



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

November 30, 2004
7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Educational Presentations**
 - Cheryl Kisunzu, Laura LaBauve-Maher: Update on Diversity Initiatives
 - Kathi Holper: Sabbatical Presentation: Generation 1.5 Students
 - Awards:
 - Sally Griffith: John Shola - ICCB Learning Award
 - Russ Mills, Deb Walenga: NCCE Award - InZone Program
- V. Student Trustee Report**
- VI. President's Report**
- VII. Harper Employee Comments**
- VIII. Citizen Comments**
- IX. Consent Agenda* (Roll Call Vote)**
 - A. For Approval**
 1. Minutes – October 26, 2004 Regular Board Meeting Exhibit IX-A.1
 2. Bills Payable, Payroll for October 15, 2004, October 29, 2004 and Exhibit IX-A.2
November 12, 2004; Estimated Payrolls for November 13, 2004
through November 30, 2004
 3. Bid Awards Exhibit IX-A.3
 4. Purchase Orders Exhibit IX-A.4
 5. Personnel Action Sheets Exhibit IX-A.5
 6. Career Advisory Appointments Exhibit IX-A.6
 - B. For Information**
 1. Financial Statements Exhibit IX-B.1
 2. Committee and Liaison Reports Exhibit IX-B.2
 3. Grants and Gifts Status Report Exhibit IX-B.3
 4. Summary of Items Purchased from State Contracts, Consortiums Exhibit IX-B.4
or Cooperatives

* At the request of a Board member or the President, an item may be removed from the Consent Agenda for discussion. In addition, certain recurring recommendations may be included in the Consent Agenda at the discretion of the College President.

X. New Business

- A. RECOMMENDATION: Adoption of the National Incident Management System (NIMS) as the College's Recognized Emergency Management Model for the Handling of Natural and Manmade Emergencies Exhibit X-A

- B. RECOMMENDATION: Recommendation to Retain Advanced Practical Solutions, LLC, for Consulting Services with regard to State Agencies and Legislative Monitoring of the Illinois General Assembly Exhibit X-B

- C. RECOMMENDATION: Affiliation Agreement Between Harper College and:
- Children's Memorial Hospital for the Radiologic Technology Program
- Loyola University Medical Center for the Cardiac Technology Program Exhibit X-C

XI. Announcements by the Chair

- A. Communications
- B. Calendar Dates

(Note: * = Required)

On-Campus Events

- December 5 3:00 p.m. - Harper Festival Chorus - Performing Arts Center
- December 7 7:30 p.m. - Harper Steel Band - Performing Arts Center
- December 8 7:30 p.m. - Harper Jazz Band and Jazz Combos - Performing Arts Center
- December 9 7:30 p.m. - Harper Wind Symphony/Chamber Winds - Performing Arts Center
- December 10 7:30 p.m. - Harper Choir and Camerata Singers - Performing Arts Center
- December 12 3:00 p.m. - Harper Symphony Orchestra - Performing Arts Center
- *December 21 7:00 p.m. - Regular Board Meeting - Room W214-215
- *January 25 7:00 p.m. - Regular Board Meeting - Room W214-215
- *February 22 7:00 p.m. - Regular Board Meeting - Room W214-215

Off-Campus Events

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

XIII. Adjournment

Minutes of the Regular Board Meeting of Tuesday, October 26, 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, October 26, 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, October 26, 2004 at 7:10 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Gillette, Hill, Howard, Kelley, Kolze, Murphy and Stone; Student Member Plazak
Absent: None

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the President; David McShane, V.P. Information Technology; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Cheryl Kisunzu, Assistant V.P. Diversity/ Organizational Development; Linda Kolbusz, Associate V.P. Development, Governmental Relations; Sheila Quirk, Associate V.P. for Strategic Planning and Alliances; Catherine Brod, Assistant V.P. for Development; Deborah Abbott; Joe Accardi; Mike Alsup; Larry Bielawa; Carol Blotteaux; Arlene Bublick; Paul Casbarian; Daniel Corr; Laura Crane; Rob Dix; Terry Engle; Terence Felton; Robert Getz; Michael Harkins; Michael Held; Thea Keshavarzi; Laura LaBauve; Roberta Lindenthaler; Jim Ma; Russ Mills; Maria Moten; Michael Nejman; Sheryl Otto; Jeanne Pankanin; Janie Petersen; Diana Sharp; Doug Spiwak; Dennis Weeks and Deanna White. Students: Arshiya Baiy, Christopher Entwhistle, Rebeka Risteska and Eric Schultz.

