



Harper College  
1200 West Algonquin Road  
Palatine, Illinois

## **Regular Board Meeting Agenda**

April 27, 2004

7:00 p.m.

- I. Call to Order**
- II. Roll Call**
  - Election of Officers
- III. Approval of Agenda**
- IV. Educational Presentations**
  - Sabbatical Reviews:
    - Susan Farmer: Improving the Learning Strategies of Our Students (New Primary and Secondary Research)
    - Robert Paul: Deaf History in Chicago
    - Sheila Quirk - Dr. Andrew Mellman: BA/Residence Facilities
- V. Student Trustee Report**
- VI. President's Report**
- VII. Consent Agenda\*** (Roll Call Vote)
  - A. For Approval**
    - 1. Minutes - March 23, 2004 Regular Board Meeting Exhibit VII-A.1
    - 2. Bills Payable, Payroll for March 19, 2004 and April 2, 2004 and Estimated payrolls for April 3, 2004 through April 30, 2004 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. Review of Executive Session Minutes Exhibit VII-A.6
    - 7. Resolution to Approve Board Meeting Dates Exhibit VII-A.7
    - 8. 2006-2007 Academic Calendar Exhibit VII-A.8
  - 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 Addition to Board Policy Manual: Ethics Policy Exhibit VIII-A
- B. RECOMMENDATION: Second Reading of Addition to Board Policy Manual: Health Insurance Portability and Accountability Act (HIPPA) and Privacy Rule Exhibit VIII-B
- C. RECOMMENDATION: Faculty Promotions, 2004-2005 Academic Year Exhibit VIII-C
- D. RECOMMENDATION: Awarding Faculty Emeritus Recognition Exhibit VIII-D
- E. RECOMMENDATION: Affiliation Agreement Between Harper College and Alexian Brothers Hospital Network Exhibit VIII-E
- F. RECOMMENDATION: Addendum to Educational Service Providers and Rental Facilities Exhibit VIII-F
- G. RECOMMENDATION: College Protection, Health and Safety: Energy Conservation, Environmental Protection and Handicapped Accessibility Projects Exhibit VIII-G

**IX. Harper Employee Comments**

**X. Citizen Comments**

**XI. Announcements by the Chair**

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

**On-Campus Events**

- May 21 5:00 p.m. - Convocation - Wellness and Sports Center - Building M
- May 21 7:30 p.m. - Graduation - Wellness and Sports Center - Building M

**Off-Campus Events**

- June 7 Harper College Educational Foundation Golf Open 2004 - Boulder Ridge Country Club, Lake-in-the-Hills - Contact Harper Foundation Office for Details

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

**XIII. Adjournment**

**Minutes of the Regular Board Meeting of Thursday, March 23, 2004**

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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, March 23, 2004

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Stone on Tuesday, March 23, 2004 at 7:02 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

Chair Stone announced that they would be starting a new tradition at the beginning of each Board meeting by saying the Pledge of Allegiance.

ROLL CALL: Present: Members Barton, Gillette, Howard (via telephone at 7:15 p.m.), Kelley, Kolze, Murphy and Stone; Student Member Sheppard  
Absent: None

Also present: Robert Breuder, President; David McShane, V.P. Information Technology; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Cheryl Kisunzu, Assistant V.P. Diversity/Organizational Development; Linda Kolbusz, Associate V.P. Development, Governmental Relations; Sheila Quirk, Associate V.P. for Strategic Planning and Alliances; Joe Accardi; Cathy Albergo; Mike Alsup; Carol Blotteaux; Phil Burdick; Ned Coonen; Laura Crane; Rob Dix; Terry Engle; Bob Getz; Sally Griffith; Vickie Gukenberger; Michael Harkins; Mike Held; Thea Keshavarzi; Roberta Lindenthaler; Jim Ma; Mark Mrozinski; Janie Petersen; Diana Sharp; Jane Swider; Dennis Weeks and Deanna White. Students: Deborah Abbott; Ronald Kroell.

Guests: Tim Kane, Chicago Tribune; Mario Bartoletti, Pioneer Press; Michael Lundeen, Legat Architects; Steve Julius, Workplace Services/Alexian Brothers; Larry White, Chapman and Cutler; Philip McKenna, Kane, McKenna Capital, Inc.; Erika Dix, citizen.

Chair Stone noted that Member Howard was recovering from a broken hip and would be joining the meeting later via telephone conference. Member Howard's address was

made available to those who wanted to send her good wishes.

APPROVAL OF AGENDA Member Kolze moved, Member Gillette seconded, approval of the Agenda as modified.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Gillette, Kelley, Kolze,  
Murphy and Stone

Nays: None

Motion carried. Student Member Sheppard voted aye.

### PRESENTATIONS

Sabbatical Review:  
The Art of Teaching

Dr. Breuder introduced Dr. Cathy Albergo to give a brief update of her recent sabbatical. Handouts were distributed. Dr. Albergo explained that her sabbatical project was a series of 20 teacher education workshops given across the United States and Toronto from June through December 2003. She focused on teaching philosophy, curriculum planning and sequencing, methods, materials and teaching tips. Additionally, she introduced a new piano method titled *Celebrate Piano*, which was just recently completed. Dr. Albergo co-authored *Celebrate Piano* with Mitzi Kolar, from San Diego State University, and Mark Mrozinski, from Harper College. This new method was designed to reflect the latest research on teaching philosophy, curriculum design and sequencing. The approach was based on comprehensive musicianship.

Dr. Albergo noted that it was very rewarding to be able to share a teaching philosophy with a variety of music teachers. The National and State Convention workshops were formal presentations given by all three of the authors, and were attended by 40 - 400 teachers. Dr. Albergo enjoyed the less formal three-hour workshops for college piano pedagogy students, public school teachers and independent music teachers, because they provided more opportunity for interaction.

As Dr. Albergo shared her experiences, she noted that she came away with an education and a healthy respect for dedicated teachers. The sabbatical allowed her to reach out to teachers across the U.S., share a teaching philosophy and a new method of comprehensive piano teaching. In turn, she learned a great deal about a wide variety of music

teaching situations in higher education, in private teaching studios and in public schools.

In conclusion, Dr. Albergo noted that they hope to continue the workshops across the U.S. and Canada. One workshop has been scheduled in Australia, and Harper students returning to Japan are asking that the three authors travel to Japan to share the method with their fellow teachers. She thanked the Board for the wonderful sabbatical opportunity.

Member Gillette complimented Dr. Albergo on her presentation.

Member Howard joined the meeting via telephone conference at 7:15 p.m.

#### STUDENT TRUSTEE REPORT

Student Member Sheppard distributed a written report to Board members. He highlighted several past and upcoming events on campus. He noted that student elections will be held on April 6 and 7. A total of 12 candidates are running for various student leadership positions.

Member Barton complimented William Sheppard and Ronnie Kroell for their efforts in getting so many people involved in the election.

#### PRESIDENT'S REPORT

There was no President's report.

#### CONSENT AGENDA

Member Gillette moved, Member Barton seconded, approval of the minutes for the February 24, 2004 regular Board meeting; bills payable; payrolls for February 20, 2004 and March 5, 2004; estimated payrolls for March 6, 2004 through April 2, 2004; bid awards; purchase orders; personnel action sheets; first reading of addition to Board Policy Manual: ethics policy; first reading of addition to Board Policy Manual: health insurance portability and accountability act (HIPPA) and privacy rule; 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	\$4,454,580.38
Tuition Refunds	1,223,451.48

The payrolls of February 20, 2004 in the amount of \$2,060,918.55; March 5, 2004 in the amount of

\$2,077,568.88; and estimated payroll of March 6, 2004 through April 2, 2004 in the amount of \$4,155,137.76.

Bid Awards

- Ex. VII-A.3.a Award bid Q00349 for the purchase and installation of lab stools to be used throughout the Science, Emerging Technology and Health Careers Center to Lowery McDonnell Co., Inc., the low bidder, in the amount of \$51,106.85.
- Ex. VII-A.3.b Award bid Q00346 for the purchase and installation of 21 synthesizer workstations for the Electronic Music Laboratory to Soundtree, the low bidder, in the amount of \$20,412.00.
- Ex. VII-A.3.c Award bid Q00350 for the purchase and installation of the appliances outlined in the information section of this exhibit for the Science, Emerging Technology and Health Careers Center to Grants Appliance TV and Audio, the low bidder, in the amount of \$26,760.
- Ex. VII-A.3.d Award bid Q00339 for a 2004 Medium Duty 4x4 Dump Truck with snowplow package to Morrow Brothers Ford, Inc., the low bidder, in the amount of \$36,865.
- Ex. VII-A.3.e Award bid Q00340 for a 2004 John Deere Skid Steer Loader with a two-year extended warranty to Lewis Equipment Company, the low bidder, in the amount of \$23,195.
- Ex. VII-A.3.f Award bid Q00345 for a Computer Operations Flat Screen Command Center for the Science, Emerging Technology and Health Careers Center to Systems Manufacturing Corporation, the only bidder, in the amount of \$24,367.
- Ex. VII-A.3.g Award bid Q00355 for the purchase, installation, and implementation of two Informational Display Plasma Monitors for the Performing Arts Center to Fox

- River Audio Visual, the low bidder, in the amount of \$12,054.00.
- Ex. VII-A.3.h Award bid Q00441 for the purchase and installation of electronic security system hardware, video cameras, software, and wiring to provide electronic door security and video surveillance in the Science, Emerging Technology and Health Careers Center to Midco, Inc., the low bidder, in the amount of \$163,215, plus a contingency of not to exceed \$16,320 for a total award of \$179,535.
- Ex. VII-A.3.i Award bid Q00352 for the purchase of a modular EMC data storage array, fibre channel switches, software and installation services to provide a Storage Area Network (SAN) in the Science, Emerging Technology and Health Careers Center to CDW Government, Inc., the low bidder, in the amount of \$174,390.20.
- Ex. VII-A.3.j Award bid Q00348 for 36 Electronic Laboratory Benches for use in the Science, Emerging Technology and Health Careers Center to J.B.H. Technologies, Inc., the low bidder meeting specifications, in the amount of \$50,011.
- Ex. VII-A.3.k Award bid Q00363 for the Re-tubing of a Kewaunee Boiler in the Building B boiler room to Independent Mechanical Services, Inc., the low bidder, in the amount of \$13,480.
- Ex. VII-A.3.l Award bid Q00353 for 15 stainless steel carts, 90 safety goggles, one skin case, and 10 fire blankets to Ward's Natural Science Est., Inc., the low bidder, in the amount of \$5,558.75; two explosion proof refrigerator/freezers, two potting benches, one environmental chamber, two lab ovens, three acid cabinets, one steam scrubber glassware dishwasher, and one flask scrubber dishwasher to



Fisher Scientific Co., LLC, the low bidder, in the amount of \$29,468.38; 16 celestial spheres, 26 universal lab interfaces, eight microphones, eight light sensors, 16 current probes, two ice makers, 11 explosion proof refrigerators, one double door explosion proof refrigerator to A. Daigger & Company, Inc., the low bidder, in the amount of \$39,164.89; six plant stands, two large incubators, two rodent racks, and one institutional sterilizer, two balances to Johnson Scientific, Inc., the low bidder, in the amount of \$56,300.00; one herbarium cabinet, one analytical balance, one rotovap, 12 first aid kits, one water reactive cabinet, and shelving for the Chemistry storage room to VWR International, Inc., the low bidder, in the amount of \$20,655.28 for a total award of \$151,147.30.

Purchase Orders	Ex. VII-A.4.a	Approve issuance of a purchase order to Practicon, Inc. for 13 Frasco Mannequins for the new Dental Hygiene Lab in the Science, Emerging Technologies and Health Careers Center, in the amount of \$15,165.93.
	Ex. VII-A.4.b	Approve issuance of a purchase order to Hewlett-Packard for computer server equipment for the Science, Emerging Technology and Health Careers Center, in the amount of \$86,162.
	Ex. VII-A.4.c	Approve issuance of a purchase order to Apple Computer, Inc., for 39 Macintosh G5 computers, in the amount of \$112,414.
	Ex. VII-A.4.d	Approve issuance of a change order to purchase order #022682 issued to Krueger International, Inc. in the amount of \$1,236,832.08 for the purchase and installation of classroom and public area furniture for the Science, Emerging Technology and Health Careers Center. The change order amount is

\$98,983.86. The new total of the purchase order is to be \$1,335,815.94.

