, which will help as the State continues to make cuts. He added that Harper is ahead of the State average FTE, which is 4.4 percent.

Chair Howard stated that the Harper College district is a built-out community. Some other community college districts (Elgin and McHenry) have a much larger population growth than Harper does. That speaks well to the marketing initiative and to Harper's product mix.

CONSENT AGENDA

Member Gillette asked that Exhibit VII-A.2, Bills Payable, be removed from the Consent Agenda.

Member Kolze moved, Member Gillette seconded, approval of the minutes for the September 30, 2003 Regular Board meeting; payrolls for September 19, 2003 and October 3, 2003; estimated payrolls for October 17, 2003 through October 31, 2003; bid awards; purchase orders; personnel action sheets; first reading of change to Board of Trustees policy manual - e-mail communications among Board Members; faculty mid-year tenure status report; review of executive session minutes; and for information: financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits VII-A.1 through VII-B.3, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$2,954,082.13
Tuition Refunds	331,052.83

The payrolls of September 19, 2003 in the amount of \$2,104,528.30 and October 3, 2003 in the amount of \$2,096,606.43; and estimated payroll of October 4, 2003 through October 31, 2003 in the amount of \$4,201,134.73.

Bid Award	Ex. VII-A.3.a	Award bid Q00320 for a replacement vehicle to Napleton Fleet Group, the low bidder, in the amount of \$19,738.
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Purchase Orders	There are no purchase orders.
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Personnel Actions	<u>Professional/Technical Appointment</u> Zoe Steinfeldt, Desktop Integration Analyst, IT/CS, 10/06/03, \$42,900/year
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Classified Staff Appointments
 Rosemary Bartucci, Receptionist, p/t, REG OFF, 10/06/03,
 \$14,625/year
 Jennifer Beers, Information Receptionist, p/t, ADM OUT,
 10/01/03, \$11,408/year
 Rita Ghiselli, Administrative Secretary, IT/AS, 10/06/03,
 \$30,741/year
 David Harding, Lead Cook, FD SER, 09/29/03, \$29,250/year
 Diana Lopez, Box Office Assistant, p/t, THEATRE/BOX,
 10/06/03, \$14,157/year

Faculty Retirement
 Edward Downs, Associate Professor, LS/HS, 11/30/03, 30
 years

Professional/Technical Retirement
 Cathleen Paprocki, Desktop Integration Analyst, p/t, IT/CS,
 01/05/04, 18 years

Professional/Technical Resignation
 Judy Greene, Sales Consultant, CORP SER, 11/14/03, 4
 years 9 months

Supervisory/Confidential Resignation
 David Bernal, Assistant Production Supervisor, FD SER,
 10/06/03, 1 year 3 months

Classified Staff Resignations

Frank Helm, Food Service Worker III/Vending, FD SER, 09/16/03, 3 years 6 months
 Anna Oprendek, Library Assistant I, LIB SER, 09/25/03, 2 months
 Veronica Ray, Food Service Worker II, FD SER, 09/12/03, 4 years
 Kelly Strossner, Buyer II, Bookstore, BKST, 10/17/03, 1 year 5 months

Harper #512 IEA-NEA Resignation

Richard Mooney, Weekend Custodian, p/t, PHY PLT, 05/31/03, 1 month

First Reading of a Change to Board of Trustees Policy Manual - E-mail Communications Among Board Members.

Approval of the Faculty Mid-Year Tenure Status Report which included the following:

- Jo Ann Smith - Computer Information Systems (BUSSS) 2005-2006 - first year eligible for tenure (mid-year)
- Joyce Farrell - Computer Information Systems (BUSSS) 2005-2006 - first year eligible for tenure (mid-year)
- Sam Giordano - Fire Science (TMPS) 2005-2006 - first year eligible for tenure (mid-year)

Approval for public record, the executive session minutes of September 10, 2003.

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

Ayes: Members Barton, Botterman, Gillette, Howard, Kelley, Kolze and Stone
 Nays: None

Motion carried. Student Member Sheppard voted aye.

Bills Payable

Member Gillette stated that, at the September Board meeting, he had requested a legal opinion on Harper's procurement of computer equipment without Board approval. He then received a memo which stated, "I affirm with the President that the majority of the Board felt it was clear that the administration could purchase LCD monitors based upon the language in the June Board book." Member Gillette added that the memo did not address the rest of the items purchased without a Board vote, which totaled almost \$200,000. The plan to purchase this was "shared" with the Board; however, the Board did not vote on it. Member

Gillette asked when the Board met or affirmed the policy and asked for a list of Board members who voted on the policy change. In addition, he proposed a modification to the Board policy which would prohibit paying bills before Board approval.

In response, Dr. Breuder stated that, after Member Gillette had raised the issue last month and put it in written form, the administration responded in great detail in a thick document, which was then distributed to all Board members. Member Gillette had several weeks to review the response. Dr. Breuder added that he would have expected Member Gillette, as a professional courtesy, to pick up the telephone and point specifically to where he felt the response was not substantive enough. Yet, there was no dialogue from Member Gillette regarding this. Dr. Breuder added that it is frustrating that this goes on every month - a debate whether hardware is or is not a commodity. It is not defined as a commodity by the State of Illinois. Dr. Breuder asked that Member Gillette give him a copy of the new memo, which he just read, and the administration will respond again, if that is the desire of the Board.

Member Gillette stated that the Board never voted on the procurement, and he asked for a legal opinion regarding that issue. He received a memo which stated "the majority of the Board said it was alright." He asked when the "majority of the Board" met. Chair Howard responded that the majority of the Board, in discussion at the Board meeting, expressed their belief that those who had voted understood that they were authorizing the extension of that procurement for another two years, provided that there was no increase in the cost. That discussion with Board members took place at the September Board meeting. She added that Member Gillette was the only Board member who felt they had not voted with that intent. It was noted, at that Board meeting, that the recommendation paragraph should have been worded more clearly. However, the intent was very clear in the supporting documentation.

Dr. Breuder stated that, at the September Board meeting, he freely admitted that a particular sentence did not carry itself from the body of the exhibit over to the recommendation to repeat itself. If Board members read the paragraph in the text, it is unequivocally clear that the intent was to continue to award a contractual relationship, if the product cost was equal to or less than the original cost. Chair Howard reiterated that the intent of the vote was clear, and that came

out in the discussion last month. She asked that they move ahead with the vote.

Member Kolze moved, Student Member Sheppard seconded, approval of the bills payable in Exhibit VII-A.2.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Howard, Kelley,
Kolze and Stone

Nays: Member Gillette

Motion carried. Student Member Sheppard voted aye.

NEW BUSINESS:

Annual Financial Audit for FY2002-03

Dr. Breuder explained that KPMG has performed the audit for Harper College. The auditors met with Vice President Judy Thorson, Controller Roberta Lindenthaler, and Dr. Breuder, independent of one another. Additionally, they met with the Chair and Vice Chair of the Board of Trustees. Dr. Breuder introduced Jeff Markert, KPMG, who would be giving a brief overview of the audit and financial statements.

Mr. Markert noted that the Board received "draft" financial statements, which will become "final" upon Board approval. The financial statements of the College are prepared in accordance with the new reporting standards, GASB 34 and GASB 35, which the College implemented in FY 2002. He clarified that the format of the financial statements changed in order to present the College more like a commercial organization. In the past, Harper's statements were more fund-based, with several columns presenting all the funds and activities of the College. The new reporting standards are such that the financial statements are presented as a single column, full-accrual, with all the assets and liabilities within the financial statements. The statements look significantly different. Additionally, comparative financial statements show two columns, 2002 and 2003, side-by-side to give a better perspective of the changes in the financial position and the results of operations.

Mr. Markert noted that his report also includes uniform financial statements, which are the more traditional fund-based statements that are submitted to ICCB for compliance with their reporting requirements. Additionally, KPMG performed an individual audit on each of the grants Harper received through the ICCB. They also performed audit

procedures over the enrollment data to attest to the fairness of those numbers that are being reported to the ICCB.

Mr. Markert stated that KPMG has audited the financial statements in accordance with the Generally Accepted Auditing Standards, and they believe that these financial statements are fairly presented in accordance with Generally Accepted Accounting Principles. It is a "clean audit opinion" that is unqualified; there are no conditions that have been placed on their opinion on the financial statements.

Pages 3 through 11, "Management's Discussion and Analysis" (MDA), describes the financial position and the operations in a narrative fashion. It helps supplement the actual financial statements.