Guests: Tim Kane, Chicago Tribune; Michael Puente; Kathryn Scanland, Greystone Group; Cathy Baumann and Jeff Markert, KPMG; Saba Mahmood, citizen.

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

In a voice vote, the motion carried.

PRESENTATIONS

Sheila Quirk - Results of Community Needs Assessment

Sheila Quirk explained that, in keeping with the three-year strategy of overall assessment for the College, this year they have conducted a community assessment; next year they will conduct a student assessment, and the following year, an employee assessment. The three-year cycle will continue. The assessments give the baseline data upon which they base the Strategic Long-Range Plan and move forward with implementation. Ms. Quirk introduced Dr. Kathryn Scanland of the Greystone Group, the independent outside consultant who conducted the community assessment for Harper College.

Dr. Scanland shared a quote from Max Dupre, former President of Herman Miller: "We cannot become what we need to be remaining what we are." She added that many times this is the result of doing any type of assessment or research.

Background of Research

Five-hundred phone interviews were conducted with district residents 18 years of age or older, with the age distribution of those in the sample reflecting the actual population. In addition, 50 interviews (more qualitative in nature with open-ended questions) were conducted with human resource personnel in businesses and organizations within the area that had at least 20 or more employees. That group was hand-selected by the consultant. It was noted that Dr. Scanland did not know which organizations have a relationship with Harper College; therefore, it eliminated bias. The consultant made sure that they were getting a broad representation of different sizes of organizations and various industries. They ranged from restaurants to construction companies to some major organizations in the district.

Dr. Scanland noted that Harper College is within a district that is relatively highly educated. Of the 500 phone surveys conducted, 61 percent of the participants currently hold a bachelor's degree or higher as their highest level of education. At a national level, approximately 25 percent of the population holds a bachelor's degree or higher.

Findings

Only one question was asked that was specifically about Harper College -- "What is Harper best known for?" The residents think that Harper College is best known for the following:

- quality education;

- associate's and two-year degrees;
- preparation for four-year colleges;
- low-cost affordability;
- a variety of programs;
- flexible hours.

When comparing with research conducted in 2000 (Intellistar Community Survey on Image and Awareness), it is clear that Harper has made definite improvements over the past four years. The "don't know" category in 2000 was the number one category (27 percent); in 2004 it has decreased to 13 percent. The number one category in 2004 is "quality education" (25 percent).

Dr. Scanland summarized the responses to questions asked in the survey:

- ***Will you enroll in a certificate or college degree program or college courses within the next five years?*** More than one-third (or 37 percent) of the residents will probably enroll in a certificate or college degree program or college courses within the next five years, and approximately one in four residents would like to enroll in a course and are not currently enrolled. Most of the residents who are interested in courses are also interested in pursuing a certificate or degree program - 10 percent think they might pursue a certificate program and 11 percent think they might pursue an associate's degree. Students interested in pursuing a certificate most want to study education or teaching, business or healthcare. Students interested in pursuing an associate's degree want to study business and healthcare. Those not pursuing a degree but wanting to enroll in courses desire to study computers, electronics or technology or arts and fine arts.
- ***How and when should courses be offered?*** "During the day" (37 percent); "during the evenings" (55 percent), "weekends" (29 percent) and "distance learning" (37 percent). She explained that distance education refers to online, through the internet or through videos or TV broadcasts. Responses indicated that the community is interested in different types of modalities, or delivery systems. Demographic (age) differences indicate that the traditional age students (age 18-24) are most interested in science, engineering, business, education/teaching, arts and fine arts, and they most likely want traditional college setting - in the classroom with courses offered during the days and evenings. The

typical adult students (age 25-54) are most interested in computers, electronics and technology and business, and they would prefer courses offered in the evenings or through distance education. Residents in the retired group (65 years and older) are most interested in arts, fine arts, computers, electronics, technology and history, and they prefer courses offered in the classroom during the day or possibly evening. They are the least interested in pursuing a degree.