Ex. VII-A.4.e Approve issuance of a purchase order to Wenger Corporation for 72 Musician Chairs and eight Cello Chairs for use in the Performing Arts Center, in the amount of \$12,634.

#### Personnel Actions

##### Administrator Appointment

Mark Mrozinski, Director of Continuing Education Programming, CE, 04/03/04, \$72,276/year

##### Professional/Technical Appointment

John Zhang, Data Research Analyst, OFR, 03/15/04, \$44,500/year

##### Supervisory/Confidential Appointments

Christine Goble, Admissions Outreach Operations Manager, ADM OUT, 03/29/04, \$45,700/year

Martha Karavitis, TECH Manager, CE-TECH, 04/03/04, \$55,000/year

Deborah Sada, Continuing Education Operations Manager, CE, 04/03/04, \$55,000/year

##### Classified Staff Appointments

Donna Matthys, Telephone Operator, IT/TS, 04/05/04, \$24,375/year

Christine Postelnick, Applications Clerk, p/t, ADM PRO, 03/01/04, \$18,096/year

Joseph Scrima, Clerk/Receptionist, p/t, ADM PRO, 03/01/04, \$16,874/year

##### Supervisory/Confidential Retirement

Susan LeFebvre, Accountant-Lead, AC SVC, 09/30/04, 24 years

##### Classified Staff Retirement

Ann Marie Wadas, Customer Service Associate, BKST, 06/30/04, 16 years

##### Faculty Resignation

Jessica Buben, Instructor-Art, LIB ARTS, 08/05/04, 1 year

##### Professional/Technical Resignation

Harold Daniels, Desktop Integration Analyst, IT/CS, 02/16/04, 2 years

Classified Staff Resignations

Maria Habeeb, Office Assistant I, p/t, OSFA, 03/12/04, 2 months

KellieAnn Henley, Bilingual Secretary I, p/t, AE/LS-SGN/SLIP, 02/27/04, 4 years

Harper #512 IEA-NEA Resignation

Maryann Boldt, Weekend Custodian, p/t, PHY PLT, 02/07/04, never started work

First Reading:  
Ethics Policy

Board members received a first reading of an amendment to the Board of Trustees Policy Manual, changing 13.05.00 Gift Ban Policy to an Ethics Policy.

First Reading: Health Insurance Portability and Accountability Act (HIPAA)

Board members received a first reading of the Health Insurance Portability and Accountability Act (HIPAA) and Privacy Rule, a policy being presented for adoption.

Chair Stone noted that items VII-A.6 and VII-A.7 are both first readings; there will be no action taken this evening. Regarding the Ethics policy, she noted that she has asked Dr. Breuder to forward suggested revisions from Member Kelley to the Board attorney. It was noted that Board members will receive a complete set of all suggested revisions, including the ICCTA draft policy and suggestions from Robbins Schwarz, college attorney, prior to the April Board meeting. At that time, there will be an opportunity for full discussion.

In response to Member Kolze, Dr. Breuder stated that he would have someone at the meeting to help clarify details of the policy. Member Gillette noted that the Board has an Ethics Policy, and they are in favor of an Ethics Policy. He feels the wording of the preamble should reflect that they believe in ethics, and that a change is being made to ensure they are in compliance with the law.

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

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

Motion carried. Student Member Sheppard voted aye.

Member Gillette noted that he gave a packet of information to each Board member regarding the ICCTA meeting. Chair

Stone thanked Member Gillette and Student Member Sheppard for taking the time to travel and represent Harper College.

NEW BUSINESS:

Resolution to Approve Financing Team and to Proceed with a SWAP Transaction Related to the College's Outstanding Referendum Bonds

Dr. Breuder introduced Larry White, partner in the firm Chapman and Cutler (Bond Counsel), and Phil McKenna, President and Chief Executive Officer of Kane, McKenna (Financial Advisor), who would be speaking to the Board about a SWAP transaction.

Dr. Breuder first explained that several weeks ago, Vice President Judy Thorson was contacted by Phil McKenna, suggesting that there was a possibility the College could engage in a SWAP transaction that would result in generating plus or minus \$1M to benefit the College. Dr. Breuder later met with individuals from Kane, McKenna and learned that Banc One Capital Markets was the bank which had made contact with Kane, McKenna, indicating that this transaction should be considered by Harper College. He added that many people know his wife is an employee of Bank One, and because of the potential appearance of conflict of interest or impropriety, Dr. Breuder has backed away from the transaction and turned it over exclusively to Vice President Thorson. Kane, McKenna, Chapman and Cutler, the Harper College Board of Trustees and Vice President Thorson will work on the transaction, if the Board chooses to move forward. The action this evening calls for the appointment of a financing team; Dr. Breuder's name is not among those involved.

Vice President Thorson reminded everyone that both firms, Kane, McKenna and Chapman and Cutler, have provided very specialized services for the College for many years. She emphasized that the transaction has come through a third party. Banc One is very active in this particular market. Kane, McKenna is a financial advisor; they do not do underwriting.

Phil McKenna explained that, as independent financial advisors and members of the National Association of Independent Financial Advisors, it is their task to bring opportunities to their clients. After in-depth examination, the SWAP opportunity provides three significant benefits to the College:

1. It provides the opportunity for significant financial gain;
2. It removes any kind of substantive risk that can come in a volatile marketplace;

3. It provides flexibility with respect to meeting the College's near-term and long-term goals.

He explained the concept of refunding and municipal securities and noted that municipal securities are highly governed and regulated by the federal government.

#### Background of the Transaction

Mr. McKenna explained that in January, he was approached by Banc One Capital Markets (BOCM) and was informed that Public Act 93-9 was recently passed to provide some additional benefits to school districts and community college districts. BOCM gave Kane, McKenna a generic presentation of benefits that could accrue by virtue of the new legislation. BOCM also noted they had looked into some Kane, McKenna clients to see which might benefit. The concept does not necessarily work on a \$2M outstanding bond issue, but perhaps \$10M or greater. Harper College was one of several Kane, McKenna clients that Banc One felt would benefit.

Before he spoke with Vice President Thorson, Mr. McKenna had asked Banc One to look into the concept on behalf of Harper. Upon analyzing the results, he found the SWAP transaction could potentially produce \$1M of savings for the College. Once the numbers were verified from a financial standpoint, he informed Vice President Thorson. Mr. McKenna organized a meeting with Banc One and Vice President Thorson to go through the proposal. He added that Banc One is the only institution that has approached him about the concept. Besides the financial verification, they have spent many hours with Larry White and his colleagues at Chapman and Cutler for legal verification. They have also studied the documentation that was done for Warren Township High School District (the only transaction done for a school district under the new law).

#### Background of the Law

Mr. White referred to a seven paragraph summary which he had prepared and distributed to Board members. He has talked to several of the Trustees in advance; his role, as bond attorney, is to make sure that Board members understand the transaction. He explained that non-home-rule units in Illinois have had some general authority to do SWAPs since the early 1990s; however, as bond counsel to many of the units, they were not comfortable with the state of the law between 1994 and summer 2003. There were many gaps that made them uncomfortable with doing SWAP

transactions, so they did not do them. Last summer, they took it upon themselves to rewrite the SWAP laws in Illinois and worked with the legislature to make sure they understood the changes and why they were being made. Last summer, both the Senate and the House passed the legislation, and the Governor signed it in August.

Immediately thereafter, Mr. White received a call from Banc One about a potential deal with Warren Township High School. Starting in August, they began to put one of the SWAP deals together, and closed the transaction in December. It took approximately four or five months to put it together, because it was the first transaction of this kind. He would expect the Harper transaction to go faster and smoother, because they have a better feel for how they work now.

#### Steps Involved in the Transaction

Mr. White explained that the first step in the checklist is to come before the Board and ask for a preliminary Resolution to be passed, appointing the financing team. They want to introduce the concepts of this complicated transaction to the Board as early as possible, so that there is plenty of time to absorb the transaction and ask questions. The transactions are also very time intensive. Approving the preliminary Resolution and setting a financing team will indicate a firm interest in doing the transaction.

The details of the final transaction would be worked out between now and the next time they came back to the Board for final approval (April or May Board meeting). The College would enter into a "Swaption," which is an option to enter into a SWAP with a financial institution (in this case, Banc One). That option would be entered into immediately after final approval in April or May. As part of the Swaption agreement, the Board will receive a minimum upfront payment of \$1M. If it turns out that it is a little less, then the financing team would make a decision whether or not to come back to the Board. The goal would be to capture \$1M in an upfront payment for the Board.

The final amount of the upfront payment will be determined at the time of the pricing, depending on where interest rates are. Between the date that the College receives the upfront payment (April or May) and December 2010, there will likely be no activity on this transaction. The College will receive the \$1M and they can spend it within certain parameters (generally, the parameter is that the money should be spent

on capital expenditures). In December 2010, Banc One would have the one-time option to decide to request that the College issue a variable rate debt, a \$30M bond deal roughly, where the proceeds of that bond deal would be used to repay the College's Series 2001 bonds. There would be no new money at that time to the College. Harper would issue the bonds on a variable rate basis and use the proceeds to pay off the 2001 bonds. Mr. White explained the effect of various scenarios, depending on what interest rates would be in the future, and he discussed a possible termination fee. He invited Board members to ask questions.

In response to Member Kelley, Mr. White explained that, if interest rates stay the same or go down, the termination payment would go up beyond \$1M. If interest rates go up, the termination payment would come down. With regard to cost of issuance, Mr. White stated that the market is not any different today than it was six years ago, in terms of cost of issuance. In Harper's transaction, they would continue to pay the old fixed rate (for example, five percent), which is actually 440 basis points, and they would build in 60 basis points to cover the costs of letter of credit, marketing agent fees, etc. They do not know exactly what the costs are, but in order to protect the College, they will receive a little less in upfront payment, they will pay less in the fixed rate to the counter party, but the extra costs will be built in.

Member Kelley clarified that, if interest rates go up, there is foreseeably no termination payment and no cost of issuing new bonds, because no one is going to ask the College to issue new bonds. If interest rates go down, the College would bear the risk of the cost of issuing new bonds, then possibly a termination fee. Mr. White added that the risk of doing the transaction is that the College is capturing their refunding savings now; they will not get another chance to capture them. If rates go down, the counter party on the transaction will benefit. The other risk (which he tends to minimize because the municipal bond market is very established) is that, perhaps in 2010 the bond market does not exist. The College would not be able to issue the variable rate bonds; they would be forced to make a termination payment; and they would not be able to bond for it, because no bond market will exist. It seems very unlikely.

In response to Member Gillette, Mr. White explained that the College would receive a smaller upfront payment with the BMA transaction, but it would create a lot of certainty. He

added that the financing team will determine which type of SWAP transaction is best for Harper College.

Mr. McKenna reminded the Board that tonight they are being asked to authorize a financing team to go out and pick through the details, to negotiate the specifics of what the indexes are and to select proper times so that savings could be generated of not less than \$1M. That process will take approximately one or two months. They will address changes in the interest rate and in the municipal bond market. He added that, in a two-month period of time, they have gone from an estimated \$1M of savings to approximately \$1,200,000 in savings.

In response to Member Kelley, Mr. White explained that the College will only pay a termination payment if they elect out of the transaction. If the College issues a variable rate debt, they will just continue to pay the same interest rate that they are paying now.

There was discussion regarding the termination fee and whether or not it was a major concern. Mr. White stated that Warren Township High School was very conservative in their assumptions. They accepted a smaller upfront payment, they are anticipating the possibility of breaking the SWAP and issuing fixed rate bonds, and they are taking savings that will be in excess of what they would have to pay in a termination fee.