In response to Member Gillette's question regarding Page 6, Mr. Markert explained that the decrease in property tax revenue is a function of the back taxes and the property tax appeals. The amount shown is property tax less PTAB refunds. Vice President Thorson added that it is also because of the timing of collections.

In response to Member Gillette's question regarding Page 9, Mr. Markert clarified that the amount is for two years - compensation and benefits in total. The financial statements are prepared on an accrual basis of accounting, which means construction costs are capitalized as an asset. Depreciation on the capital assets gets reflected as an expense.

Page 12, Statement of Net Assets, presents all of the assets, liabilities, net assets of the College for all funds together on the accrual basis of accounting. He pointed out that capital assets increased significantly from \$62.9M last year to the \$96.2M this year. Significant capital outlay is related to the Performing Arts Center and somewhat for the new Science, Emerging Technology and Health Careers Center. Slightly restricted investments decreased from \$89.3M to \$66.3M. These funds were used to construct the new buildings.

Accounts payable increased significantly, primarily due to the construction-related liabilities. Current Liabilities include a line for Property Tax Refund, which is an estimate of what will be paid back in the form of back taxes and property tax appeals.

Total long-term obligations equal the current portion of long-term obligations (\$6.6M), plus the long-term debt (\$84M). During the year, net long-term obligations decreased by \$2.7M. The College had \$3.5M in new bond issuances related to the technology purchases and early retirement programs, and they retired \$6.2M of debt to come up with a net decrease of \$2.7M. Net assets increased by approximately \$13M.

Page 13, Statement of Revenues, Expenses and Changes in Net Assets, shows all revenues and expenses on the full accrual basis of accounting. Total operating revenues increased from \$36M to \$38.6M, due in part to student tuition revenue -- increasing enrollment and increasing tuition rate per hour. Total Expenses decreased from \$92M to \$89M. Total operating revenue minus total operating expenses created an operating loss of \$50.7M. That is the excess of the cost of providing tuition vs. the charges that are directly charged to the students. The deficiency is paid for by property taxes, State appropriations, grants and contributions, etc.

At the end of the day, Harper had an increase in net assets of \$13M. From an economic perspective, the College is \$13M better off at the end of the year, as opposed to the beginning of the year, as a result of the operations during the year.

Dr. Breuder called attention to the State appropriation between FY 02 and FY 03. Harper College can depend on the State less, and must find revenue from other places. To be able to enhance the financial position of the College by \$13M, given just the one problem from the State, is outstanding.

In response to Member Gillette's question on page 15, Mr. Markert stated that the Cash Flow Statement starts with the accrual based revenue numbers and shows depreciation is absolutely a non-cash item. The operating statement shows it as an expense, so they are trying to add it back to show the true cash flow. At the end of the day, the net cash from operating, although on an accrual basis, is an operating loss of \$50,749,000. On an accrual basis, your cash used in operations was only \$40M.

Mr. Markert explained that Footnote #4, Capital Assets, on Page 23 shows all the activity from the beginning of the year -- additions, deletions and ending balance -- by class of

capital assets. Construction in Progress shows the most significant activity the College has had during the year. Most of that number will transfer to buildings when the projects are actually complete. Footnote #6 on Page 25 is the long-term debt footnote, which shows all of the activity of long-term debt, beginning balances, new bond issuances. There was \$6.2M in retirement to get to the ending net balance of \$91,280,000.

The more traditional fund-based financial statements (uniform financial statements) begin on Page 34. He called attention to the Education Fund, Operations and Maintenance Fund, O&M Restricted Fund, Interest Fund, Auxiliary Enterprises, Restricted Purposes, Working Cash, Audit and Liability Protection funds. Dr. Breuder noted that the College strengthened its position in the 01 Fund, strengthened its position in the 02 Fund, strengthened its position in the Auxiliary Fund and strengthened its position in the Working Cash Fund. He added that this will continue to affirm for Moody's Investor Services that the College is in good financial standing, despite the challenges in the environment over which the College has no control (the State of Illinois, PTAB, and the tax cap).

In response to Member Gillette, Mr. Markert explained that the financial statements are public documents; however, the audit and management letters submitted by KPMG are intended solely for the use of the Board of Trustees of the College. It is their standard communication which discusses the general conduct of the audit. It is a public document, but it is intended for the purpose of the Board.

With regard to the letter dated October 21, 2003, Mr. Markert explained that the standard communication provided to the Board is created to make sure KPMG has communicated any issues that could have potentially come up during the audit. In obtaining and performing the audit, KPMG designed it to obtain reasonable, but not absolute, assurance. They do not audit every transaction that is recorded within the financial statements. To do so would be cost-prohibitive. KPMG looks at the processes of the College and controls that are in place; they also test a sample of transactions.

Mr. Markert noted that significant accounting policies are disclosed in Note 1 of the financial statements. There are no significant or unusual transactions to bring to the Board's attention. He added that there were no past audit

adjustments and there were no disagreements with management during the course of the audit. To their knowledge, management did not consult with any other accountants on any accounting issues. There were no difficulties encountered in performing the audit.

Mr. Markert explained that each year they perform the audit, they submit a list of information they would like from management, the PBC (Prepared by Client) list. Management must provide KPMG with a great deal of information before they can perform the audit. All of the information was gathered and made available when KPMG needed it. They received full cooperation from management. The auditors appreciated the efforts of Roberta Lindenthaler and Vice President Thorson, as they performed the audit.

Page 3 is a new requirement which shows any significant communications KPMG has had with management during the year. The following three communications were listed and copies were provided to the Board.

- Engagement Letter - the letter that defines the terms of KPMG's audit.
- Management Representation Letter - KPMG asks management to represent a number of assertions. They are listed in the letter.
- Management Letter - dated September 26, 2003.

In the Management Letter, KPMG recommends that the College take steps toward the best practice of doing a comprehensive risk assessment and documenting their internal controls. This is one of the byproducts of legislation that impacts publicly traded organizations - not the College, not public organizations, but publicly traded entities. Mr. Markert explained that significant legislation was passed to regulate public companies, the activities that they do and the audits that were performed in an effort to try and gain investor confidence in the market structure. Publicly traded companies now have to document all of their processes and controls, they have to test their controls to determine if they are operating effectively, management has to officially attest and sign-off that their controls are effective in that organization, and auditors have to come in and attest to those assertions that management has made. KPMG is not suggesting that any public organization go to that level; the cost would be phenomenal. He emphasized the fact that the College is not deficient in any way. However, in conjunction with the implementation of the new ERP system in the near

future, the College should move toward the best practice of doing a risk assessment and documenting internal controls.

With regard to Student Identification Numbers, KPMG also recommends that the College continue their efforts to minimize the student information that is available, including Social Security numbers.

KPMG also recommends that the College perform an inventory of capital assets on a periodic basis, every two to three years. Mr. Markert explained that management is waiting for the new buildings to go online; at that point, they are planning to do a capital assets inventory.

On behalf of the Board, Chair Howard stated that they are gratified to receive a clean, unqualified audit. Additionally, they are pleased to hear that KPMG had excellent collaboration and cooperation from Harper College administration while preparing the audit. Chair Howard added that she was pleased to hear KPMG talked directly with President Breuder, Vice President Thorson, Roberta Lindenthaler and others separately. She added that Vice Chair Patrick Botterman, Vice President Thorson and she met privately with Jeff Markert prior to the meeting and asked if there was anything at all KPMG wanted to tell them that would not be in the public meeting. Mr. Markert answered, "Absolutely not." He added that, if there had been any concerns, he would have called Chair Howard directly prior to the Board meeting.

Member Gillette thanked Mr. Markert for the detail in his report. He added that, although he asked questions, approximately 99 percent of his initial questions were answered in the great explanations and detail of the report.

Dr. Breuder noted that Harper College is truly in fine financial shape, in spite of the fact that everyone is living in a very challenging period of time. He thanked all employees of the College for being vigilant in watching the expenses in relation to the revenue. The fact that they are strengthening the financial position of the institution, protecting its fiscal integrity, building more classrooms, adding more programs and growing enrollment during this time is a tremendous testament to all who work at Harper College - they are responsible.

The Board thanked Mr. Markert for his presentation; they asked Roberta Lindenthaler to stand and be recognized for her efforts in relation to the audit.

Member Gillette moved, Member Barton seconded, acceptance of the annual financial audit for Fiscal Year 2002-03, as outlined in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard, Kelley, Kolze and Stone
Nays: None

Motion carried. Student Member Sheppard voted aye.