For residents who are interested in distance education, one out of four said they would be much more likely to enroll in a certificate or degree program if it were offered through distance education. They also have an interest in all combinations of on-campus requirements. Some want only online, some want tests on campus, some want partial coursework on campus. Options are important to them.

- ***What keeps residents from enrolling?*** (in college, in general - not specific to Harper College) "Time" (22 percent); "money" (16 percent).
- ***What specific workplace skills are most important at your place of employment?*** Specific responses included reading comprehension, knowing how to learn, problem-solving, interpersonal skills, effectiveness in groups, communicating in writing, oral communication or presentation skills, basic math, organizational and leadership skills and gathering information.

The following is a summary of responses to open-ended questions given to human resource professionals:

- They are anticipating an increase in online education over the next five years.
- Job skills frequently mentioned as being most prevalent at their organization are computer skills and customer service.
- The majority of those interviewed do not believe their employees currently need outsourced training; they feel their corporate office provides more than adequate training.
- Knowing how to learn, and oral communication and presentation skills were rated as being most important at their organizations.

Recommendations

- Education and modalities - in order to meet the needs and requirements of the district, programs must be offered in multiple modalities. Harper College should move towards providing the certificate and degree programs in a format with courses offered during the day, evenings and through distance education.
- Liberal arts areas of study, such as art, fine arts, and history, computer/technology courses should be offered during the day or evenings for those residents 65 years and older. Harper College should strive to maximize on-campus courses on Mondays, Tuesdays and Wednesdays.
- Distance education - any distance education offered should be a part of a certificate or degree program. The internet should be a component of all distance education courses. Distance education via only videos or TV broadcast has a low interest.
- Because the preferences for the inclusion of an on-campus component for distance education received mixed responses, Harper College should consider including an on-campus component, but making it optional for all distance education courses. For example, register, buy books online or on campus, or provide an introductory session that could be completed online or on campus.
- Marketing to the residents' perceptions of convenience and affordability should be clearly communicated in all marketing efforts, given that "time" and "money" are the two greatest reasons why students do not enroll in college courses in general (not specific to Harper College).
- Skills that should be incorporated into education - the use of computers and technology should be a critical part of the curriculum for each program, not exclusively for computer and technology programs. The use of computers and technology has become a transferable skill, not just a specialized degree program. Skills that permeate all course offerings should include reading comprehension, knowing how to learn and problem-solving.
- Harper College should research further the possibility of offering certificate programs in customer service, oral communication and problem-solving or critical thinking.

Dr. Scanland noted that those listed above are the basic or beginning recommendations. Other conclusions can be

made from the research; however, this is a place to get started. She offered to answer any questions.

In response to Member Murphy, Dr. Scanland noted that the research did not specifically assess whether or not Harper College is meeting the needs of non-English speaking communities in the areas of nonnative English courses or ESL courses. However, it was mentioned as a skill needed in the workplace by residents, as well as by human resource professionals.

In response to Member Hill, Dr. Scanland noted that the Greystone Group has conducted a number of surveys of similar community colleges, private institutions and a wide variety of other colleges. Harper College is uncommon in the respect that it is right in the middle of a fairly highly educated district, which would most likely lead to challenges that other community colleges would not be facing. In response to Member Hill, she noted that they are finding similar results regarding the desire for distance learning.

In response to Member Gillette, Dr. Scanland noted that their surveys have not been designed to ascertain a differentiation between those students who desire online learning and those who have actually had success with it. They are still building the online learning population in the United States. Hopefully, they will have enough of that population to include in research in a few years.

In response to Member Hill, Dr. Scanland explained that the University of Phoenix anticipates three different modalities: in the classroom, solely on the internet and FlexNet, which is a combination of being online and in the classroom. They are anticipating the FlexNet modality to grow the most. It was noted that Harper College has approximately six to eight blended (similar to FlexNet) classes right now. The concept is just starting to take off.