Member Kelley stated that, if the College would take a pass on the whole transaction now and call the bonds in 2010, and if interest rates dropped, there is a possibility that six years down the road they may be able to save \$3M or \$4M. In response, Mr. White stated that they are looking at interest rates that are historically the lowest they have ever been, and, unfortunately, their bonds are not callable for six years. By pursuing the SWAP transaction, they are finding a way to capture the savings now. Mr. McKenna noted that, in terms of the amount of savings, they would not get anywhere near \$2M or \$3M.

#### Board Member Opinions

Member Howard stated that, with interest rates being the lowest they have been in years, it is not likely that they will fall in any significant way. She feels there is little risk in going ahead with this transaction. Having been on the Board a number of years, she has come to respect the judgment of the two firms, and that reduces the risk, as well.



Member Barton stated that she feels the Board should trust the suggestions and expertise of these two firms. She is reassured knowing that there will be a financing team looking into all of this at each stage.

In response to Member Kolze, Mr. White explained that the federal tax law dictates that, if the College wants to preserve the flexibility to issue bonds to pay for a termination payment, they would need to spend the proceeds on capital items (any asset with a useful life of at least one year).

Vice President Thorson noted that, with budget preparation and the new building coming online, her projections show that in Fund 02, they are approximately \$1M short of what they need.

Member Murphy stated that he strongly supports the idea, and he feels it makes good economic sense. However, by moving forward tonight and choosing Banc One without receiving any other competitive bids or proposals, it will undoubtedly create an appearance of conflict of interest and an appearance of impropriety. The only way to effectively do away with that appearance is to bring other financial underwriters into the mix to be considered. If Banc One ends up being the best, then Banc One is who the College will use. To do this without considering other financial institutions exposes the College to some risk, in terms of goodwill in the community. He is not willing to do that.

Chair Stone asked Messrs. McKenna and White to respond to the issue of conflict of interest and what is involved in putting together other proposals. Mr. McKenna noted that Dr. Breuder's wife is not principle owner of Bank One. The proposal came from Banc One Capital Markets Group Public Finance; Dr. Breuder's wife is not in that group in any way. It is a fair question and one that can be covered adequately by a letter, in terms of the particular facet, from Bank One's legal counsel. Not everything the College does is put out for competitive bid. It is very difficult for this transaction to be done on any traditional competitive bid basis. He does not think that was what Mr. Murphy was suggesting.

Mr. McKenna noted that the College would not get, could not get, and would not want, final proposals in this type of transaction. The College would not want somebody who will turn in a proposal in a sealed envelope that says they will guarantee the College \$1,250,000 in savings. If that is the basis for accepting the award, they would read through the

proposal and see that it is subject to A, B, C, D, E, F and G. If the College did decide to go out for proposals, they would seek out institutions that would be able to do this type of transaction, ask for credentials, ask what their estimates were with respect to potential savings and ask what their recommendations were with respect to structuring. One firm might have such an outrageously high savings (\$2M) that it would be obvious not to accept it. A financial advisor would recommend the College throw it out right away, because it is absurd and not possible. The College might then be subject to accusations, because they threw out a bid that "guarantees" \$2M.

Mr. McKenna added that the College wants credibility, experience, proven expertise in SWAP transactions and the ability to underwrite. If things change in the next 30-60 days, the College does not want to go back out and try to find an underwriter or try to find a letter of credit provider. One of the distinct advantages that Banc One brings to the table is that it can handle all of those roles, when necessary, in what is a very complicated transaction.

Mr. McKenna stated that, based upon his 24 years of experience, if a financial institution knows what they are doing and they have a good idea, they will come forward and make something happen. Nobody else has come forward at this particular point in time. To give time and consideration for an RFP to be developed, sent out, interviews to be held and proposals to be received, it would be a 60-90 day process. Then it would be brought back to the College, so realistically, it could add four to six months.

Additionally, if the Board decides to go in this direction, Mr. McKenna would ask for some specific parameters, in terms of what the Board considers to be a conflict of interest or not a conflict of interest. The financial world is complex with many interactions. One does not know who will buy out whom tomorrow. If perception is what is clearly being addressed, not the legal issue, should they have economic disclosure statements from each of the members of the Board of Trustees, to reflect whether or not they own stock in Bank of America or Harris Bank? Should they ask if they have any relatives who work at those firms? He added that he gets very concerned about conflict of interest perceptions in a financial marketplace that is shrinking because of consolidations.

Member Murphy stressed that his concern is not as much about "who is involved with whom," but that there is no one else involved. The problem is a lack of alternatives that gives the appearance of there being something that is not quite right.

Member Gillette read a statement from a handout he received in a seminar on ethics from the ICCTA: "To avoid the appearance of impropriety, Trustees usually just reclude themselves for votes on matters in which they'd benefit - a provision that did not always curb conflict of interest." Continuing further, "to comply with the spirit of Sarbanes-Oxley Act, a federal law that outlines tough government and financial reporting rules for public trading companies, most college boards' higher education trustees now realize that simply reclusing themselves from votes in which a potential conflict may exist is no longer sufficient." Member Gillette feels this should apply to the Chief Executive Officer, as well as the Trustee.

Member Gillette feels that this SWAP option is a good deal, and the risks are manageable. However, he would feel much more comfortable if they could survey the industry to find out who would or would not be qualified. The reason other firms have not come forward is that the change in the law is not considered a community college act or a government act, it is a State Retirement Bond Refinancing Act 93009, and people do not realize it is there yet.

Mr. White noted that once the legislation was passed, they did a presentation to all of their underwriting clients, and it was particularly well attended. He believes that the word is out.

Chair Stone summarized:

- There are various lines of potential perception of conflict that occur with any underwriter, depending on all Board members' involvements.
- A letter can be written by counsel from Banc One that would preclude the idea of conflict. She asked at what point of the process the letter would be requested and written. Mr. White noted that they could request it as soon as tomorrow. He would recommend the College be in receipt of the letter before final approval in April or May.
- There are failsafe points throughout this process. The Board will have an opportunity to evaluate the proposal and vote yes or no at another point in the process.

In response to Member Howard, Mr. McKenna stated that he would not feel comfortable gathering informal reactions from other financial service providers, with this type or size of transaction. They would not be able to respond to this quickly and give him any comfort, because it is a complicated transaction. A formal process of an RFP would delay this several months.

In response to Student Member Sheppard, Mr. White stated that the legal question is clear; there is no conflict of interest.

In response to Member Kelley, Mr. White stated that this is their business. Kane, McKenna and Chapman and Cutler spend 100% of their time working with clients like Harper College. They do not work for the underwriters. If there is anything that would cast a shadow over anything, they would not be involved in it.

In response to Member Kelley, Mr. McKenna stated that the adoption of the preliminary Resolution tonight does not tie the College into any particular transaction. It also includes that if negotiations are entered into with Banc One and they are not satisfactory and do not produce the objectives, they would be broken off altogether.

Member Barton moved, Student Member Sheppard seconded, to approve a financing team to proceed with the SWAP transaction relating to the College's outstanding referendum bonds, as outlined in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Kolze asked to amend the motion to include the following statement, "with the understanding that the Board will receive a 'No Conflict of Interest' letter from Banc One." Member Barton and Student Member Sheppard concurred with the amended motion.

Mr. White stated that, if it is the Board's desire, he would add that statement to the Resolution as one of the targets.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Board Members thanked Messrs. McKenna and White for the time they have spent explaining the SWAP option to the Board.

Chair Stone thanked Richard Gillette for putting in a tremendous amount of time learning about this concept and trying to help the rest of the Board to understand it.

#### Faculty Tenure Status Report

Board members received the Faculty Tenure Status Report, as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Board members, Vice President Thorson explained that a recommendation was not included, because it is for information purposes only; there was no need to take action.

#### Affiliation Agreements

Member Barton moved, Student Member Sheppard seconded, approval of the Affiliation Agreement between Harper College and Hinsdale Hospital, University of Illinois Echocardiography Laboratory, Evanston Northwestern Healthcare and Central DuPage Hospital and the Business Associate Addendums with Sherman Hospital and West Suburban Health Care, and authorization of the Dean of Life Science and Human Services to sign all of the Affiliation Agreements, 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, Gillette, Howard, Kelley, Kolze, Murphy and Stone  
Nays: None

Motion carried. Student Member Sheppard voted aye.

#### Redevelopment of Parking Lot 3

Student Member Sheppard moved, Member Murphy seconded, to award bid request Q00354 for the redevelopment of Parking Lot 3 to Callaghan Paving, Inc., the low bidder, in the amount of \$442,687, plus the architect's fee of \$33,202, reimbursables of \$2,000 and a contingency of not to exceed \$47,600 for a total award of \$525,489, as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder noted that the favorable market continues to advantage the College in construction of the new building.

He acknowledged Michael Lundeen for helping to generate the good bid numbers.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

#### HARPER EMPLOYEE COMMENTS

There were no employee comments.

#### CITIZEN COMMENTS

There was no citizen participation.

#### ANNOUNCEMENTS BY CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. Chair Stone noted that the next Board meeting date, April 27, must be changed due to a conflict with the ICCTA Government Relations Committee Meeting and Lobby Day. Following a brief discussion, Thea Keshavarzi stated that moving up the April Board meeting by one week would be detrimental to the timing of bids associated with the new building. Chair Stone stated that Board members will be contacted to find out which date in April will work for the majority of them.

#### OTHER BUSINESS

Member Gillette suggested that the Board formally choose and adopt a specific issue of *Robert's Rules of Order* to follow. Board members concurred.

Member Gillette suggested that nametags with the Harper logo be made for Board members and administrative staff to wear to Trustee meetings and conventions. Member Barton suggested looking into the magnetic kind.

Member Gillette distributed an outline regarding ACCT's advisory on what Boards should adopt responding to Sarbanes-Oxley Act of 2002. He suggested they have somebody look at it with respect to adopting a Board policy.

ADJOURNMENT

Member Barton moved, Student Member Sheppard seconded, that the meeting be adjourned.  
In a voice vote, the motion carried at 8:52 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

## BOARD REQUESTS

### MARCH 23, 2004 REGULAR BOARD MEETING

1. Regarding the Ethics policy, Chair Stone noted that she has asked Dr. Breuder to forward suggested revisions from Member Kelley to the Board attorney.
2. Member Gillette suggested that the Board formally choose and adopt a specific issue of *Robert's Rules of Order* to follow. Board members concurred.
3. Member Gillette suggested that nametags with the Harper logo be made for Board members and administrative staff to wear to Trustee meetings and conventions. Member Barton suggested looking into the magnetic kind.
4. Member Gillette distributed an outline regarding ACCT's advisory on what Boards should adopt responding to Sarbanes-Oxley Act of 2002. He suggested they have someone review it with respect to adopting a Board policy.



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I.	BILLS PAYABLE	
	Operating Fund	\$ 4,555,121.55
	Tuition Refunds	\$ 199,371.75
II.	PAYROLL	
	3/19/2004	\$2,076,372.52
	4/02/2004	\$2,080,881.77
III.	ESTIMATED PAYROLL	
	4/03/04 – 4/30/2004	\$4,128,012.15

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

April 27, 2004

SUMMARY OF BIDS

Exhibit VII – A.3.a The administration recommends that the Board award bid request Q00362 for 2 child size cribs and mattresses, 4 Nurse Mate Storage Cabinets, 1 continuous passive motion machine, 1 training stair, 2 isolation carts, 2 cardiac chairs, 6 mannequins, 2 gooseneck exam lights and 1 centrifuge to Cardinal Health, the low bidder, in the amount of \$38,434.07; 1 skeleton and 1 spirometry system to Johnson Scientific, Inc., the low bidder, in the amount of \$1,464.00; 25 bedside cabinets, 25 over bed tables, 22 cubical curtains, 19 wall mounted exam lights, 13 stainless steel carts, 22 medical consoles, 1 bladder scanner, 1 mobile shower chair, 1 bucks traction unit, 1 sequential compression device, 3 physician scales, 3 spine boards, 4 mobile storage cabinets, 2 exam tables, 2 treatment cabinets and 1 instrument sterilizer to Howard Medical Co., the low bidder, in the amount of \$139,503.43; 4 charting racks, 4 nebulizers, 5 folding walkers, 1 crash cart, 1 shower chair, 1 wheelchair scale, 4 gurneys, 6 linen hampers and 3 step stools to McKesson Medical/Surgical, the low bidder, in the amount of \$17,831.56; 15 IV poles, 4 ECG/arrhythmia stimulators, 4 interactive defib trainers, 4 pulse oximeters, 2 dopplers, 1 clean linen cart, 7 sphygmomanometers, 1 human body flip chart and stand, and 6 stethoscopes to Armstrong Medical Industries, Inc., the low bidder, in the amount of \$17,948.25; and 7 adult wheelchairs and 24 bedpans to Medline Industries, the low bidder, in the amount of \$1,287.80 for a total award of \$216,469.11.