College Protection,
Health and Safety:
Energy Conservation,
Environmental Protection
and Handicapped
Accessibility Projects

Member Kolze moved, Member Stone seconded, adoption of the Resolution for approval of the projects to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Community College Act; in addition, approval of the employment of Legat Architects to provide the architectural services specified for the 2003 Life Safety repair and renovation project, as outlined in Revised Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Howard noted that the exhibit had been revised because of a typo. The combined total should be \$1,186,400.

Dr. Breuder explained that this annual event of life safety projects gives the College an opportunity to capture some dollars from the State of Illinois. Although the dollars are going down a bit, it is still consequential money for Harper College.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard, Kelley, Kolze and Stone
Nays: None

Motion carried. Student Member Sheppard voted aye.

In response to Member Barton, Dr. Breuder explained that asbestos is still an issue when the College wants to remove floor tile or take out old carpeting. In response to Student

Member Sheppard, Mr. Getz explained that most of the asbestos at the College is not an immediate danger. It is underneath the tile, it is mastic and non-friable, which means it will not go into the atmosphere. If it has to be taken out, there is a possibility of some of it getting into the air, so it must be removed according to regulations. Vice President Thorson added that, before they go into a specific area, they do not know for sure if there is asbestos, so they have it tested. If the area tests positive for asbestos, the College follows the more stringent procedures of removal. If it tests negative for asbestos, they can simply take out the carpet or tile without worrying. They always test an area first.

Resolution for 2003
Estimated Tax Levies

Member Botterman moved, Member Barton seconded, adoption of the Resolution providing for the estimated tax levies, required publication, and hearing date for 2003, as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard,
Kelley, Kolze and Stone
Nays: None

Motion carried. Student Member Sheppard voted aye.

Annual Health, Life and
Disability Insurance
Renewal FY 2004-05

Dr. Breuder explained that Harper's health insurance broker, Willis of Illinois, helps them get positioned for renewing their healthcare coverage each year. He introduced Karen Ruggles of Willis, to give a brief overview of the renewal.

Karen Ruggles explained that the medical plan is insured with Blue Cross and Blue Shield; there is a PPO and an HMO. The PPO plan experience has run very well with a 10.4 percent decrease in the 2004 renewal. The HMO plan has an 18.1 percent increase in the 2004 renewal. Combining the two plans for the annualized premium produces a flat renewal for Harper College (zero percent increase). Ms. Ruggles noted that this is not common in today's economy.

Highlights of PPO

- Paid PPO claims have decreased by 6.03 percent over last year's period.
- Trend is running at 18 percent for medical claims and 18 percent for prescription drugs.

- Prescription drug costs increased by 11.86 percent over last year.
- Drug cost vs. total claim cost for the PPO plan shows that drugs are 32 percent of the total claim costs (average is 18 to 20 percent).
- Medical claims this year (doctors and hospital charges) went down by 8.86 percent.
- Overall claims decreased by 3.06 percent.
- Medical trend shows that some drug costs are going down. Several drugs that were once prescription are now sold over-the-counter (OTC).

Highlights of HMO

- HMO claims have increased by 27.4 percent.
- Blue Cross pays physician fees on a capitation basis. On a monthly basis, Blue Cross pays each doctor that is part of the HMO a set fee that has been negotiated. They get this fee regardless of whether they see one patient or no patients. These dollars have gone up by 8.2 percent over the previous year.
- Hospital trend has increased from 13 percent to 14 percent this year.
- Prescription drug trend has decreased on the HMO plan from 22 percent to 18 percent.

In response to Member Kelley, Ms. Ruggles affirmed that the College has gone up faster than trend, which can be attributable to greater utilization, more people in the hospital - both outpatient and inpatient.

Ms. Ruggles noted that, effective January 1, 2004, there are several plan design changes that were negotiated with the union. The in-network deductible is changing from \$100 to \$250 for an individual and \$300 to \$750 per family. Out-of-network deductible is changing from \$200 to \$500 for an individual and from \$600 to \$1,500 per family. Currently, in-network coinsurance is paid at 100 percent; it will be changing to 90 percent on January 1, 2004. The out-of-network coinsurance will be changing from 80 percent to 70 percent, as well. The only plan change made to the HMO is emergency room co-pay from \$10 to \$50.

The plan design changes have reduced the PPO renewal to a negative 18.4 percent. The HMO renewal will be a positive 17.4 percent. Overall plan increase for the College is actually a negative 5.25 percent. Ms. Ruggles noted that having a negative renewal is superb in today's economy.

Summary of Annual Plan Costs for 2004

- The College recognizes a savings of \$868,141 on the PPO plan and an increase of \$476,489 on the HMO plan.
- The total plan savings of \$391,652 for next year will be shared between the College and the employees. They will all share in the savings.
- The current PPO family annual cost is \$23,208.60; the decrease brings the future total down to \$18,938.
- The new family HMO is at \$12,493.80, which brings the HMO and PPO closer together.

When pursuing the insurance renewal, they researched different plan options. Ms. Ruggles explained why self-insurance for medical claims would not be beneficial for Harper College at this time. Total dollars, bottom line, for a fully insured plan is approximately \$7.4M. That would be the maximum liability. If they switched to a self-insured plan, the maximum liability would increase to \$8.5M, which would be a substantial increase.

They also reviewed consumer-driven health plans. Blue Cross quoted one such plan. It would have a high level deductible -- \$1,500 with \$3,000 out-of-pocket. The College would create a personal medical fund or personal spending medical account for employees, which would fund approximately \$1,000 or \$500. The savings on the plan to Harper would only be .8 percent. The minimal savings would not be worth the high level deductible and out-of-pocket increase over the current plan.

Vice President Thorson explained that she had asked Ms. Ruggles to look into both options. There is a great deal of movement toward insurance alternatives in the corporate world. The College needs to keep their eyes open in the future. At this time, however, neither option would be beneficial to the College.

Dr. Breuder explained that the College has wanted to be able to offer the choice of HMO or PPO to its employees. He reiterated that all employees, regardless of HMO or PPO, will receive a share of the insurance fund savings.

Chair Howard thanked Ms. Ruggles for sharing the good news.

Member Gillette moved, Member Stone seconded, acceptance of the proposal of Willis of Illinois and the

College administration to have Hartford Life provide the College with Term Life, not to exceed \$0.24 per \$1,000 of covered payroll; Accidental Death and Dismemberment, not to exceed \$0.02 per \$1,000 of covered payroll; Long-Term Disability insurance coverage, not to exceed \$0.22 per 1% of payroll per month; and CoreSource to provide claims administration, not to exceed \$3.25 for dental and \$1.205 for Short-Term Disability. In addition, acceptance of Blue Cross Blue Shield of Illinois and HMO Illinois to provide the College with medical insurance coverage, not to exceed the proposed amount per level of coverage per covered individual per month, as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard, Kelley, Kolze and Stone
Nays: None

Motion carried. Student Member Sheppard voted aye.

Community Assessment Survey

Member Barton moved, Student Member Sheppard seconded, approval of retaining Scientific Verdicts as a consultant to conduct an assessment to determine community interest in Harper College providing limited baccalaureate completer degrees and on-campus residence halls, in the amount of \$59,500 with a 10 percent contingency of \$5,950 for a total of \$65,450, as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Student Member Sheppard noted that he brought this item to the attention of the Student Senate during a recent meeting. An overwhelming majority of Student Senators and Representatives were in support of the idea for residence halls and/or baccalaureate degrees and were in favor of conducting the survey.

Member Gillette shared the following thoughts with respect to conducting a survey for limited four-year degrees and housing at Harper:

- The results of any preference survey are dependent upon perceived values. Any question on Harper's providing a four-year degree without cost data would produce a biased response. A survey seems inappropriate until

such time that the Board has agreed upon a pro forma financial plan, they know what the tuition target is and how it will be paid, and they have seen a list of prospective degrees.

- Member Gillette does not believe the State can give community colleges appropriate financial support for years 3 and 4 of a degree program.
- He wonders whether the College will need property tax income. Additionally, he questions whether the College can estimate how much would be needed.
- Member Gillette could not support this if the College would have to divert any funds now being used for associate degrees in continuing education, to year 3 and 4 students.
- He fears that classes will not be full for a period of years, and that the small class sizes will drive up costs.
- He questions whether a research budget is required and/or envisioned for new professors who need to be hired.
- Without cost/risk projections, he feels the College or Board would act on emotion rather than on sound financials.
- He believes the entire Board should approve the survey questions.
- He suggested that an advisory referendum be done, because it is a "no-cost survey."
- Lastly, he feels it is not prudent for the Board to use public funds, or Foundation funds, to embark upon a mission that is not within Harper's charter.