In response to Member Stone, Dr. Scanland noted that there were some differences (and some commonalities) in the perception of residents, as compared to perception of human resource professionals, regarding basic skill requirements within their organizations. One of the biggest commonalities was "knowing how to learn." Human resource professionals then chose "customer service" or "interpersonal or people skills." The typical resident is probably looking at the organization as a whole, and human resource professionals are most likely considering specific problems or issues with

which they have dealt. There is a little bit of difference between the two types of respondents. She noted that human resource professionals are an audience Harper College would want to include in the education process.

In response to Member Kolze, Sheila Quirk explained that the rollout of this survey will be in the form of presentations and an in-depth review of the findings with Academic Affairs and the strategic planning committee. The findings and summary will be made available to the faculty and Faculty Senate. An in-depth review will take place with the groups responsible for the programs. The information received from the three studies conducted in the three-year cycle will be used to flow through the strategic planning process, and ultimately affect improvements at the College.

In response to Member Hill, Dr. Scanland explained that she would recommend more research when considering the creation of certificate programs. The College would want more input, both from employees and human resource professionals. Additionally, there may need to be more research in terms of what Harper is calling "blended classes." It may not look exactly the same as what is offered through the University of Phoenix.

Member Howard emphasized the fact that the increased desire for online courses reflects the computer savvy of the younger generation, who are starting to work online in kindergarten and earlier. Harper College must pay close attention to this trend.

Dr. Breuder noted that the survey has produced a great deal of useful data that will be employed internally. In his opinion, one of the most significant points is the improvement in Harper's academic reputation. In 2000, clearly people did not know what Harper College was recognized for. In 2004, academic reputation has become the number one thing for which the College is recognized. In this competitive marketplace, Harper's academic reputation will be what draws people in and keeps them here. Also significant was the recommendation that the College look into offering a certificate course in customer relations. He feels that this is needed by so many organizations.

On behalf of the Board, Chair Stone thanked Dr. Scanland for her presentation, and she congratulated the faculty for raising Harper College's academic reputation. Member Howard thanked the marketing team for getting the word out.

STUDENT TRUSTEE
REPORT

Student Member Plazak distributed a written copy of his report. He noted that the Harper College Library coordinated a four-week voter registration drive which had approximately 35 volunteers (employees, students and members of the community). The drive resulted in registering over 1,160 Harper students and community members.

Student Member Plazak highlighted information regarding the Harper College athletic department. This year, there are over 320 students in Harper's 13 intercollegiate sports, which is up from 275 students in a typical year. The increase in participation may be related to the fact that Harper College has national champion teams in football and wrestling. All Harper athletes must enroll in a minimum of 12 credit hours. He noted that 75 percent of the athletes say that a coach or the athletic program was their primary reason for enrolling at Harper. Therefore, a substantial amount of tuition revenue is generated by these athletic programs, even though their costs are covered by Student Activities fees. The "within semester" retention rate was 99 percent for 2003-04, and the "semester-to-semester" retention rate was over 90 percent from Fall 03 to Spring 04. The numbers are very good.

Student Member Plazak noted that there is a strong sense of community present in athletics. It is almost as if the coaches have 30 extra sons or daughters. It is very positive. He noted that the teams are doing well:

- football is currently ranked first in the region;
- women's soccer is fifth in the nation and second in the region, and four team members are among the top ten scorers in the region;
- men's soccer is currently ranked in a three-way tie for first, and their playoffs are this week;
- men's and women's cross country are each ranked fifth in the nation, and they will be departing for nationals in November;
- volleyball is currently ranked fourth in the region.

Student Member Plazak introduced Eric Schultz, quarterback and captain of the football team. Mr. Schultz shared his positive experience playing football at Harper College.

Chair Stone congratulated him on their good season.

Member Murphy pointed out that there are a lot of football players throughout the country who go to college to play

football; they will stay in class for the fall semester in order to play, but they do not stick around for the second semester. The fact that Harper College football players stick around 90 percent of the time for the second semester is a credit to the teammates, to the program and to this school. It is a tremendous statistic.