- Exhibit VII – A.3.b The administration recommends that the Board award bid request Q00351 for 1 chiller tube cleaner and 2 heavy duty electric powered pressure washers to Goodway Technologies Corporation, in the amount of \$5,475.00; 8 commercial vacuums, 15 professional vacuums, 3 wide area vacuums, 3 carpet extractors, 3 wet dry vacuums, 2 rotary floor machines plus tanks, 12 high volume dryer/air movers, 1 battery burnisher, 3 mobile workbenches and 1 security cabinet to Ramrod Distributors, Inc., in the amount of \$27,058.69; 3 window cleaning kits, 2 buckets and 1 refrigerant recovery system to Ker Supply Company, Inc., in the amount of \$4,856.79; 6 hip vacuums with attachments and 6 storage cabinets to Chemcraft Industries, in the amount of \$5,424.00; 7 mechanics ladders, 14 step ladders, 6 adjustable ladders, 1 drain cleaner, 2 drain cleaner cable carriers, 12 drain cleaner cables and 3 bench vises to March Industries, Inc., in the amount of \$10,460.61; 8 janitors carts, 8 Brute containers with caddy bags and dollies, and 15 buckets with side press wringers to Kraft Paper Sales Company, Inc., in the amount of \$1,750.62; and 2 vertical lifts, 1 straddle extension kit, 1 hand pallet truck, 1 two-wheel hand truck, 1 platform truck, 3 salt spreaders and 3 workbenches with risers to Grainger Industrial Supply, in the amount of \$19,098.14, for a total award of \$74,123.85.
- Exhibit VII – A.3.c The administration recommends that the Board award bid request Q00367 for the purchase and installation of a bin rack system and four wire shelving systems for Dental Hygiene and for the installation of shelving purchased for the Chemistry department in the Science, Emerging Technology and Health Careers Center to Warehouse Equipment Inc., the low bidder, in the amount of \$10,295.
- Exhibit VII – A.3.d The administration recommends that the Board award bid request Q00359 for Trash Removal Service for the main campus during fiscal year 2004/05 to Onyx Waste Services, Inc., the low bidder, in the amount of \$36,718 plus a 10 percent contingency of \$3,672 for additional pickups as needed, for a total award not to exceed \$40,390, and approve the option, subject to the discretion of the

administration, to renew the agreement at the same or lower cost for up to an additional two years.

- Exhibit VII – A.3.e The administration recommends that the Board award bid request Q00366 for SICO Mobile Folding Stages with skirts, guardrails and chair stops to SICO America Inc., the low bidder, in the amount of \$26,824.30.
- Exhibit VII – A.3.f The administration recommends that the Board award bid request Q00361 for carpet and ceramic tile for the Bookstore to Libertyville Tile & Carpet, Ltd., the low bidder, in the amount of \$33,450.
- Exhibit VII – A.3.g The administration recommends that the Board award bid request Q00360 for purchase and installation of Display Fixtures for the Bookstore to Showbest Fixture Corporation, the low bidder, in the amount of \$65,081.
- Exhibit VII – A.3.h The administration recommends that the Board award bid request Q00357 for two Noninvasive Cardiac Diagnostic Stress Test Systems with treadmills to GE Marquette Medical, the low bidder, in the amount of \$32,030.08, and for one Holter Monitoring System with two recorders to Delmar Reynolds, the low bidder, in the amount of \$9,300 for use in the Science, Emerging Technology and Health Careers Center by the Cardiac Technology Program for a total award of \$41,330.08.
- Exhibit VII – A.3.i The administration recommends that the Board award Q00364 to Warner Offset, Inc., the low bidder for printing of the Fall 2004 and Spring and Summer 2005 Credit Course Schedules, which are major publications promoting enrollment, in the amount of \$87,824.
- Exhibit VII –A.3.j The administration recommends that the Board award Q00365 to College Class Schedule Specialists, the low bidder for printing of the Fall 2004 and Spring 2005 Continuing Education Course Schedules, which are major publications promoting enrollment, in the amount of \$60,666.10.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00362 for 2 child size cribs and mattresses, 4 Nurse Mate Storage Cabinets, 1 continuous passive motion machine, 1 training stair, 2 isolation carts, 2 cardiac chairs, 6 mannequins, 2 gooseneck exam lights, 1 centrifuge, 1 skeleton, 1 spirometry system, 25 bedside cabinets, 25 over bed tables, 22 cubical curtains, 19 wall mounted exam lights, 13 stainless steel carts, 22 medical consoles, 1 bladder scanner, 1 mobile shower chair, 1 bucks traction unit, 1 sequential compression device, 3 physician scales, 3 spine boards, 4 mobile storage cabinets, 2 exam tables, 2 treatment cabinets, 1 instrument sterilizer, 4 charting racks, 4 nebulizers, 5 folding walkers, 1 crash cart, 1 shower chair, 1 wheelchair scale, 4 gurneys, 6 linen hampers, 3 step stools, 15 IV poles, 4 ECG/arrhythmia stimulators, 4 interactive defib trainers, 4 pulse oximeters, 2 dopplers, 1 clean linen cart, 7 sphygmomanometers, 1 human body flip chart and stand, 6 stethoscopes, 7 adult wheelchairs and 24 bedpans for the health related classrooms and labs in the Science, Emerging Technology and Health Careers Center as requested by the Life Science and Human Services Division.

II. BUDGET STATUS

Funds in the amount of \$216,469.11 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 seven bids solicited. Six responses were received. The following is a recap of the bid tab sheet:

Medline Industries	\$ 30,317.62	No bid 33 items
Armstrong Medical Industries, Inc.	57,856.00	No bid 26 items
McKesson Medical/Surgical	59,473.69	No bid 14 items
Cardinal Health	137,597.26	No bid 6 items
Johnson Scientific, Inc.	139,637.00	No bid 17 items
Howard Medical Co.	227,822.23	

This request is for the majority of the equipment needed for the health-related classrooms and labs in the Science, Emerging Technology and Health Careers Center. The new equipment will be co-mingled with existing equipment to furnish the new classrooms and labs.

In order to obtain the lowest cost for the College, the award will be split to the lowest responsible bidders per line item as follows: 2 child size cribs and mattresses, 4 Nurse Mate Storage Cabinets, 1 continuous passive motion machine, 1 training stair, 2 isolation carts, 2 cardiac chairs, 6 mannequins, 2 gooseneck exam lights and 1 centrifuge to Cardinal Health, the low bidder, in the amount of \$38,434.07; 1 skeleton and 1 spirometry system to Johnson Scientific, Inc., the low bidder, in the amount of \$1,464.00; 25 bedside cabinets, 25 over bed tables, 22 cubical curtains, 19 wall mounted exam lights, 13 stainless steel carts, 22 medical consoles, 1 bladder scanner, 1 mobile shower chair, 1 bucks traction unit, 1 sequential compression device, 3 physician scales, 3 spine boards, 4 mobile storage cabinets, 2 exam tables, 2 treatment cabinets and 1 instrument sterilizer to Howard Medical Co., the low bidder, in the amount of \$139,503.43; 4 charting racks, 4 nebulizers, 5 folding walkers, 1 crash cart, 1 shower chair, 1 wheelchair scale, 4 gurneys, 6 linen hampers and 3 step stools to McKesson Medical/Surgical, the low bidder, in the amount of \$17,831.56; 15 IV poles, 4 ECG/arrhythmia stimulators, 4 interactive defib trainers, 4 pulse oximeters, 2 dopplers, 1 clean linen cart, 7 sphygmomanometers, 1 human body flip chart and stand, and

6 stethoscopes to Armstrong Medical Industries, Inc., the low bidder, in the amount of \$17,948.25; and 7 adult wheelchairs and 24 bedpans to Medline Industries, the low bidder, in the amount of \$1,287.80 for a total award of \$216,469.11.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00362 for 2 child size cribs and mattresses, 4 Nurse Mate Storage Cabinets, 1 continuous passive motion machine, 1 training stair, 2 isolation carts, 2 cardiac chairs, 6 mannequins, 2 gooseneck exam lights and 1 centrifuge to Cardinal Health, the low bidder, in the amount of \$38,434.07; 1 skeleton and 1 spirometry system to Johnson Scientific, Inc., the low bidder, in the amount of \$1,464.00; 25 bedside cabinets, 25 over bed tables, 22 cubical curtains, 19 wall mounted exam lights, 13 stainless steel carts, 22 medical consoles, 1 bladder scanner, 1 mobile shower chair, 1 bucks traction unit, 1 sequential compression device, 3 physician scales, 3 spine boards, 4 mobile storage cabinets, 2 exam tables, 2 treatment cabinets and 1 instrument sterilizer to Howard Medical Co., the low bidder, in the amount of \$139,503.43; 4 charting racks, 4 nebulizers, 5 folding walkers, 1 crash cart, 1 shower chair, 1 wheelchair scale, 4 gurneys, 6 linen hampers and 3 step stools to McKesson Medical/Surgical, the low bidder, in the amount of \$17,831.56; 15 IV poles, 4 ECG/arrhythmia stimulators, 4 interactive defib trainers, 4 pulse oximeters, 2 dopplers, 1 clean linen cart, 7 sphygmomanometers, 1 human body flip chart and stand, and 6 stethoscopes to Armstrong Medical Industries, Inc., the low bidder, in the amount of \$17,948.25; and 7 adult wheelchairs and 24 bedpans to Medline Industries, the low bidder, in the amount of \$1,287.80 for a total award of \$216,469.11.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00351 for 1 chiller tube cleaner, 2 heavy duty electric powered pressure washers, 8 commercial vacuums, 15 professional vacuums, 3 wide area vacuums, 3 carpet extractors, 3 wet dry vacuums, 2 rotary floor machines plus tanks, 12 high-volume dryer/air movers, 1 battery burnisher, 3 mobile workbenches, 1 security cabinet, 3 window cleaning kits, 2 buckets, 1 refrigerant recovery system, 6 hip vacuums with attachments, 6 storage cabinets, 7 mechanics ladders, 14 step ladders, 6 adjustable ladders, 1 drain cleaner, 2 drain cleaner cable carriers, 12 drain cleaner cables, 3 bench vises, 8 janitors carts, 8 Brute containers with caddy bags and dollies, 15 buckets with side press wringers, 2 vertical lifts, 1 straddle extension kit, 1 hand pallet truck, 1 two-wheel hand truck, 1 platform truck, 3 salt spreaders and 3 workbenches with risers for the Science, Emerging Technology and Health Careers Center as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$74,123.85 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 29 bids solicited. Seventeen responses were received. The following is a recap of the bid tab sheet:

Central Poly Corporation	\$ 3,023.44	No Bid 40 Items
Goodway Technologies Corporation	5,475.00	No Bid 44 Items
RPC	5,665.00	No Bid 44 Items



Pennsylvania Equipment Sales Co.	5,900.00	No Bid	44 Items
March Industries, Inc.	10,460.61	No Bid	17 Items
The Standard Companies	14,900.92	No Bid	39 Items
Tek Direct, Inc.	17,652.86	No Bid	43 Items
Ramrod Distributors, Inc.	27,058.69	No Bid	13 Items
Jon-Don	36,172.82	No Bid	30 Items
KMI Supplies, Inc.	38,545.93	No Bid	26 Items
Bade Paper Products	40,442.24	No Bid	27 Items
Kraft Paper Sales Company, Inc.	43,017.92	No Bid	25 Items
AmSan	43,854.78	No Bid	29 Items
Grainger Industrial Supply	52,243.10	No Bid	17 Items
Wilmar Industries, Inc.	52,314.13	No Bid	12 Items
Chemcraft Industries	54,879.04	No Bid	13 Items
Ker Supply Company, Inc.	60,783.53	No Bid	15 Items

This request is for equipment needed for the Custodial department, Maintenance department, Utilities department, and Roads and Grounds department to support the new Science, Emerging Technology and Health Careers Center.