Chair Howard suggested that Member Gillette provide a copy of his statement to the entire Board. She noted that the Board and the administration would work with the very sophisticated survey firm which would be well aware of how to word questions on the survey. Member Barton added that the Board should leave the questions up to the professionals. The survey firm hired for the referendum survey did an excellent job. This survey will allow them to get a feel for the need and/or demand in the area.

Student Member Sheppard stated that, if they do not yet know what the people in the community want in terms of 4-year degrees or housing, they should not spend time looking at costs, etc.

Member Stone moved, Member Barton seconded, to call the question.

Upon roll call, the vote to call the question was as follows:

Ayes: Members Barton, Botterman, Howard, Kelley,
Kolze and Stone
Nays: Member Gillette

Motion carried. Student Member Sheppard voted aye.

Chair Howard asked for a roll call vote for approval of retaining Scientific Verdicts to conduct a community survey.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Howard, Kelley,
Kolze and Stone
Nays: Member Gillette

Motion carried. Student Member Sheppard voted aye.

Capital Renewal Project
Approval for Boiler
Replacement

Member Gillette moved, Member Kolze seconded, approval of the application to ICCB for approval to replace the boiler, add a new redundant high pressure condensate return and install an emergency generator, as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard,
Kelley, Kolze and Stone
Nays: None

Motion carried. Student Member Sheppard voted aye.

Classroom Furniture for
Science, Emerging
Technology and Health
Careers Center

Member Kolze moved, Student Member Sheppard seconded, approval of the issuance of a purchase order to Krueger International, Inc. for the purchase and installation of classroom and public area furniture for the Science, Emerging Technology and Health Careers Center, in the amount of \$1,172,481.40, as outlined in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Kolze, Dr. Breuder noted that they have \$8.9M available for furniture and equipment for the new building. This is less than one-third of the total amount. Member Gillette noted that this is through the State of Illinois

Joint Purchasing Agreement; it was competitive and vendors were selected for the College.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard, Kelley, Kolze and Stone

Nays: None

Motion carried. Student Member Sheppard voted aye.

Bid Request for an Acoustical Orchestra Shell and Acoustical Drapes for the Performing Arts Center

Member Botterman moved, Member Barton seconded, to award bid request Q00316 to Secoa, Inc., the low bidder for an acoustical orchestra shell and acoustical drapes for the Performing Arts Center, in the amount of \$329,399, the architects fee in the amount of \$6,705 and a contingency not to exceed \$20,000 for a total award of \$356,104, as outlined in Exhibit VIII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Barton noted that when they toured different performing arts centers, many had to have the shell and the drapes, because of the acoustics. Chair Howard added that, because they constructed the Performing Arts Center for both music and theater, they knew they were going to have to purchase these two items.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard, Kelley, Kolze and Stone

Nays: None

Motion carried. Student Member Sheppard voted aye.

HARPER EMPLOYEE COMMENTS

There were no employee comments.

CITIZEN COMMENTS

There were no citizen comments.

ANNOUNCEMENTS BY CHAIR

Communications

Chair Howard distributed invitations to Board members for the Educational Foundation fundraiser in conjunction with the Harper College theatrical production of *Arsenic and Old Lace*. The fundraiser will support the Performing Arts

Center. She encouraged Board members to support the event.

Calendar Dates

Calendar dates are printed on the Agenda for Board information.

OTHER BUSINESS

Chair Howard reminded Board members of the Community College National Legislative Summit, which will be held February 9 - 11, 2004. This summit enables Harper representatives to meet with federal legislators, to consider legislation and lobby for those areas that will benefit community colleges. She added that the Board will discuss who will attend. Member Gillette noted that he is available.

ADJOURNMENT

Student Member Sheppard moved, Member Barton seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 9:05 p.m.

Chair

Secretary

BOARD REQUESTS

OCTOBER 21, 2003 REGULAR BOARD MEETING

There were no Board requests.

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I.	BILLS PAYABLE	
	Operating Fund	\$ 2,778,374.01
	Tuition Refunds	\$ 236,022.35
II.	PAYROLL	
	10/17/2003	\$ 2,069,681.05
	10/31/2003	\$ 2,045,920.15
III.	ESTIMATED PAYROLL	
	11/01/2003 thru 11/14/2003	\$2,057,800.60

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

November 13, 2003

SUMMARY OF BIDS

- Exhibit VII – A.3.a The administration recommends that the Board award Q00321 for the standard model of Data/Video projectors used in academic and administrative areas of the College to Troxell Communications, Inc., the low bidder, in the amount of \$47,970.
- Exhibit VII – A.3.b The administration recommends that the Board award Q00319 for Steelcase office furniture and Davis benches for the Science, Emerging Technologies, and Health Careers Centers to Office Concepts, the low bidder, in the amount of \$473,230.17.
- Exhibit VII – A.3.c The administration recommends that the Board award Q00318 for a 2004 Medium Duty Dump Truck with plow to Freeway Ford-Sterling Truck Sales, Inc., the low bidder, in the amount of \$42,232.50.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00321 for the standard model of Data/Video projectors used in academic and administrative areas of the College as requested by Information Technology/Client Services for the Media Services department.

II. BUDGET STATUS

Funds in the amount of \$47,970 are provided in the 2003/04 Education Fund budget, under account number 0122-025-586.

III. INFORMATION

A legal bid notice was published and 20 bids solicited. Eight responses were received. Four of the eight responses were no bids. The following is a recap of the bid tab sheet:

Troxell Communications, Inc.	\$47,970
MCSi	49,650
Fox River Audio Visual, Inc.	52,500
Pinnacle Audio & Video Systems, Inc.	62,850

The equipment in this request will be used to help meet three yearly goals of the Media Services department: first, to update and increase the number of projectors available in classrooms and conference rooms for instruction and demonstration; second, to provide supplemental projectors for a wide variety of special events on campus; and third, to provide the minimal necessary backfill needed when older units are out for repair or need replacement.

The request is for up to 30 Hitachi model CP-X328W projectors.

IV. RECOMMENDATION

The administration recommends that the Board award Q00321 for the standard model of Data/Video projectors used in academic and administrative areas of the College to Troxell Communications, Inc., the low bidder, in the amount of \$47,970.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00319 for Steelcase office furniture and Davis benches for the Science, Emerging Technologies, and Health Careers Centers.

II. BUDGET STATUS

Funds in the amount of \$473,230.17 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

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

Office Concepts	\$473,230.17
Environetx	475,345.08
Johnson & Associates Business Interiors, Inc.	479,490.72
Office Equipment Company of Chicago	479,972.80

The office furniture in this request is for 76 offices including faculty offices, office centers for adjunct faculty, the Life Science and Human Services Division Office, an office suite in the Emerging Technologies Center, and staff offices, located throughout the Science, Emerging Technologies, and Health Careers Centers. Also included are 51 benches for public spaces throughout the buildings.

IV. RECOMMENDATION

The administration recommends that the Board award Q00319 for Steelcase office furniture and Davis benches for the Science, Emerging Technologies, and Health Careers Centers to Office Concepts, the low bidder, in the amount of \$473,230.17.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00318 for a 2004 Medium Duty Dump Truck with plow as requested by Physical Plant/Auxiliary Services for the Utilities department.

II. BUDGET STATUS

Funds in the amount of \$42,232.50 are provided in the 2003/04 Operations and Maintenance Fund budget, under account number 0292-039-587.

III. INFORMATION

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

Freeway Ford-Sterling Truck Sales, Inc.	\$ 42,232.50
Pederson GMC Truck	47,294.00
Rendel's GMC	47,819.00
Northwest Ford and Sterling Truck Center	47,866.50

This request is for a 2004 Ford F-750 Dump Truck with plow, to replace a 1987 Ford F700 Dump Truck with plow that has been used by the Utilities department and is beyond economical repair. The current vehicle will be used as a trade-in.