PRESIDENT'S
REPORT
Press Releases

Dr. Breuder called attention to a press release entitled, "Academic Reputation Helps Harper Hit Enrollment Record." It announces that Harper has eclipsed the magic 9,000 credit FTE mark for the fall of this year. Dr. Breuder noted that, as of this date over a year ago, enrollment is up 5.25 percent on the FTE side. If that number holds or is close to that at end of the year, Harper College will have grown just under 23 percent in terms of its credit FTE enrollment since 1997. That is remarkable growth for the district.

He called attention to a press release entitled, "Harper Announces New Transfer Agreement with Northwestern University." He explained that Harper has a multitude of these agreements. This is the first agreement that Northwestern has entered into with a community college and it is with Harper College. He emphasized results of the survey: "Most of the residents who are interested in courses are also interested in pursuing a certificate or degree program. The largest number is interested in pursuing a bachelor's degree (21 percent); a master's degree (28 percent); certificate (10 percent); associate's degree (11 percent). He noted that one way to get that baccalaureate degree now is to transfer on to Northwestern University. The other way to capture that baccalaureate degree is to eventually allow Harper College to offer baccalaureate degrees on a pilot basis.

He encouraged Board members to read all of the press releases that were distributed.

Avanté

Dr. Breuder noted that in the next week, eight or ten architects from the Midwest will be coming to the Harper campus to look at Avanté, specifically at the panels that were used in construction. The Avanté building and the application of that material is getting worldwide attention. He noted that trustees and management from other community colleges have been expressing an interest in viewing the extraordinary building, in preparation for their own institutions embarking on a building program. Avanté is being submitted by the architects for national recognition, but more importantly, it is serving its intended purpose inside the

institution - to provide yet another portal to academic excellence.

In response to Member Murphy, it was noted that, although Harper has relationships with both Northern Illinois University (NIU) and University of Illinois (U of I), there has been no talk recently about offering years three and four at Harper College. It was noted that many courses offered at the facility in Hoffman Estates near the Sears complex tend to be more at the master's degree level than baccalaureate. Not too much is happening at the baccalaureate level. With regard to the nursing program, Sheryl Otto noted that they will be looking into expanding enrollment in the future. With this being the first semester in the new facility, they are determining what they can accommodate.

Board members congratulated the College on attaining the agreement with Northwestern University.

Dr. Breuder explained that Mr. Hill and he met this week with the President of Roosevelt University to discuss enhanced collaboration between the two institutions. It was determined that a primary interest area for Roosevelt is master's level work, more so than undergraduate work. However, additional possibilities with Roosevelt will still be explored. Dr. Breuder noted that he will keep the Board informed as discussions arise

In response to Member Murphy, Sheila Quirk noted that they had a meeting with NIU in DeKalb after the Board approved their taking the next step in researching baccalaureate degrees. NIU offered to help with their management degree that they currently offer out of Rock Valley College. There was discussion regarding the benefit of offering a BSN degree vs. a bachelor's degree in healthcare management. More research is being done.

In response to Member Kelley, Dr. Breuder explained that the Northwestern agreement is different from the Indiana agreement. Indiana is a 90/30 agreement, where a student can take their junior year with Harper College and pay Harper's tuition, and they take their senior year by way of the internet, finish off the 30 hours and pay the tuition equal to what they would pay at Indiana University as an in-state resident. There are nine students who have signed up and are accepted with Indiana. Another student is still processing his/her application. The Northwestern agreement allows a student to finish his/her degree program

and move on in the transfer process. It was noted that they have an agreement with Northwood University in Michigan similar to the 90/30 agreement, although it is called 6 + 1. They are also in the process of finalizing a 3 + 1 arrangement with Franklin University.

Dr. Breuder reminded the Board that, as they pursue the baccalaureate initiative in a specific area, one of the stipulations is that no other public institution wants to come into Harper's district to offer that degree. For example, if NIU did want to offer a BSN in nursing, Harper would not move in that direction, so long as the area healthcare providers felt that their needs were being met by NIU.

HARPER EMPLOYEE
COMMENTS

There were no employee comments.

CITIZEN
COMMENTS

There were no citizen comments.

CONSENT AGENDA

Member Murphy asked that a portion of Exhibit IX-A.5, the bonus for the President that was discussed last month, be removed from the Consent Agenda for a separate vote.