In order to obtain the lowest cost for the College, the award will be split to the lowest responsible bidder per line item as follows: 1 chiller tube cleaner and 2 heavy duty electric powered pressure washers to Goodway Technologies Corporation, in the amount of \$5,475.00; 8 commercial vacuums, 15 professional vacuums, 3 wide area vacuums, 3 carpet extractors, 3 wet dry vacuums, 2 rotary floor machines plus tanks, 12 high volume dryer/air movers, 1 battery burnisher, 3 mobile workbenches and 1 security cabinet to Ramrod Distributors, Inc., in the amount of \$27,058.69; 3 window cleaning kits, 2 buckets and 1 refrigerant recovery system to Ker Supply Company, Inc., in the amount of \$4,856.79; 6 hip vacuums with attachments and 6 storage cabinets to Chemcraft Industries, in the amount of \$5,424.00; 7 mechanics ladders, 14 step ladders, 6 adjustable ladders, 1 drain cleaner, 2 drain cleaner cable carriers, 12 drain cleaner cables and 3 bench vises to March Industries, Inc., in the amount of \$10,460.61; 8 janitors carts, 8 brute containers with caddy bags and dollies, and 15 buckets with side press wringers to Kraft Paper Sales Company, Inc., in the amount of \$1,750.62; and 2 vertical lifts, 1 straddle extension kit, 1 hand pallet truck, 1 two-wheel hand truck, 1 platform truck, 3 salt spreaders and 3 workbenches with risers to Grainger Industrial Supply, in the amount of \$19,098.14, for a total award of \$74,123.85.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00351 for 1 chiller tube cleaner and 2 heavy duty electric powered pressure washers to Goodway Technologies Corporation, in the amount of \$5,475.00; 8 commercial vacuums, 15 professional vacuums, 3 wide area vacuums, 3 carpet extractors, 3 wet dry vacuums, 2 rotary floor machines plus tanks, 12 high volume dryer/air movers, 1 battery burnisher, 3 mobile workbenches and 1 security cabinet to Ramrod Distributors, Inc., in the amount of \$27,058.69; 3 window cleaning kits, 2 buckets and 1 refrigerant recovery system to Ker Supply Company, Inc., in the amount of \$4,856.79; 6 hip vacuums with attachments and 6 storage cabinets to Chemcraft Industries, in the amount of \$5,424.00; 7 mechanics ladders, 14 step ladders, 6 adjustable ladders, 1 drain cleaner, 2 drain cleaner cable carriers, 12 drain cleaner cables and 3 bench vises to March Industries, Inc., in the amount of \$10,460.61; 8 janitors carts, 8 Brute containers with caddy bags and dollies, and 15 buckets with side press wringers to Kraft Paper Sales Company, Inc., in the amount of \$1,750.62; and 2 vertical lifts, 1 straddle extension kit, 1 hand pallet truck, 1 two-wheel hand truck, 1 platform truck, 3 salt spreaders and 3 workbenches with risers to Grainger Industrial Supply, in the amount of \$19,098.14, for a total award of \$74,123.85.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00367 for the purchase and installation of a bin rack system and four wire shelving systems for Dental Hygiene and for the installation of shelving purchased for the Chemistry department in the Science, Emerging Technology and Health Careers Center as requested by the Life Science and Human Services Division for the Dental Hygiene department and by the Technology, Mathematics and Physical Science Division for the Chemistry department.

II. BUDGET STATUS

Funds in the amount of \$10,295 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 six bids solicited. Three responses were received. The following is a recap of the bid tab sheet:

Warehouse Equipment, Inc.	\$ 10,295
Container Systems, Inc.	10,680
Discovery Systems, Inc.	11,906

The purchase of the shelving for the Chemistry department was approved by Board action on March 23, 2004 but did not include installation of the product. This request is for the installation of the shelving to be used in the Chemistry department and for the purchase and installation of a bin rack system and four wire shelving systems to be used in the Dental Hygiene department.

The bin rack system and shelving systems will be used to store supplies for both the Dental Hygiene and Chemistry programs.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00367 for the purchase and installation of a bin rack system and four wire shelving systems for Dental Hygiene and for the installation of shelving purchased for the Chemistry department in the Science, Emerging Technology and Health Careers Center to Warehouse Equipment Inc., the low bidder, in the amount of \$10,295.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00359 for Trash Removal Service as requested by Physical Plant for the main campus.

II. BUDGET STATUS

Funds in the amount of \$40,390 will be provided in the 2004/05 Operations and Maintenance Fund budget, under account number 0276-068-576.

III. INFORMATION

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

Onyx Waste Services, Inc.	\$36,718
Flood Brothers Disposal	43,050
Waste Management of Illinois, Inc.	44,670
Arc Disposal Company, Inc.	Non-responsive
BFI Waste Services	Non-responsive

The bids are for removal of waste from the main campus based on average required pickups per month. The bids from Arc Disposal Company, Inc. and BFI Waste Services were non-responsive in that they could not be fairly evaluated against the other bids presented. Both bid a tonnage rate, instead of a per pickup rate as specified in the bid document.

This request is for the removal of waste from the main campus for fiscal year 2004/05 with an option, subject to the discretion of the administration, to renew the agreement at the same or lower cost for up to an additional two years.

The bid request was based on the average number of pickups required by the College, however there are occasions when additional pickups are needed. A 10 percent contingency of \$3,672 is requested, to accommodate additional pickups.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00359 for Trash Removal Service for the main campus during fiscal year 2004/05 to Onyx Waste Services, Inc., the low bidder, in the amount of \$36,718 plus a 10 percent contingency of \$3,672 for additional pickups as needed, for a total award not to exceed \$40,390, and approve the option, subject to the discretion of the administration, to renew the agreement at the same or lower cost for up to an additional two years.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00366 for SICO Mobile Folding Stages with skirts, guardrails and chair stops as requested by the Liberal Arts Division for use in the Performing Arts Center by the Music department.

II. BUDGET STATUS

Funds in the amount of \$26,824.30 is provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-589-00-9305.

III. INFORMATION

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

SICO America Inc.	\$ 26,824.30
Edward Don & Company	30,163.44
School Specialty	31,422.00
American Hotel Register Company	34,837.00

The SICO mobile folding stages will be used by choir and orchestra groups for practices and performances that take place in the Performing Arts Center. The stages are dual height adjustable, provide automatic safety locks, are compactable and feature single-person operation.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00366 for SICO Mobile Folding Stages with skirts, guardrails and chair stops to SICO America Inc., the low bidder, in the amount of \$26,824.30.



WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00361 for the purchase and installation of carpet and ceramic tile as requested by Auxiliary Services for the Bookstore.

II. BUDGET STATUS

Funds in the amount of \$33,780 will be provided in the 2004/05 Auxiliary Fund budget, under account number 0562-074-584.

III. INFORMATION

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

Libertyville Tile & Carpet, Ltd.	\$ 33,450.00
Noland Sales Corporation	33,780.00
R.W. Johnson Corporation	35,000.00
Office Equipment Company of Chicago	38,468.44
Associated/ACC International, Ltd.	47,053.88
Flooring Resources Corporation	47,881.00

The floor layout of approximately 60 percent of the retail space in the Bookstore is being changed, and fixtures are being replaced. The result will be improved traffic flow, reduced congestion at the entrance, and improved flexibility of the space. Additionally, the redesigned layout will increase the capacity for stocking textbooks by 12 percent and add 100 square feet of retail selling space. The improved flexibility and increased textbook capacity will allow the Bookstore to adapt to future needs of the College as enrollment increases.

Additionally, moving shipments through the front door of the Bookstore while its dock was temporarily closed has resulted in increased wear and tear to the carpet. Flooring will be re-installed to replace damaged carpeting and meet the design requirements of the new fixture floor plan. The carpet will be replaced with carpet tiles, to be installed using the manufacturer's recommended adhesive for concrete floors.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00361 for carpet and ceramic tile for the Bookstore to Libertyville Tile & Carpet, Ltd., the low bidder, in the amount of \$33,450.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00360 for the purchase and installation of Display Fixtures as requested by Auxiliary Services for the Bookstore.

II. BUDGET STATUS

Funds in the amount of \$65,081 will be provided in the 2004/05 Auxiliary Fund budget, under account number 0562-074-584.

III. INFORMATION

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

Showbest Fixture Corporation	\$65,081.00
Corman & Associates, Inc.	88,828.52
Dann Dee Display Fixtures	Incomplete Bid

Bids were solicited from vendors listed in the National Association of College Stores Buyers Guide. Dann Dee, a distributor of fixtures, only submitted its company price list that includes few of the items requested and does not include installation. Of the six vendors that did not bid, one is a manufacturer of wood fixtures only and could not provide all items requested, one could not provide competitive installation, one is an installer only, one is in the process of moving its factory, one is very new in the business and could not reply, and one vendor was too busy at a show and did not have time to complete the bid. In anticipation of this show, the due date for the bids had been extended one week.

The floor layout of approximately 60 percent of the retail space in the Bookstore is being changed, and fixtures are being replaced. The result will be improved traffic flow, reduced congestion at the entrance and improved flexibility of the space. Additionally, the redesigned layout will increase the capacity for stocking textbooks by 12 percent and add 100 square feet of retail selling space. The improved flexibility and increased textbook capacity will allow the Bookstore to adapt to future needs of the College as enrollment increases.

The new fixtures will be co-mingled with existing fixtures that are in useable condition.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00360 for purchase and installation of Display Fixtures for the Bookstore to Showbest Fixture Corporation, the low bidder, in the amount of \$65,081.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00357 for two Noninvasive Cardiac Diagnostic Stress Test Systems with treadmills, and one Holter Monitoring System with two recorders, for use in the Science, Emerging Technology and Health Careers Center as requested by the Life Science and Human Services Division for the Cardiac Technology Program.

II. BUDGET STATUS

Funds in the amount of \$41,330.08 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 six bids solicited. Three responses were received. The following is a recap of the bid tab sheet:

	<u>Two Stress Systems</u>
GE Marquette Medical	\$32,030.08
Delmar Reynolds	32,630.00
Quinton Medical	40,200.00

  

	<u>Holter Monitoring System</u>
Delmar Reynolds	\$ 9,300.00
Quinton Medical	12,165.50
GE Marquette Medical	14,605.55

The Cardiac Technology Program prepares students for positions as cardiodiagnostic technicians in hospitals, cardiovascular clinics or physicians' offices. The program involves skill acquisition in performing resting electrocardiograms, assisting physicians in running exercise stress tests, scanning heart rhythm strips and carrying out sophisticated cardiac ultrasound examinations. To adequately prepare students they need to be trained on equipment that is representative of the technology that will be encountered in the field.

This request is for two Noninvasive Cardiac Diagnostic Stress Test Systems with commercial grade treadmills and one Holter Monitoring System with two recorders. The stress testing systems will allow students to practice and learn the aspects of diagnostic exercise stress testing both with and without echo interface. The Holter Monitoring System will allow students to practice and learn the aspects of 24-hour holter monitoring, which involves obtaining and analyzing rhythm ECG's. Both systems include software that allows report printing.

IV.

RECOMMENDATION

The administration recommends that the Board award bid request Q00357 for two Noninvasive Cardiac Diagnostic Stress Test Systems with treadmills to GE Marquette Medical, the low bidder, in the amount of \$32,030.08, and for one Holter Monitoring System with two recorders to Delmar Reynolds, the low bidder, in the amount of \$9,300 for use in the Science, Emerging Technology and Health Careers Center by the Cardiac Technology Program for a total award of \$41,330.08.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00364 for printing of the Fall 2004 and the Spring and Summer 2005 Credit Course Schedules, which are major publications promoting enrollment, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$87,824 will be provided in the 2004/05 Education Fund budget, under account number 0181-060-542.