IV. RECOMMENDATION

The administration recommends that the Board award Q00318 for a 2004 Medium Duty Dump Truck with plow to Freeway Ford-Sterling Truck Sales, Inc., the low bidder, in the amount of \$42,232.50.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

November 13, 2003

SUMMARY OF PURCHASE ORDERS

- Exhibit VII – A.4.a The administration recommends that the Board approve issuance of a purchase order to EADS, Inc., for the purchase, installation and maintenance of telephone system hardware and software for the Science, Emerging Technologies, and Health Careers Centers, in the amount of \$355,411.
- Exhibit VII – A.4.b The administration recommends that the Board approve the issuance of a purchase order to Krueger International, Inc., for the purchase and installation of furniture to be used in the Adult Fast Track classroom, in the amount of \$12,922.26.
- Exhibit VII – A.4.c The administration recommends that the Board approve the issuance of a purchase order to Krueger International, Inc. for the purchase and installation of 315 classroom tablet arm chairs, 225 classroom armless chairs, and 72 classroom tables for the main campus and the Northeast Center, and 18 computer workstations for a student Internet Access Zone in the Building L lounge outside of the bookstore, in the amount of \$122,760.31.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval to issue a purchase order to EADS, Inc. (formerly Intecom, Inc.) for the purchase, installation and maintenance of telephone system equipment and software for the Science, Emerging Technologies, and Health Careers Centers as requested by Information Technology for the Technical Services department.

II. BUDGET STATUS

Funds in the amount of \$355,411 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-585.10-9304.

III. INFORMATION

The purchase and installation of the Intecom telephone system was approved by Board action April 23, 1998. The system has since been upgraded twice. First, update was to support the acquisition of the Hilltop Professional Plaza and the second the Conference and Performing Arts Centers.

The installed telephone switch is a full digital system initially acquired with growth capacity to permit upgrades and improvements as new facilities are constructed, such as the Science, Emerging Technologies, and Health Careers Centers.

This request is for the acquisition of hardware and software to support voice service at the new Centers. This purchase will upgrade our core phone switching system by adding time slots, a measure of concurrent user capacity, to ensure non-blocking phone service into and within the Harper campus.

The purchase is comprised of the following components:

Phone switch modules	\$163,179
Phone instruments	\$41,336
PointSpan software upgrade	\$85,290
<u>Installation</u>	<u>\$65,606</u>
Total	\$355,411

Pricing for the instruments and switch modules have remained the same since the last update in July 2002. The total cost includes a trade-in credit of \$20,664 and an incentive discount of \$40,385 for a net discount of \$61,049.

Maintenance for the first year is included in the purchase price of the new components. EADS, Inc. is the sole provider of the equipment, software and maintenance.

This purchase complies with State Statute and Board policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to EADS, Inc., for the purchase, installation and maintenance of telephone system hardware and software for the Science, Emerging Technologies, and Health Careers Centers, in the amount of \$355,411.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Krueger International, Inc., for the purchase and installation of furniture to be used in the Adult Fast Track classroom as requested by Academic Affairs.

II. BUDGET STATUS

Funds in the amount of \$12,922.26 are provided in the 2003/04 Operations and Maintenance Fund budget, under account number 0292-039-586.00-9244.

III. INFORMATION

This request is for furniture required for the Adult Fast Track classroom at the Harper Professional Center. It includes the purchase and installation of all seating and tables.

During March 2003, focus groups met to ascertain interest in a two-year accelerated program of study in Business. The program would be specifically targeted for adults, with classes meeting one evening per week, year-round. The interviews indicated a strong level of interest from the participants.

Adult Fast Track is a two-year AAS degree program designed to meet the educational needs of working adults over the age of 25. Students will be able to complete a degree by attending class one evening per week from 6 until 10 p.m. Courses are consecutively scheduled over 104 weeks, with four one-week breaks per year. The initial courses offered will be those required for Business AAS degrees in Management and Marketing.

Classes will be held at the Harper Professional Center beginning Tuesday, January 6, 2004. The ICCB has approved reduced seat time for this accelerated program for adults.

This purchase is from the State of Illinois Joint Purchasing Agreement Contract number PSD4008241.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Krueger International, Inc., for the purchase and installation of furniture to be used in the Adult Fast Track classroom, in the amount of \$12,922.26.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Krueger International, Inc. for the purchase and installation of 315 classroom tablet arm chairs, 225 classroom armless chairs, and 72 classroom tables for the main campus and the Northeast Center, and 18 computer workstations for a student internet access zone in the Building L lounge outside of the bookstore as requested by Academic Affairs.

II. BUDGET STATUS

Funds in the amount of \$122,760.31 are provided in the 2003/04 Operations and Maintenance Fund budget, under account number 0292-039-586.

III. INFORMATION

Heavy use of classroom furniture over the past several years has resulted in breakage that often is not repairable. Additionally, it has been several years since the College has purchased chairs and tables to replace broken and worn out furniture for classrooms.

Increased enrollment has created an immediate need for more furniture in classrooms. Also, three additional general classrooms are being brought on-line at the Northeast Center. The rooms will accommodate 96 students and three teacher stations. This furniture is required before the start of Spring Semester.

In an effort to increase service to students while lowering the noise level in Building L, an Internet Access Zone is being created in the lounge area outside of the bookstore. This will include 18 stand-up

computer workstations, at a cost of \$643 with installation, with Internet access for students, much like the stations in the student lounge in Building A.

This purchase is from the State of Illinois Joint Purchasing Agreement, Contract number PSD4008241.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Krueger International, Inc. for the purchase and installation of 315 classroom tablet arm chairs, 225 classroom armless chairs, and 72 classroom tables for the main campus and the Northeast Center, and 18 computer workstations for a student Internet Access Zone in the Building L lounge outside of the bookstore, in the amount of \$122,760.31.

WILLIAM RAINEY HARPER COLLEGE

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

A. Ratification of Professional/Technical Appointments.

B. Ratification of Classified Staff Appointments.

C. Ratification of Harper #512 IEA-NEA Appointment.

D. Ratification of Professional/Technical Resignation.

E. Ratification of Supervisory/Confidential Resignation.

F. Ratification of Classified Staff Resignation.

IV. RECOMMENDATION

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

Harper College
Board of Trustees
2003-2004 Meeting Schedule

Resolution

BE IT RESOLVED by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, that, with the exceptions of certain dates noted in the schedule below, the regular meetings of said Board of Trustees will be held on the fourth Tuesday of each month (except for December) at 7:00 p.m. in the Wojcik Conference Center, Room W-214, 1200 West Algonquin Road, Palatine, Illinois.

Following are the Regular Board meeting dates for 2003-2004:

Thursday	November 13, 2003	Regular Board Meeting Organizational Meeting
Thursday	December 18, 2003	Tax Levy Hearing Regular Board Meeting
Tuesday	January 27, 2004	Regular Board Meeting
Tuesday	February 24, 2004	Regular Board Meeting
Tuesday	March 23, 2004	Regular Board Meeting
Tuesday	April 27, 2004	Regular Board Meeting

Dated this 13TH day of November, 2003.

Secretary, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Career Advisory Committee appointments for the 2003-2004 academic year.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

For the current year, 267 prospective committee members representing 28 career programs have been invited to assist the College in the further development and improvement of career education. Attached is a listing of advisory committee members and a copy of the letter to be sent to each individual committee member after Board approval.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the Career Advisory Committee appointments for the 2003-2004 academic year.

November 13, 2003

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

Dear «Gender» «LastName»:

On behalf of the Harper College Board of Trustees and the Administration, I am pleased to welcome you as a member of the «Program» Advisory Committee for the 2003-04 academic year.

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

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

Sincerely,

A handwritten signature in cursive script that reads "Robert L. Breuder". The signature is fluid and stylized, with the first and last letters of the first and last names being particularly prominent.