Member Howard moved, Member Hill seconded, approval of the minutes for the September 28, 2004 regular Board meeting; bills payable; payroll for October 1, 2004; and estimated payrolls for October 15, 2004 through October 29, 2004; bid awards; purchase orders; personnel action sheets (excluding President's bonus); review of closed session minutes; and for information: financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits IX-A.1 through IX-B.3, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,470,045.10
Tuition Refunds	546,724.94

The payroll of October 1, 2004 in the amount of \$2,263,940.41; and estimated payroll of October 15, 2004 through October 29, 2004 in the amount of \$4,496,906.86.

Bid Award

Ex. IX-A.3.a	Award bid Q00389 for bulk road salt for campus roads and parking lots to Conserv F.S., the low bidder, in the amount of \$24,400.
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Purchase Order Ex. IX-A.4.a Approve issuance of a change order to purchase order #023048, which was issued to Glen Ellyn Storage Corp. in the amount of \$75,881.84 for general move services needed to move into Avanté, in the amount of \$38,476.66 for a new total of \$114,358.50.

Personnel Actions

Supervisory/Confidential Appointment

Kathleen McClellan, Accounting Supervisor, ACT SER,
10/18/04, \$51,000/year

Classified Staff Appointments

Diane Filstead, Food Service Assistant, FD SER, 10/18/04,
\$30,225/year

Mary Pettigrew, Food Service Worker II, FD SER, 09/27/04,
\$17,550/year

Harper #512 IEA-NEA Appointments

Zofia Latocha, Custodian/Groundskeeper, PHY PLT,
10/18/04, \$21,341/year

Dustin Szarkowicz, HVAC Mechanic Operator, PHY PLT,
10/18/04, \$51,771/year

Professional/Technical Resignation

James Busch, Local Area Network Specialist, IT/TS,
09/23/04, 7 years

Classified Staff Resignation

Jason Mutzenberger, Payroll/Accounting Assistant, ACT
SER, 10/01/04, 2 years

Harper #512 IEA-NEA Resignation

Robert Cross, Custodian, PHY PLT, 09/08/04, 3 months

Approval for public record, the executive session minutes of
April 27, 2004; July 6, 2004 and September 1, 2004.

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

Ayes: Members Gillette, Hill, Howard, Kelley, Kolze,
Murphy and Stone

Nays: None

Motion carried. Student Member Plazak voted aye.

Administrative Bonus

Member Kolze moved, Member Gillette seconded, approval of the following administrator bonus for Robert L. Breuder, President, PR/BD, 10/26/04, \$5,000, as outlined in Exhibit IX-A.5 (attached to the minutes in the Board of Trustees' Official Book of Minutes). Chair Stone added that this was discussed last month. It is a \$5,000 bonus for delivery of Avanté under budget, on time, according to specifications and at substantial savings to the taxpayer.

Upon roll call, the vote was as follows:

Ayes: Members Gillette, Hill, Howard, Kelley, Kolze and Stone

Nays: Member Murphy

Motion carried. Student Member Plazak voted aye.

Member Gillette noted that he has given Carol Blotteaux three copies of a book entitled, *Keeping America's Promise - A Report on the Future of the Community College*, which he encourages Board members to borrow and read. He also asked that the copies be sent to Presidents Council and a copy retained in the College Library. It is a very thorough study done on the premise of keeping America's promise - the opportunity of an education for everybody.

NEW BUSINESS:

Annual Financial Audit for Fiscal Year 2003-04

Member Murphy moved, Member Gillette seconded, acceptance of the annual financial audit for Fiscal Year 2003-04, as outlined in Exhibit X-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder shared a press release from a *Chicago Tribune* story entitled, "State Schools in Fiscal Crisis." He read: "Illinois school districts posted a staggering \$2.3 billion deficit last year, more than double the statewide deficit just three years ago. A Tribune analyst has found this to be the latest sign of an escalating fiscal crisis in the State's public schools. Across Illinois, 82 percent of the districts spent more than they took in during the 2003 budget year, compared to fewer than half of the districts deficit spending in 2000." Obviously the situation is getting worse. He is aware of at least three school districts that are considering, or have announced that they will be pursuing, a referendum this year.