III. INFORMATION

A legal bid notice was published and 23 bids solicited. Three responses were received. The following is a recap of the bid tab sheet for 218,000 copies each of the 44-page Fall 2004 and Spring 2005, and the 24-page Summer 2005, Credit Course Schedules:

Warner Offset, Inc.	\$ 87,824.00
College Class Schedule Specialists	88,707.14
Creative Printing Services, Inc.	116,123.06

Harper College Course Schedules are sent to households in the College district. Copies are also sent to out of district students, businesses, libraries and individuals upon request. The Course Schedules will list the College Credit class offerings for the Fall 2004 and Spring and Summer 2005 terms.

IV. RECOMMENDATION

The administration recommends that the Board award Q00364 to Warner Offset, Inc., the low bidder for printing of the Fall 2004 and Spring and Summer 2005 Credit Course Schedules, which are major publications promoting enrollment, in the amount of \$87,824.



WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00365 for printing of the Fall 2004 and Spring 2005 Continuing Education Course Schedules, which are major publications promoting enrollment, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$60,066.10 will be provided in the 2004/05 Auxiliary Enterprise Fund budget, under account number 0548-691-547.4.

III. INFORMATION

A legal bid notice was published and 21 bids solicited. Four responses were received. The following is a recap of the bid tab sheet for 170M copies each of the 88-page Fall 2004 and the 84-page Spring 2005 Continuing Education Course Schedules:

College Class Schedule Specialists	\$60,066.10
Warner Offset, Inc.	66,246.00
Creative Printing Services, Inc.	79,803.00
Precise Printing Network, Inc.	82,541.00

Harper College Course Schedules are sent to households in the College district. Copies are also sent to out of district students, businesses, libraries and individuals upon request. The Course Schedules will list the College Continuing Education class offerings for the Fall 2004 and Spring 2005 terms.

IV. RECOMMENDATION

The administration recommends that the Board award Q00365 to College Class Schedule Specialists, the low bidder for printing of the Fall 2004 and Spring 2005 Continuing Education Course Schedules, which are major publications promoting enrollment, in the amount of \$60,666.10.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

April 27, 2004

SUMMARY OF PURCHASE ORDERS

- Exhibit VII – A.4.a The administration recommends that the Board approve the issuance of a purchase order to Krueger International, Inc. for the purchase and installation of Classroom Furniture for the Certified Nursing Assistant (CNA) classroom in the Science, Emerging Technology and Health Careers Center in the amount of \$16,387.52.
- Exhibit VII – A.4.b The administration recommends that the Board approve issuance of a purchase order to Boise Cascade Office Products for Office Supplies in the amount of \$190,000 per year for fiscal years 2004/05, 2005/06 and 2006/07, and approve the option, subject to the discretion of the administration, to renew the agreement at the same or lower cost for up to an additional two years.
- Exhibit VII – A.4.c The administration recommends that the Board approve issuance of a purchase order to Bed Techs, Inc. for 26 reconditioned hospital beds at \$1,575 each and 2 reconditioned critical care beds at \$3,000 each, for use in the Science, Emerging Technology and Health Careers Center, for a total of \$46,950.
- Exhibit VII – A.4.d The administration recommends that the Board approve the issuance of a purchase order to Steris Corporation for the purchase and installation of a Steris Amsco Sterilizer for use by the Biology department in the Science, Emerging Technology and Health Careers Center, in the amount of \$44,321.73.

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 Classroom Furniture for the Certified Nursing Assistant (CNA) classroom in the Science, Emerging Technology and Health Careers Center as requested by the Life Science and Human Services Division for the Nursing department.

II. BUDGET STATUS

Funds in the amount of \$16,387.52 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

This request is for 14 tables and 28 chairs to be used in the CNA classroom in the Health Careers Center. Furniture required for this classroom was overlooked previously and needs to be added.

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 Classroom Furniture for the Certified Nursing Assistant (CNA) classroom in the Science, Emerging Technology and Health Careers Center in the amount of \$16,387.52.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Boise Cascade Office Products for Office Supplies as requested by Auxiliary Services for the Bookstore.

II. BUDGET STATUS

Funds will be provided in the budget of each individual cost center.

III. INFORMATION

The award of bid request Q00200 to Boise Cascade Office Products for Office Supplies was approved by Board action April 24, 2002. The Boise on-line program was rolled out to the College in October 2002. The program provides secure on-line ordering capabilities 24 hours a day, seven days a week, as well as next day delivery, consolidated billing, excellent customer service and a much larger selection than Central Stores was able to provide.

This new program has improved the way that the College procures its office supplies. Departments in the College have been taking advantage of the pricing and next day service, and placing orders with Boise that previously would have been placed with Office Max, Office Depot, Target and other office product distributors.

Since the College awarded the bid, both the State of Illinois Department of Central Management Services and the Educational & Institutional Cooperative Service, Inc. (E&I) have awarded contracts to Boise. E&I is a not-for-profit buying cooperative owned by its membership of more than 1500 tax-exempt colleges, universities, prep schools, hospitals, medical research institutions and hospital-purchasing organizations located throughout the

United States. E&I awarded the contract to Boise through a competitive bid process.

Harper College qualifies for both the State of Illinois and the E&I programs, and can use them in tandem to optimize discounts. The College will receive an additional 9 percent savings and increase its list of core items that have a larger discount from 100 to 300 items.

This purchase is from the State of Illinois Joint Purchasing Agreement Contract number 4010377 and conforms to State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Boise Cascade Office Products for Office Supplies in the amount of \$190,000 per year for fiscal years 2004/05, 2005/06 and 2006/07, and approve the option, subject to the discretion of the administration, to renew the agreement at the same or lower cost for up to an additional two years.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Bed Techs, Inc. for 26 reconditioned hospital beds and 2 reconditioned critical care beds for use in the Science, Emerging Technology and Health Careers Center as requested by the Life Science and Human Services Division for the Nursing Program.

II. BUDGET STATUS

Funds in the amount of \$46,950 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

This request is for 26 reconditioned hospital beds at \$1,575 each and 2 reconditioned critical care beds at \$3,000 each, for use in the Nursing, Nursing Ortho/Fundamentals, Nursing Practice and Certified Nursing Assistant labs.

Each lab will be capable of simulating patient care conditions found in hospitals. The beds will provide the ability to teach many clinical skills. With the use of manikins in the beds, students will be able to simulate many procedures such as tube feeding, enema administration and catheterization. Each student will have the opportunity to practice and learn to be a safe, competent practitioner.

Technology has changed in the area of beds. With the purchase of these beds, all beds in the Nursing program will be up to date and function in a similar manner.

There are only two vendors that could provide the number of beds needed to support these labs. Of the two vendors, only Bed Techs, Inc. was able to provide a two-year warranty on parts and service, guarantee that the beds would be all of the same technology and completely repaint the beds to match the other furniture, such as bedside tables and trays, located in the new labs. The beds will be reconditioned with new switches, PC boards, LED boards, couplings in the motors, head boards, foot boards, wheels, capacitors, plastics, labels and paint.

Purchasing the reconditioned beds will provide the College with a 60 percent savings off the list prices of comparable new beds.

Bids are not required for the purchase of equipment previously owned by some entity other than the district itself, per Statute 805/3-27-1(i) of the Illinois Public Community College Act.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Bed Techs, Inc. for 26 reconditioned hospital beds at \$1,575 each and 2 reconditioned critical care beds at \$3,000 each, for use in the Science, Emerging Technology and Health Careers Center, for a total of \$46,950.



WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Steris Corporation for the purchase and installation of a Steris Amsco Sterilizer for use in the Science, Emerging Technology and Health Careers Center as requested by the Life Science and Human Services Division for the Biology department.

II. BUDGET STATUS

Funds in the amount of \$44,321.73 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

This request is for a large Steris Amsco Sterilizer to be used by the Biology department in the Science, Emerging Technology and Health Careers Center. It will replace the many small sterilizers currently used by the Biology department. There will be more Biology classes and one additional lab in the new facility and it will be more efficient to run a larger sterilizer.

The faculty from the Biology department has chosen the Steris Sterilizer for several reasons. First, it is used in 90 percent of the Microbiology departments across the country and students need to learn on the equipment they are most likely to use in their profession. Second, Steris has had an excellent reputation for over 100 years as the best in the business. The current small sterilizers are constantly breaking down and requiring service; Steris units work for decades without problems. Third, it is very easy to use which is important due to the reliance of the Biology department on student aides to do much of the prep work. In addition, the

included automatic door-opening device, which is an extra on other brands, is a critical safety feature with student use. Finally, a larger unit will be much more efficient and allow the productivity of the lab support staff to increase.

Steris Corporation is the sole provider of its Amsco Sterilizer. A letter from Steris stating this is on file in the Purchasing department.

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 Steris Corporation for the purchase and installation of a Steris Amsco Sterilizer for use by the Biology department in the Science, Emerging Technology and Health Careers Center, in the amount of \$44,321.73.

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 Classified Staff Appointments.

B. Ratification of Harper #512 IEA-NEA Appointments.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees ratify the Classified Staff and the Harper #512 IEA-NEA Appointments; and the Overload and Adjunct Faculty Assignment Summary Sheets.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Review of Executive Session Minutes

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

In compliance with Public Act 85-1355, the Board of Trustees has scheduled the review of executive session minutes in April and October of each year.

A review of executive session minutes from October 2003 through March 2004 was scheduled for the April 27, 2004 meeting; however, in reviewing the Minutes, it was determined there were no executive sessions during that period of time.

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Chair

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Secretary

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Recommended 2004-2005 Board Meeting dates

II. REASON FOR CONSIDERATION

2004-2005 Board meeting dates for approval

Harper College  
Board of Trustees  
2004-2005 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 November and December 2004, March and April 2005) 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 2004-2005:

Tuesday	May 25, 2004	Regular Board Meeting
Tuesday	June 22, 2004	Regular Board Meeting
Tuesday	July 27, 2004	Regular Board Meeting
Tuesday	August 24, 2004	Regular Board Meeting
Tuesday	September 28, 2004	Regular Board Meeting
Tuesday	October 26, 2004	Regular Board Meeting
Tuesday	November 30, 2004	Regular Board Meeting
Tuesday	December 21, 2004	Tax Levy Hearing Regular Board Meeting
Tuesday	January 25, 2005	Regular Board Meeting
Tuesday	February 22, 2005	Regular Board Meeting
Tuesday	March 29, 2005	Regular Board Meeting
Monday	April 11, 2005	Canvass of Elections
Tuesday	April 19, 2005	Organizational Meeting Regular Board Meeting

Dated this 27<sup>th</sup> day of April, 2004

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Secretary, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

2006 – 2007 Academic Calendar

II. REASON FOR CONSIDERATION

Under the authority of the Public Community College Act, the Board of Trustees of the local community college districts shall establish an academic calendar for the college district.

III. BACKGROUND INFORMATION

Beginning in April of 2003, the College established a two-year calendar cycle. This attached calendar extends the Board-approved calendars to the 2006 – 2007 school year, thus maintaining the two-year cycle.

The Academic Calendar 2006 - 2007 has been reviewed and endorsed by the Faculty Senate and Dean's Council. Upon approval, the calendar will be published in the College Bulletin, on the Web Site and in other appropriate publications.

IV. RECOMMENDATION

The Administration recommends that the Board adopt the proposed 2006 – 2007 Academic Calendar.