Robert L. Breuder

RLB: It

WILLIAM RAINEY HARPER COLLEGE
Preliminary Schedule of Investments
As of October 31, 2003

Exhibit VII-B.1
November 13, 2003

	<u>Outstanding Investments</u>	<u>Earned To Date</u>
EDUCATION FUND	\$ 24,267,726	132,083
OPERATIONS, & MAINT. FUND	11,540,280	53,375
OPERATIONS, & MAINT. FUND (Restricted)	2,946,559	18,388
BOND & INTEREST	9,539,150	33,833
AUXILIARY ENTERPRISES	1,943,480	9,070
RESTRICTED FUNDS	7,782,387	44,509
WORKING CASH FUND	12,612,755	76,169
AUDIT FUND	201,484	1,028
LIABILITY, PROTECTION & SETTLEMENT	<u>547,754</u>	<u>3,654</u>
Total	\$ <u><u>71,381,575</u></u>	<u><u>372,109</u></u>

WILLIAM RAINEY HARPER COLLEGE
Schedule of Investments
As of October 31, 2003

Exhibit VII-B.1
November 13, 2003

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 9/30/2003	Market Value	
<u>Certificates of Deposits</u>								
LaSalle Bank	03/11/02	11/14/03	613	3.30	84,287.50	1,500,000.00		
LaSalle Bank	03/11/02	11/26/03	625	3.30	85,937.50	1,500,000.00		
PMA/Bank of Nashville	03/03/03	11/28/03	270	1.35	20,023.81	2,000,000.00		
PMA/Discover Bank	02/26/03	11/28/03	275	1.34	60,733.40	6,000,000.00		
LaSalle Bank	10/03/03	12/01/03	52	1.05	4,550.00	3,000,000.00		
PMA/Discover Bank	03/06/03	12/11/03	280	1.25	14,423.47	1,500,000.00		
LaSalle Bank	10/04/03	12/12/03	66	1.05	2,887.50	1,500,000.00		
PMA/Discover Bank	03/12/03	12/26/03	289	1.15	13,697.88	1,500,000.00		
LaSalle Bank	10/10/03	12/29/03	80	1.05	3,500.00	1,500,000.00		
PMA/Discover Bank	03/12/03	01/08/04	302	1.15	14,316.57	1,500,000.00		
PMA/Discover Bank	03/12/03	01/22/04	316	1.15	14,984.71	1,500,000.00		
PMA/Discover Bank	03/12/03	02/05/04	330	1.15	15,655.27	1,500,000.00		
PMA/Independent Bankers' Bank	08/20/02	02/11/04	540	2.55	56,790.74	1,500,000.00		
PMA/Associated Bank Illinois	05/01/03	02/19/04	294	1.54	18,662.34	1,500,000.00		
PMA/Associated Bank Illinois	05/01/03	03/04/04	308	1.50	19,555.63	1,500,000.00		
PMA/F&M Bank & Trust	05/22/03	03/18/04	301	1.20	14,843.83	1,500,000.00		
PMA/Mercantile Bank of W Michigan	07/24/03	03/18/04	238	1.10	14,377.72	2,000,000.00		
PMA/MBNA America	09/12/03	04/01/04	202	1.10	9,146.50	1,500,000.00		
PMA/Heritage Bank of Central Illinois	08/22/03	04/15/04	237	1.30	12,702.41	1,500,000.00		
PMA/Associated Bank	09/12/03	04/29/04	230	1.15	10,881.74	1,500,000.00		
PMA/Discover Bank	09/12/03	05/13/04	244	1.15	11,556.75	1,500,000.00		
PMA/Associated Bank	09/12/03	05/27/04	258	1.21	12,852.59	1,500,000.00		
LaSalle Bank	10/21/03	05/28/04	220	1.15	15,461.11	2,200,000.00		
PMA/Associated Bank	09/19/03	06/10/04	265	1.21	13,200.78	1,500,000.00		
Harris Bank	09/19/03	06/24/04	279	1.24	14,141.34	1,500,000.00		
PMA/American Business Bank	06/30/03	06/29/04	365	1.22	21,983.71	1,800,000.00		
PMA/Associated Bank	09/26/03	07/07/04	285	1.25	19,546.80	2,000,000.00		
PMA/Associated Bank	09/26/03	07/21/04	299	1.25	20,509.64	2,000,000.00		
Harris Bank	08/22/03	08/19/04	363	1.29	19,322.27	1,500,000.00		
Harris Bank	10/01/03	09/02/04	337	1.29	17,930.07	1,500,000.00		
Harris Bank	10/01/03	09/16/04	351	1.29	18,679.56	1,500,000.00		
PMA/Associated Bank Illinois	10/01/03	09/30/04	365	1.30	19,541.31	1,500,000.00		
PMA/Associated Bank Illinois	10/01/03	10/14/04	379	1.30	20,293.94	1,500,000.00		
PMA/International Bank	10/01/03	10/28/04	393	1.30	28,667.64	2,000,000.00		
PMA/Associated Bank Illinois	10/02/03	11/30/04	425	1.35	63,053.37	4,000,000.00		
PMA/West Pointe Bank	10/02/03	11/30/04	425	1.35	31,618.56	2,000,000.00		
	Weighted Average: 1.29						66,500,000.00	66,500,000.00 *
Illinois Funds	Monthly Average			0.88		4,881,575.77	4,881,575.77	
TOTALS AS OF:	10/27/2003				\$	71,381,575.77	71,381,575.77	

*Market value not available

** Current market value shows gains or losses depending on the current interest rates and the rates when the securities were purchased. The gains or losses can only occur if the securities are sold before their maturity dates.

WILLIAM RAINEY HARPER COLLEGE
FY2003/2004 BUDGET AND EXPENDITURES
October 31, 2003

Nov. 13, 2003
 Exhibit VII-B.1

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Institutional						
Admin Services	10,842,088.00	2,860,142.81	2,388,982.45	336,144.68	25.13%	8,116,960.87
Sub-Total	\$10,842,088.00	2,860,142.81	\$2,388,982.45	\$336,144.68	25.13%	\$8,116,960.87
President						
Development Office	390,634.00	103,049.25	124,114.38	225,101.71	89.40%	41,417.91
Pres/Brd of Trustees	327,975.00	86,519.81	109,570.49	182,474.27	89.04%	35,930.24
Strategic Alliance	171,493.00	45,239.85	53,719.07	72,595.61	73.66%	45,178.32
Assoc VP Development	177,528.00	46,831.89	57,834.01	107,073.14	92.89%	12,620.85
Sub-Total	\$1,067,630.00	281,640.79	\$345,237.95	\$587,244.73	87.34%	\$135,147.32
Student Affairs						
Student Activities	372,302.00	98,213.27	98,977.69	194,752.50	78.90%	78,571.81
Student Development	3,434,939.00	906,136.91	1,010,364.36	1,536,696.43	74.15%	887,878.21
Wellns/Human Perform	1,615,519.00	426,173.91	465,866.30	669,159.82	70.26%	480,492.88
Sub-Total	\$5,422,760.00	1,430,524.09	\$1,575,208.35	\$2,400,608.75	73.32%	\$1,446,942.90
VP Academic Affairs						
Acad Enrich/Lang Std	4,015,424.00	1,059,268.85	1,197,816.66	1,970,043.29	78.89%	847,564.05
Academic Affairs	709,427.00	187,146.84	88,727.62	114,167.84	28.60%	506,531.54
Assoc VP Aca Affairs	309,316.00	81,597.56	88,412.78	157,550.22	79.52%	63,353.00
Bus/Social Sciences	5,351,564.00	1,411,742.58	1,596,578.42	2,178,110.99	70.53%	1,576,874.59
Dean of Cont Educ	471,878.00	124,481.42	124,743.48	226,972.20	74.54%	120,162.32
Liberal Arts	5,384,570.00	1,420,449.57	1,632,242.45	2,432,706.76	75.49%	1,319,620.79
Life Sci/Hum Services	4,371,411.00	1,153,178.22	1,195,193.52	1,927,895.03	71.44%	1,248,322.45
Resource for Learning	2,040,811.00	538,365.94	656,698.03	846,951.76	73.68%	537,161.21
Tech/Math & Phy Sci	4,340,697.00	1,145,075.87	1,446,321.07	1,883,595.11	76.71%	1,010,780.82

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
VP Aca Affairs	264,351.00	69,735.79	69,560.75	120,628.94	71.95%	74,161.31
Sub-Total	\$27,259,449.00	7,191,042.65	\$8,096,294.78	\$11,858,622.14	73.20%	\$7,304,532.08
VP Admin Services						
Admin Services	1,598,000.00	421,552.40	459,003.04	930,629.84	86.96%	208,367.12
Sub-Total	\$1,598,000.00	421,552.40	\$459,003.04	\$930,629.84	86.96%	\$208,367.12
VP Diversity/Org Dev						
Human Res/Int. Affairs	495,016.00	130,585.22	77,186.87	0.00	15.59%	417,829.13
Asst VP Diversity/Org	544,534.00	143,648.07	173,329.44	220,867.53	72.39%	150,337.03
Sub-Total	\$1,039,550.00	274,233.29	\$250,516.31	\$220,867.53	45.34%	\$568,166.16
VP Info Technology						
Info Technology	5,324,096.00	1,404,496.52	1,816,636.13	2,432,787.32	79.81%	1,074,672.55
Sub-Total	\$5,324,096.00	1,404,496.52	\$1,816,636.13	\$2,432,787.32	79.81%	\$1,074,672.55
VP Mktg & Advancement						
VP Enroll/Marketing	1,882,364.00	496,567.62	578,158.22	753,930.72	70.77%	550,275.06
Enrollment Svcs	1,431,856.00	377,723.61	436,187.69	635,429.14	74.84%	360,239.17
Pub/Comm Services	1,445,410.00	381,299.16	432,715.07	755,751.11	82.22%	256,943.82
Sub-Total	\$4,759,630.00	1,255,590.39	\$1,447,060.98	\$2,145,110.97	75.47%	\$1,167,458.05
Grand Total:	\$57,313,203.00	15,119,222.95	\$16,378,939.99	\$20,912,015.96	65.07%	\$20,022,247.05

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 the Fall, Spring and Summer semesters). Salaries are not encumbered in future commitments for temporary employees (part-time and full-time) and student aids.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

Reports from liaison officers are provided as part of the Consent Agenda.

III. INFORMATION

- Barbara Barton: Legislative 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.

WILLIAM RAINEY HARPER COLLEGE

LISTING OF

GRANT PROGRAMS

July 1, 2003 – June 30, 2004

Reported: November 13, 2003

NOTE: CHANGES FROM PREVIOUS MONTH IN BOLD

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
<u>CARRYOVER</u>			
ACHA Building Healthy Campus Community Project Health & Wellness D. Yurik	Cultural competency demonstration site	ACHA/CDC \$12,200	09/01/01 04/30/04
<u>NEW</u>			
Scholar-in-Residence International Studies J. Westney	Fulbright scholar from Costa Rica Matching funds required**	CIES \$15,560*	08/01/03 12/31/03
<u>CARRYOVER</u>			
Energy & Recycling Used Tire Recovery Program Wellness & Human Performance J. Pankanin	Provide Harper with an innovative football field that will exhibit improved durability of the turf, while improving footing and safety for athletes.	DCCA \$15,000	07/01/02 04/03/04
<u>CARRYOVER</u>			
Tire Crumb Rubber Contribution Agreement Wellness & Human Performance J. Pankanin	Contribution to help offset cost of the crumb rubber used in Harper's athletic field.	FORD MOTOR CO. \$15,000	07/01/02 04/03/04
<u>RENEWAL</u>			
Minority Student Transfer Center Center for Cultural Multicultural Learning L. LaBauve-Maher	To improve the successful IBHE transfer rate of underrepre- sented minority students from Harper to baccalaureate institutions.	HECA \$45,500	08/20/03 08/31/04
<u>NEW</u>			
CHOICES (IL Cooperative Work Study Program) Academic Affairs & Education to Careers L. Kolbusz	Creating hiring opportunities through instruction and career education support.	IBHE \$12,100	04/01/03 06/30/04
<u>RENEWAL</u>			
Illinois Century Network Regional Technology Center Program D. McShane	Technical Service and Support for Region II	IBHE \$46,089	07/01/03 06/30/04
<u>CARRYOVER</u>			
Illinois Century Network "Bricks and Clicks" DoIT & TMPS S. Griffith/S.Stark	To support the development of online architecture studies.	IBHE \$15,832	04/02/02 06/30/04

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
<u>NEW</u> Career & Technical Education (Tech Prep Support) Academic Affairs Julie Hennig	Assist community colleges in their efforts to provide innovative activities designed to improve and enhance local Tech Prep consortium ventures.	ICCB \$40,994	06/01/03 05/31/04
<u>RENEWAL</u> Business/Industry Workforce Preparation Corporate Services L. Danaher	State Allocation Grant To provide local economic development in workforce training	ICCB \$91,456	07/01/03 06/30/04
<u>RENEWAL</u> Education to Careers Workforce Preparation J. Hennig	State Allocation Grant To promote career development and work based training	ICCB \$65,555	07/01/03 06/30/04
<u>RENEWAL</u> Welfare to Work Workforce Preparation J. Hennig	State Allocation Grant Workforce Preparation	ICCB \$37,313	07/01/03 06/30/04
<u>RENEWAL</u> P-16 Initiative J. Hennig	State Allocation Grant To pay for tuition for H.S. students taking college credit	ICCB \$75,123	07/01/03 06/30/04
<u>RENEWAL</u> Perkins III J. Hennig	Career and Technical Education	ICCB \$292,787	07/01/03 06/30/04
<u>RENEWAL</u> Program Improvement Grant J. Hennig	Supports improvement in career and technical educational programs.	ICCB \$30,649	07/01/03 06/30/04
<u>CARRYOVER</u> Perkins Postsecondary Performance Enhance- ment Grant Advanced Implemen- tation J. Hennig	To develop and implement computerized automated degree & certificate audit systems to recognize and promote student success.	ICCB \$15,000	02/15/03 08/30/03
<u>RENEWAL</u> Federal Tech Prep Grant S. Simmons	Comprehensive Career Development at secondary and post- secondary level	ICCB \$132,663	07/01/03 06/01/04
<u>CONTINUATION</u> FY04 Adult Education And Family Literacy Grant AE/LS D. Corr	Supports Adult Education Development Programs (State Basic \$135,026 State Public Assistance 19,871 State Performance 72,427 Federal Basic 138,998 EL/Civics 38,839)	ICCB \$405,161	07/01/03 06/30/04

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
NEW ICCB Adult Education Leadership Grant AE/LS D. Corr	Improve instruction, develop effective and appropriate curriculum, improve professional dev., and disseminate innovative practices that lead to improvement of instruction in local Adult Education & Family Literacy programs in Illinois.	ICCB \$48,145	11/01/03 10/31/04
<u>RENEWAL</u> Disabled Student Project Access & Disability Services T. Thompson	To provide services to students with disabilities	IDHS \$134,754	07/01/03 06/03/04
<u>RENEWAL</u> Displaced Homemakers Women's Program K. Canfield	Advising and Job Placement for Women's Program participants	IDL \$61,170	07/01/03 06/30/04
<u>RENEWAL</u> Federal Tech Prep J. Hennig	Comprehensive Career Development Program	ISBE/USDE \$23,483	07/01/03 06/30/04
<u>RENEWAL</u> Perkins III S. Simmons	Career and Technical Education Secondary Level	ISBE \$475,063	07/01/03 06/30/04
<u>RENEWAL</u> Career Technical and Education Improvement Grant S. Simmons	Support improvement in career and technical education at the secondary and postsecondary level	ISBE \$919,355	07/01/03 06/30/04
<u>RENEWAL</u> Agricultural Education Incentive Grant S. Simmons	Provide incentive for agricultural education at the secondary level	ISBE \$ 665	07/01/03 06/30/04
<u>CARRYOVER</u> Education to Career Implementation Grant S. Simmons	Provide career awareness and development for K-14	ISBE \$175,282	07/01/03 06/01/04
<u>CARRYOVER</u> Education to Career Transition Grant S. Simmons	Provide career awareness and development for K-14	ISBE \$ 46,505	07/01/03 06/30/04
<u>CONTINUATION</u> Scholarships for Success TMPS/ Marketing Services S. Griffith/D. Loprieno	Scholarship Assistance to support Math, Science, Engineering, & Computer Science students	NSF \$39,926	07/01/03 06/30/04

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
<u>RENEWAL</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kevin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical College \$15,000	07/01/03 09/30/03
<u>RENEWAL</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kevin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical College \$66,000	10/01/03 06/30/04
<u>RENEWAL</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kevin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical College \$42,000	10/01/03 06/30/04
<u>CONTINUATION</u> COPS Public Safety M. Alsup	Universal Hiring Program Hire 3 full time officers (Full grant is \$225,000 spread over three years – 08/01/02-7/31/05	USDJ \$123,129 (F) (\$42,043 per officer x 3)	07/01/03 06/30/04

Total as November 13, 2003

\$3,534,459

DESCRIPTION OF ABBREVIATIONS

ACHA American College Health Association
 AE/LS Academic Enrichment and Language Studies
 CIES Council for International Exchange of Scholars
 COPS Community Oriented Policing Services
 DCCA Department of Commerce & Community Affairs
 DoIT Department of Instructional Technology
 HECA Higher Education Cooperation Act
 IBHE Illinois Board of Higher Education
 ICCB Illinois Community College Board
 IDHS Illinois Department of Human Services
 IDL Illinois Department of Labor
 ISBE Illinois State Board of Education
 NSF National Science Foundation
 NSET Northwest Suburban Employment
 and Training Center
 TMPS Technology, Math & Physical Science
 USDE United States Department of Education
 USDJ United States Department of Justice