**WILLIAM RAINEY HARPER COLLEGE  
ACADEMIC CALENDAR  
2006-2007**

**FIRST SEMESTER - FALL, 2006**

Registration as scheduled	Through August 15
Final Registration Week	August 14 - 19
Faculty Report	August 15
Classes Begin*	August 21
Last Day for 100% Refunds**	August 26
Labor Day (Classes Not in Session)	September 4
Midterm	October 14
Veterans Day (Classes Not in Session)	November 10
Last Day for Withdrawals (16 week classes)***	November 11
Thanksgiving Holiday (Classes Not in Session)	November 23 - 26
Last Week of Fall Term (Final Exams)	December 10 - 15
Semester Break Begins	December 16

**SECOND SEMESTER - SPRING, 2007**

Registration as scheduled	Through January 9
Final Registration Week	January 8 - 12
Faculty Report	January 10
Martin Luther King Day (Classes Not in Session)	January 15
Classes Begin*	January 16
Last Day for 100% Refunds**	January 23
Lincoln's Birthday Observed (Classes Not in Session)	February 12
Midterm	March 10
Spring Break	March 26 – April 1
Classes Resume	April 2
Reading Day (Classes not in session)	April 6
Last Day for Withdrawals (16 week classes)***	April 14
Last Week of Spring Term (Final Exams)	May 14 - 18
Graduation	May TBA

**SUMMER SESSION, 2007**

Registration as scheduled	Through May 25
Final Registration Week	May 28 - June 1
Classes Begin*	June 4
Last Day for 100% Refunds**	June 5
Midterm	June 28
Fourth of July (Classes Not in Session)	July 4
Last Day for Withdrawals***	July 12
Final Exams	July 25 - 26

\* Most credit classes begin this week. Many continuing education and credit classes begin on other dates. Check class schedule.

\*\* Per institutional tuition refund policy in the College Catalog

\*\*\* Per institutional policy, deadline varies for non 16-week courses



WILLIAM RAINEY HARPER COLLEGE  
Preliminary Schedule of Investments  
As of March 31, 2004

Exhibit VII-B.1  
April 27, 2004

	<u>Outstanding Investments</u>	<u>Earned To Date</u>
EDUCATION FUND	\$ 29,193,441	249,453
OPERATIONS, & MAINT. FUND	11,669,875	109,367
OPERATIONS, & MAINT. FUND (Restricted)	3,018,382	35,622
BOND & INTEREST	5,493,398	45,272
AUXILIARY ENTERPRISES	2,723,111	20,932
RESTRICTED FUNDS	7,092,339	81,603
WORKING CASH FUND	12,670,178	144,943
AUDIT FUND	221,855	2,117
LIABILITY, PROTECTION & SETTLEMENT	<u>424,696</u>	<u>5,129</u>
Total	<u>\$ 72,507,275</u>	<u>694,437</u>

WILLIAM RAINEY HARPER COLLEGE  
Schedule of Investments  
As of March 31, 2004

Exhibit VII-B.1  
April 27, 2004

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 3/31/2004	Market Value	
<b>Certificates of Deposits</b>								
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/Farmers Mercantile Bank	01/27/04	11/12/04	290	1.40	16,750.49	1,500,000.00		
PMA/Farmers Mercantile Bank	01/27/04	11/24/04	301	1.45	18,002.08	1,500,000.00		
PMA/Bank of Waukegan	01/27/04	11/30/04	308	1.60	27,137.64	2,000,000.00		
PMA/East Dubuque Bank	01/27/04	11/30/04	308	1.60	40,706.46	3,000,000.00		
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: 1.30						<b>47,000,000.00</b>	47,000,000.00 *
<b>Illinois Funds</b>		Monthly Average		0.96		<b>15,343,552.68</b>	15,343,552.68	
<b>TOTALS AS OF:</b>	3/31/2004				\$	<b>62,343,552.68</b>	<b>62,343,552.68</b>	

\*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**  
**March 31, 2004**

April 27, 2004  
 Exhibit VII-B.1

**OPERATIONS AND MAINTENANCE FUND**

DIVISION	BUDGET	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
<b>Institutional</b>					
Admin Services	3,145,239.00	1,654,721.57	165,939.11	57.89%	1,324,578.32
<b>Sub-Total</b>	<b>\$3,145,239.00</b>	<b>\$1,654,721.57</b>	<b>\$165,939.11</b>	<b>57.89%</b>	<b>1,324,578.32</b>
<b>VP Admin Services</b>					
Construc/Spec Proj	90,819.00	62,403.02	21,677.88	<b>92.58%</b>	<b>6,738.10</b>
Physical Plant	7,876,492.00	5,258,688.58	1,314,627.08	<b>83.45%</b>	<b>1,303,176.34</b>
<b>Sub-Total</b>	<b>\$7,967,311.00</b>	<b>\$5,321,091.60</b>	<b>\$1,336,304.96</b>	<b>83.56%</b>	<b>1,309,914.44</b>
<b>VP Info Technology</b>					
Info Technology	1,195,520.00	812,506.23	160,430.86	81.38%	222,582.91
<b>Sub-Total</b>	<b>\$1,195,520.00</b>	<b>\$812,506.23</b>	<b>\$160,430.86</b>	<b>81.38%</b>	<b>222,582.91</b>
<b>Grand Total:</b>	<b>\$12,308,070.00</b>	<b>\$7,788,319.40</b>	<b>\$1,662,674.93</b>	<b>76.79%</b>	<b>2,857,075.67</b>

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

There are no committee reports this month.

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: April 27, 2004

**NOTE: CHANGES FROM PREVIOUS MONTH IN BOLD**

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES Starts - Ends</b>
<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>NEW</u>			
Northern Illinois Regional Consortium ETIP GRANT Corporate Services C. McClement	Awarded through Employer Training Investment Program (ETIP) Small/Mid-sized Company component, grant is to be used to upgrade skills of workers.	DCEO \$49,280	07/01/03 06/30/04
<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

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS - ENDS</b>
<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
<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  <b>(Additional funds in the amount of \$9,503 received April 2004)</b>	ICCB <b>\$302,290</b>	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

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS - ENDS</b>
<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
<u>NEW</u>			
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>NEW</u>			
Continuous Quality Improvement Grant J.Hennig	Develop, enhance or implement a process and/or system that provides regular and systematic program evaluation and improve- ment related to career and technical education administration, programs and services.	ICCB \$10,000	01/01/04 06/30/04
<u>RENEWAL</u>			
Performance Enhance- ment Grant J. Hennig	Develop, implement and improve computerized automated degree and certificate auditing systems which recognize and promote student success.	ICCB \$10,000	01/01/04 06/30/04
<u>NEW</u>			
Lighting Upgrade Project Physical Plant J. Ma	Improve building energy efficiency for Bldgs. A, C and L and reduce the operating costs for the College.	ICECF \$35,539	11/1/03 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



<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS - ENDS</b>
<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
<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 \$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 April 27, 2004**

**\$3,648,781**

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
ICECF	Illinois Clean Energy Community Foundation
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  
March Fundraising Report FY04**

<b>Description</b>	<b>No. Gifts</b>	<b>Cash</b>	<b>Pledges/Stocks</b>	<b>In-Kind Gifts</b>	<b>Other</b>	<b>Total</b>
Annuitants Fulfilling Dreams Direct Mail	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
FY04 Calendar Year End Direct Mail	3	\$267.00	\$0.00	\$0.00	\$0.00	\$267.00
Spring Gala 2004	17	\$13,150.00	\$0.00	\$648.00	\$0.00	\$13,798.00
Golf Open 2004	9	\$18,600.00	\$0.00	\$0.00	\$0.00	\$18,600.00
Memorial	1	\$80.00	\$0.00	\$0.00	\$0.00	\$80.00
Pacesetter Campaign FY04	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Personal Solicitation	1	\$40.00	\$0.00	\$0.00	\$0.00	\$40.00
Speech Team Fundraising	2	\$1,700.00	\$500.00	\$0.00	\$0.00	\$2,200.00
Stewardship	3	\$11,000.00	\$0.00	\$0.00	\$0.00	\$11,000.00
Tradition of Excellence Campaign 2002	2	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Theatre Seat Campaign	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Unsolicited	7	\$885.00	\$0.00	\$1,225.00	\$0.00	\$2,110.00
<b>Grand Totals:</b>	<b>48</b>	<b>\$48,232.00</b>	<b>\$500.00</b>	<b>\$1,873.00</b>	<b>\$0.00</b>	<b>\$50,605.00</b>

## Harper College Educational Foundation Year to Date Fundraising Report (as of 3/31/04)

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
ADS Walk and Roll 2004	171	\$9,010.00	\$0.00	\$0.00	\$0.00	\$9,010.00
Alumni Direct Mail	2	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Annuitants Fulfilling Dreams Direct Mail	8	\$1,525.00	\$0.00	\$0.00	\$0.00	\$1,525.00
Arsenic and Old Lace FY04	41	\$14,916.00	\$1,000.00	\$0.00	\$0.00	\$15,916.00
Community Catalyst	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
FY04 Calendar Year End Direct Mail	45	\$6,848.00	\$0.00	\$0.00	\$0.00	\$6,848.00
Spring Gala 2004	31	\$30,650.00	\$450.00	\$4,480.00	\$0.00	\$35,580.00
Golf Open 2003	3	\$2,500.00	\$100.00	\$0.00	\$0.00	\$2,600.00
Golf Open 2004	11	\$20,600.00	\$0.00	\$500.00	\$0.00	\$21,100.00
Harper Symphony Orchestra	1	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Jim McGuire Golf Open	56	\$4,243.00	\$0.00	\$0.00	\$0.00	\$4,243.00
Memorial	32	\$2,425.00	\$0.00	\$0.00	\$0.00	\$2,425.00
Mary Jo Willis Row	15	\$1,440.00	\$150.00	\$0.00	\$0.00	\$1,590.00
Margaret Scott	48	\$1,266.00	\$0.00	\$0.00	\$0.00	\$1,266.00
Nursing Alumni FY04	16	\$985.00	\$0.00	\$0.00	\$0.00	\$985.00
Pacesetter Campaign FY04	25	\$14,825.00	\$4,312.60	\$0.00	\$0.00	\$19,137.60
Personal Solicitation	12	\$9,590.00	\$139,000.00	\$400.00	\$10,000.00	\$158,990.00
Planned Giving	2	\$0.00	\$0.00	\$0.00	\$65,350.00	\$65,350.00
Proposal	3	\$22,000.00	\$50,000.00	\$0.00	\$0.00	\$72,000.00
Scholarship Stewardship Reports	15	\$7,850.00	\$0.00	\$0.00	\$0.00	\$7,850.00
Speech Team Fundraising	7	\$3,200.00	\$500.00	\$0.00	\$0.00	\$3,700.00
Special Initiatives	8	\$2,771.22	\$0.00	\$0.00	\$0.00	\$2,771.22
Stewardship	14	\$18,110.00	\$0.00	\$200.00	\$0.00	\$18,310.00
Tradition of Excellence 2003	7	\$255.00	\$732.00	\$0.00	\$0.00	\$987.00
Tradition of Excellence Campaign 2002	4	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
Theatre Seat Campaign	2	\$2,300.00	\$0.00	\$0.00	\$0.00	\$2,300.00
Unsolicited	41	\$10,120.00	\$0.00	\$6,770.82	\$0.00	\$16,890.82
<b>Grand Totals:</b>	<b>621</b>	<b>\$188,699.22</b>	<b>\$196,244.60</b>	<b>\$12,350.82</b>	<b>\$75,350.00</b>	<b>\$472,644.64</b>

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Second reading of a change to 13.05.00 in the Board of Trustees Policy Manual repealing the Gift Ban Policy and replacing it with Model Ethics/Gift Ban Ordinance.

II. REASON FOR CONSIDERATION

Amendments to Board policy require approval of the Board of Trustees. The first reading took place at the Board Meeting of March 23, 2004.

III. BACKGROUND INFORMATION

The legislature has passed Public Act 93-617 which requires Community College Board of Trustees to adopt the proposed model ordinance by May 19, 2004.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the change to Policy 13.05.00 to the Board of Trustees Policy Manual which repeals the Gift Ban Policy and replaces it with the Model Ethics/Gift Ban Ordinance.

# **MODEL ETHICS ORDINANCE**

## **PREAMBLE**

**WHEREAS**, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

**WHEREAS**, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

**WHEREAS**, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

**WHEREAS**, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

**WHEREAS**, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE COMMUNITY COLLEGE DISTRICT NO. 512, COUNTIES OF COOK, KANE, LAKE AND McHENRY AND STATE OF ILLINOIS (William Rainey Harper College) AS FOLLOWS:**

**SECTION 1:** The Code of Ordinances of COMMUNITY COLLEGE DISTRICT NO. 512, COUNTIES OF COOK, KANE, LAKE AND McHENRY AND STATE OF ILLINOIS (William Rainey Harper College) is hereby amended by the addition of the following provisions:

## **ARTICLE 1**

### **DEFINITIONS**

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the COMMUNITY COLLEGE DISTRICT NO. 512, COUNTIES OF COOK, KANE, LAKE AND McHENRY AND STATE OF ILLINOIS (William Rainey Harper College), whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but

does not include an independent contractor.

"Employer" means the COMMUNITY COLLEGE DISTRICT NO. 512, COUNTIES OF COOK, KANE, LAKE AND McHENRY AND STATE OF ILLINOIS (William Rainey Harper College).

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum



- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- (10) Preparing or reviewing responses to candidate questionnaires.
- (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (12) Campaigning for any elective office or for or against any referendum question.
- (13) Managing or working on a campaign for elective office or for or against any referendum question.
- (14) Serving as a delegate, alternate, or proxy to a political party convention.
- (15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

## **ARTICLE 5**

### **PROHIBITED POLITICAL ACTIVITIES**

Section 5-1. Prohibited political activities. (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the COMMUNITY COLLEGE DISTRICT NO. 512, COUNTIES OF COOK, KANE, LAKE AND McHENRY AND STATE OF ILLINOIS (William Rainey Harper College) in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

## ARTICLE 10

### GIFT BAN

Section 10-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 10-2. Exceptions. Section 10-1 is not applicable to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the

gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intragovernmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c) (3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

## ARTICLE 25

### PENALTIES

Section 25-1. Penalties. (a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(d) A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the COMMUNITY COLLEGE DISTRICT NO. 512, COUNTIES OF COOK, KANE, LAKE AND McHENRY AND STATE OF ILLINOIS (William Rainey Harper College) by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the COMMUNITY COLLEGE DISTRICT NO. 512, COUNTIES OF COOK, KANE, LAKE AND McHENRY AND STATE OF ILLINOIS (William Rainey Harper College) or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

**SECTION 2:** This Ordinance shall be in effect upon its passage, approval and publication [*if required*] as provided by law.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Second Reading of the Health Insurance Portability and Accountability Act (HIPAA) and Privacy Rule, a policy being presented for adoption.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The Assistant Vice President for Diversity and Organizational Development in conjunction with the college attorneys, have determined that components of this law are applicable to Harper.

IV. RECOMMENDATION

This new Health Insurance Portability and Accountability Act (HIPAA) and Privacy Rule policy is attached and is presented for **approval** by the Board of Trustees.

# WILLIAM RAINEY HARPER COLLEGE

## POLICY STATEMENT

Title: Health Insurance Portability and Accountability Act (HIPAA) and Privacy Rule  
No. 01.19.02

As a hybrid entry under the Standards for Privacy of Identifiable Information (Privacy Rule), promulgated under the Health Insurance Portability and Accountability Act (HIPAA), it is the policy of Harper College, District No. 512, to fully comply with these requirements are necessary.

It remains the policy that a plan participant's individual health information will not be used or disclosed for employment-related actions or decisions affecting benefits of an individual employee

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Faculty Promotions, 2004-2005 Academic Year

II. REASON FOR CONSIDERATION

In accordance with Board Policy 5.2.6, final approval of promotions is made by the Board of Trustees.

III. BACKGROUND INFORMATION

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

IV. RECOMMENDATION

The College administration recommends that the Board of Trustees grant the following promotions for the 2004-2005 academic year.

**To Assistant Professor**

Diana Cincinello AELS	Maria Coons BusSS	Karen Duellman TMPS
Geoffrey Durian TMPS	Joan Fiske AELS	Kathy Hanahan STUAFF
William Hengtgen STUAFF	Nancy Rice TMPS	Seema Kurup LIBARTS
Kris Piepenburg LIBARTS	David Richmond BusSS	Patricia Widder TMPS

**To Associate Professor**

Carole Bomba LSHS	Bonnie Chisholm LSHS	Thomas Dowd TMPS
James Edstrom RFL	Mary Gawienowski AELS	Deepa Godambe TMPS
Valerie Harley RFL	Jason James TMPS	Charles Johnston BusSS
Amy Dixon-Kolar AELS	Sandy Kreiling LSHS	Elizabeth Minicz AELS
Jeff Przybylo LIBARTS	Patricia Ramsey AELS	Catherine Restovich LIBARTS
Joanne Rothblum LSHS	Daniel Stanford TMPS	

**To Professor**

Karen Froelich TMPS	Kathi Holper AELS	M. Sunil Koswatta TMPS
Minhua Liu TMPS	Karen Lustig LSHS	Helmut Publ BusSS



WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Awarding Faculty Emeritus Recognition

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

Faculty members who have completed 10 years of full-time Harper service may apply for emeritus recognition one year prior and two years after their effective retirement date. For 2004 only, those faculty members who will, or have retired since the Faculty Senate began awarding Professor Emeritus recognition, have applied using the published guidelines. The appropriate Vice President and the Faculty Senate President have verified the applications and made recommendation to the College President.

IV. RECOMMENDATION

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

EMPLOYEE	Retirement Date (Years of Service)	
<u>AELS</u>		
Dr. Patricia Mulcrone	August 1, 2001	(23)
Janice Phillips	July 31, 2003	(14)
Jean Chapman	July 31, 1999	(22)
<u>BusSS</u>		
Thomas Johnson	July 29, 2004	(28.5)
<u>LibArts</u>		
Dr. J. Harley Chapman	June 30, 2002	(31)
<u>StuAff</u>		
Steven Catlin	March 31, 2003	(30+)

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation agreements between clinical agencies and Harper College are used for students in the Health Career Programs. The Affiliation Agreement between Harper College and *Alexian Brothers Hospital Network* is presented for Board review:

II. REASON FOR CONSIDERATION

An Affiliation Agreement is required between Harper College and affiliating agencies to provide for the clinical education of students in health career programs. In an effort to standardize and streamline the entire process related to developing affiliations with the many agencies in our service area the Harper Board approved a Master Affiliation Agreement in July 2003 to be used with all agencies. *Alexian Brothers Hospital Network* has initiated its own clinical affiliation agreement, whereby it requires Board or appointed designee signature.

III. BACKGROUND INFORMATION

*Alexian Brothers Hospital Network* was previously called *Alexian Brothers of Illinois*. The name change reflects all agencies in their network, including *Alexian Brothers Medical Center*, *St. Alexius Medical Center*, *Alexian Brothers Behavioral Health*, and *Alexian Brothers Rehabilitation Hospital*. The facilities and educational opportunities available at *Alexian Brothers Hospital Network* are consistent with the clinical objectives of the Harper College Health Career Programs.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between Harper College and *Alexian Brothers Hospital Network* be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Addendum to Educational Service Providers and Rental Facilities

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The College has a growing number of educational service providers it is using to deliver educational programs in both credit and continuing education programs. The following company is presented as an addendum to the Educational Service Providers Exhibit VIII-E, June 24, 2003 approved for Fiscal Year 2003-2004.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board approve this new Educational Service Provider:

**Harper TECH**

*"eConsulting-Group, Inc."* - Mike Marco (*"eConsulting-Group, Inc."* of Chicago) will teach project management principles including Microsoft Project Server

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

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

II. REASON FOR CONSIDERATION

Prior to adopting the 2004 Tax Levy, Harper College is required to submit to the Illinois Community College Board for approval the 2004 Life Safety projects which will be included in the 2004 Tax Levy. After the Illinois Community College Board reviews the requested Life Safety projects, and if the projects qualify and meet their approval requirements, they will provide the certification documents necessary for the tax levy process.

III. BACKGROUND INFORMATION

House Bill 1587 was signed by Governor Thompson in September 1984. This bill, which is now part of Section 3-20.3.01 of the Illinois Public Community College Act, provides a process for Community College districts to levy a tax or issue bonds for the purpose of altering or repairing their facilities for protection, health or safety, energy conservation, handicapped accessibility, and/or environmental protection reasons.

The following project is being recommended for Excess Life Safety funding that has already been levied in prior years.

Proposed Work Item	Estimated Project Cost
Boiler Replacement, Condensate and Emergency Generator	\$950,000
Total Project Cost	\$ 950,000

IV. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the attached resolution for approval of the above projects to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Community College Act.

The administration further recommends that the Board of Trustees approve the employment of Legat Architects to provide the architectural services specified for the 2004 Life Safety repair and renovation project listed above.

RESOLUTION FOR APPROVAL BY THE BOARD OF TRUSTEES OF  
PROJECTS TO ALTER AND REPAIR FACILITIES PURSUANT TO  
SECTION 3-20.3.01 OF THE ILLINOIS PUBLIC COMMUNITY COLLEGE ACT

WHEREAS, there is need for the alteration and repair of certain of the facilities of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry; and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to levy a tax to pay for such alterations or repairs upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such alterations or repairs; and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that any Board authorized to levy the aforesaid tax may also, or in the alternative by proper resolution, borrow money for such specifically identified purposes, not to exceed FOUR MILLION FIVE HUNDRED THOUSAND DOLLARS (\$4,500,000.00) in the aggregate at any one time, and as evidence of such indebtedness may issue bonds without referendum, said bonds to mature within twenty (20) years and to bear interest at such rate(s) as is authorized by applicable Illinois law; and

WHEREAS, the Board of Trustees may adopt the aforesaid Resolution(s) to levy a tax or to issue bonds in the authorized amount only on the condition that the Board: (a) makes a determination that there are not sufficient funds in the Operations and Maintenance Fund of the District to permanently pay for such alterations or repairs; (b) secures from a licensed architect or engineer a certified estimate of the amount, not less than TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00), that is necessary to make such alterations or repairs; and (c) secures from the Executive Director of the Illinois Community College Board approval of said project(s) and estimate(s); and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that the county clerks shall extend such tax: (a) on the filing by the Board of Trustees of a certified copy of a Resolution levying said tax; or (b) on the filing by the Board of Trustees of a certified copy of a Resolution fixing the amount of bonds authorized, the date, maturities and interest thereon, provide for the levy and collection of a direct annual tax upon all the taxable property of the District sufficient to pay the principal and interest on such bonds to maturity;

NOW, THEREFORE, be it resolved by the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, as follows:

Section 1: That the Board of Trustees has determined and identified the projects for alteration and repair. Section 3-20.3.01 of the Illinois Public Community College Act provides that the alteration and repair of facilities of William Rainey Harper College, Community College District No. 512, listed below as necessary for energy conservation, health or safety, environmental protection or handicapped accessibility and has tentatively estimated costs of said projects as follows:

The following project is being recommended for Excess Life Safety funding that has already been levied in prior years.

Proposed Work Item	Estimated Project Cost
Boiler Replacement, Condensate and Emergency Generator	\$950,000
Total Project Cost	\$ 950,000

Section 2: That the Board of Trustees has determined that there are not sufficient funds available in the Operations and Maintenance Fund of the District to permanently pay for the alterations and repairs identified in Section 1 above.

Section 3: That the Board of Trustees has secured from a licensed architect a certified estimate of the costs of completion of the alterations and repairs required for the projects identified in Section 1 above.

Section 4: That the Board of Trustees shall forward the certified estimates of the costs of completion of the alterations and repairs required for the projects



identified in Section 1 above to the Executive Director of the Illinois Community College Board for approval.

Passed and approved the 27th day of April 2004.

APPROVED:

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Chairman  
Board of Trustees  
William Rainey Harper College  
Community College District No. 512  
Counties of Cook, Kane, Lake and  
McHenry

ATTEST:

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Secretary  
Board of Trustees  
William Rainey Harper College  
Community College District No. 512  
Counties of Cook, Kane, Lake and McHenry

Exhibit VIII-G  
April 27, 2004

STATE OF ILLINOIS        )  
                                  )  
COUNTY OF COOK         )     SS

RESOLUTION CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and as such official I do further certify that attached hereto is a true, correct and complete copy of the Resolution for approval of Projects to Alter and Repair Facilities Pursuant to Section 3-20.3.01 of the Illinois Public Community College Act which was adopted by the Board of Trustees on the 27<sup>th</sup> day of April 2004.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 27th day of April 2004.

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Secretary, Board of Trustees