(F) Federal funds (S) State funds

**\$15,560 grant shared with College of Lake County

**\$7,000 cash and \$14,200 in-kind (shared by College of Lake County)

Harper College Educational Foundation October FY04 Fundraising Report

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Alumni Direct Mail	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Arsenic and Old Lace FY04	12	\$2,675.00	\$0.00	\$0.00	\$0.00	\$2,675.00
Spring Gala 2004	1	\$0.00	\$225.00	\$0.00	\$0.00	\$225.00
Jim McGuire Golf Open Memorial	56	\$4,243.00	\$0.00	\$0.00	\$0.00	\$4,243.00
Mary Jo Willis Row	4	\$190.00	\$0.00	\$0.00	\$0.00	\$190.00
Margaret Scott	2	\$35.00	\$0.00	\$0.00	\$0.00	\$35.00
Nursing Alumni FY04	48	\$1,266.00	\$0.00	\$0.00	\$0.00	\$1,266.00
Pacesetter Campaign FY04	5	\$645.00	\$0.00	\$0.00	\$0.00	\$645.00
Personal Solicitation	6	\$3,575.00	\$0.00	\$0.00	\$0.00	\$3,575.00
Planned Giving	3	\$6,300.00	\$0.00	\$400.00	\$0.00	\$6,700.00
Proposal	1	\$0.00	\$0.00	\$0.00	\$60,000.00	\$60,000.00
Stewardship	2	\$20,000.00	\$50,000.00	\$0.00	\$0.00	\$70,000.00
Theatre Seat Campaign	3	\$585.00	\$0.00	\$0.00	\$0.00	\$585.00
Unsolicited	1	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
	5	\$510.00	\$0.00	\$1,950.00	\$0.00	\$2,460.00
Grand Totals:	150	\$41,349.00	\$50,225.00	\$2,350.00	\$60,000.00	\$153,924.00

**Harper College Educational Foundation
Year to Date Fundraising Report (as of 10/31/2003)**

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
ADS Walk and Roll 2004	158	\$7,520.00	\$0.00	\$0.00	\$0.00	\$7,520.00
Alumni Direct Mail	2	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Arsenic and Old Lace FY04	17	\$5,175.00	\$1,000.00	\$0.00	\$0.00	\$6,175.00
Spring Gala 2004	2	\$500.00	\$225.00	\$0.00	\$0.00	\$725.00
Community Catalyst	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Golf Open 2003	3	\$2,500.00	\$100.00	\$0.00	\$0.00	\$2,600.00
Jim McGuire Golf Open	56	\$4,243.00	\$0.00	\$0.00	\$0.00	\$4,243.00
Memorial	6	\$220.00	\$0.00	\$0.00	\$0.00	\$220.00
Mary Jo Willis Row	15	\$5,190.00	\$100.00	\$0.00	\$0.00	\$5,290.00
Margaret Scott	48	\$1,266.00	\$0.00	\$0.00	\$0.00	\$1,266.00
Nursing Alumni FY04	5	\$645.00	\$0.00	\$0.00	\$0.00	\$645.00
Pacesetter Campaign FY04	8	\$4,825.00	\$0.00	\$0.00	\$0.00	\$4,825.00
Personal Solicitation	5	\$7,300.00	\$0.00	\$400.00	\$10,000.00	\$17,700.00
Planned Giving	1	\$0.00	\$0.00	\$0.00	\$60,000.00	\$60,000.00
Proposal	3	\$22,000.00	\$50,000.00	\$0.00	\$0.00	\$72,000.00
Scholarship Stewardship Reports	9	\$5,150.00	\$0.00	\$0.00	\$0.00	\$5,150.00
Special Initiatives	6	\$2,419.29	\$0.00	\$0.00	\$0.00	\$2,419.29
Stewardship	6	\$1,810.00	\$0.00	\$200.00	\$0.00	\$2,010.00
Tradition of Excellence 2003	6	\$250.00	\$732.00	\$0.00	\$0.00	\$982.00
Theatre Seat Campaign	1	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
Unsolicited	14	\$575.00	\$0.00	\$4,659.00	\$0.00	\$5,234.00
Grand Totals:	372	\$73,938.29	\$52,157.00	\$5,259.00	\$70,000.00	\$201,354.29

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Second Reading of a change to the Board of Trustees Policy Manual - E-mail Communications Among Board Members

II. REASON FOR CONSIDERATION

Changes to Board Policy requires two readings and approval of the Board of Trustees prior to adoption.

III. BACKGROUND INFORMATION

The change to the Board Policy Manual - E-mail Communications Among Board Members - was recommended by the President upon the request of the Board of Trustees. The prepared policy change has been drafted by the College attorney.

IV. RECOMMENDATION

A change to the Board policy on e-mail communications among Board members is presented for a second reading by the Board of Trustees (see bolded section of paragraph 2 in attached draft).

WILLIAM RAINEY HARPER COLLEGE

POLICY STATEMENT

Title: E-Mail Communications Among Board Members

No. 01.19.02

Approved: 9/30/03

Revised:

1. Communications among board members, including e-mail communications, are governed by the Illinois Open Meetings Act. E-mail communications between administrators and board members, or between board members, can and do efficiently exchange information needed for the effective governance of the College.
2. Board members and administrators may use e-mail to send messages or forward information to each other, either on an individual or group basis. **The permitted transmission of “messages” or “information” does not include activity which is intended to, or has the effect of, expressing opinions on college policy issues between board members; nor to be a substitute for discussion on college policy issues which should take place among board members at a properly-noticed meeting.**
3. Board members and administrators shall not discuss college business in a “chat room” setting unless fewer than three board members participate in the chat room.
4. Board members and administrators shall not use e-mail communications to discuss college business in a manner which duplicates or mimics a face-to-face discussion, if three or more board members are sent or receive the e-mail communications. In determining whether the communications mimic a face-to-face discussion, the frequency and timing of the e-mails should be considered. The knowledge of one participant that three or more board members are “on line” ready to receive message at the time the message is sent shall also be considered. The closer together the e-mails are sent and read, the more likely it is that the communications may violate the Open Meetings Act. This prohibition also applies to “news group” or “list-serve” settings.
5. Board members and administrators should refrain from using a “reply to all” option or similar feature which can potentially engage three or more board members into a communication stream.
6. Board members and administrators should refrain from summarizing e-mailed responses received from board members and relaying that summary back in a manner which results in three or more board members receiving either the summary or the original response(s).

7. Board members and administrators shall refrain from using e-mail in a manner which violates the Open Meetings Act.
8. Nothing in this policy requires a board member to have access to e-mail technology. However, the College encourages board members to have such access.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval to enter into a consultant contract with _____ to provide consulting services in the acquisition process of the Enterprise Resource Planning (ERP) System.

II. INFORMATION

A next step in the process for Harper College to acquire a new Enterprise Resource Planning (ERP) System is to seek assistance in the procurement phase which includes RFP preparation, analysis of bids submitted, contract negotiations upon vendor selection and conduct a Harper workforce readiness assessment.

A team comprised of Laurie Stone, William Kelley, Dr. Breuder, Dave McShane and Judy Thorson interviewed three consultant firms, GFOA, Huron Consulting Group and IBM, to ascertain their ability to provide the desired assistance.

Upon the completion of the interviews, each of these vendors were requested to submit a quotation for the services required:

Part I

1. Review Harper's RFP document prior to release.
2. Assist in the review and evaluation of vendor submitted responses to the RFP.
3. Assist in contract negotiations, once a vendor is selected.

Part II

1. Evaluate the readiness of Harper's workforce to undertake the implementation of this new ERP system, especially in the area of business process changes.

The team reviewed the submitted proposals from GFOA, Huron Consulting Group and IBM. Based on the interview and thoroughness of the submitted proposals, _____ is the recommended consultant that best meets Harper's requirements.

This purchase complies with State Statute and Board policy.

III. RECOMMENDATION

The administration recommends that the Board enter into a contract agreement with _____ for an amount not to exceed _____ to assist Harper College in planning for and acquiring a replacement ERP System.