He called attention to the press release entitled, "Harper Receives a Clean Audit from KPMG." Harper College has

received a clean audit - an unqualified opinion and a management letter with no significant findings. The press release states that, according to the KPMG audit, Harper College showed net assets of \$133,833,323, up from \$123,445,043 in fiscal year 2003, which is an increase of \$10,385,280 or 8.4 percent. Dr. Breuder emphasized that Harper continues to be strong financially - it has further strengthened its position in FY 2004. At Harper, they continue to meet the financial challenges and find ways to be able to insure the financial stability, the integrity of the institution. He attributes that primarily to the management people at the institution who are the guardians of the dollars given to the College by students, by local taxpayers and by taxpayers through the State of Illinois.

Dr. Breuder introduced Jeff Markert, chief auditor for KPMG. Mr. Markert noted that Board members received three reports: the main financial statements, the management letter and a standard report that is usually communicated to the Board. He noted that the annual audit is thick and takes a lot of time to prepare. He credited Vice President Thorson and Roberta Lindenthaler for their efforts in preparing the financial statements.

Mr. Markert noted that KPMG is prepared to issue an unqualified opinion on the financial statements of the College for the year ended June 30, 2004. An unqualified opinion means that there are no conditions; it means that they believe the financial statements of the College fairly present, in all material respects, the financial position and results of operations of the College. Also included with the opinion is an emphasis paragraph which is added anytime something changes from the prior year with regard to accounting. The emphasis paragraph states that they adopted a new accounting pronouncement called "GASB 39" and that it required the College to present the Foundation as a discreetly presented component unit within the financial statements. Mr. Markert explained that the Foundation, although legally separate and not under the control of the College, is established solely to support either the operations of the College or its students. This new accounting pronouncement terms that an "affiliated organization" and requires those financial statements to be included within the bound document, although it is on separate pages and they are distinct entities.

He called attention to Page 12 of the financial statements and noted that capital assets significantly increased from

\$96M to \$129M, primarily due to the Avanté building. Under the liability section, he showed the best estimate of the reserve for property tax refunds. It is particularly difficult to estimate this significant dollar expenditure for the College. It has been approximately \$2M. In response to Member Kelley, Mr. Markert stated that the problem is that they do not have a long history of the estimate -- only five years.

Mr. Markert noted that the long-term debt decreased from \$84.6M to \$77.6M, and that was scheduled debt service payments of \$6.6M. As stated earlier by Dr. Breuder, net assets of the College increased from \$123M to \$133M. From an economic perspective, the College is better off by \$10M at the end of the year than they were at the beginning of the year. In response to Member Kelley, Mr. Markert noted it is attributable to revenues and the management of expenses.

Page 13 shows an increase from \$23.8M to \$27.1M in student tuition revenue during the year. That is indicative of the increase in enrollment and the increase in the tuition rate. In response to Member Murphy, Mr. Markert explained that he had not separated out what portion of the increase was from enrollment and what portion was from the tuition rate increase.

Total expenses increased from \$89.4M to \$116.1M. He explained why this is somewhat misleading. All of the retirement benefits for faculty and employees are paid through the State University Retirement System (SURS). The State makes a contribution on Harper's behalf for the employer's share. The College records the revenues down below on non-operating revenues as State appropriations and the expenses are recorded up top. It is not a real cash expense to the College. Vice President Thorson explained that the College never receives the money; it goes right from the State to SURS, but the College is required to account for it in the financial statement. Mr. Markert explained that the State of Illinois issued \$10 billion in pension bonds to help bolster or fund the under-funded State pension plans, and that got allocated proportionately among the different plans. But, the College share of it got recorded as a revenue and expense within the financial statement. It is somewhat misleading to compare the two years. The College disclosed that impact in the management's discussion and analysis.

On Page 13, Member Gillette pointed out that when you look at the change in property tax collection from 2003 to 2004, it

is an increase of approximately \$1,066,000; however, the preceding page shows that PTAB took \$2,100,000, which produces a negative property tax cap. The College operates with less and less each year. He added that the College could ask for the moon through the tax levy, and when all is said and done, they will receive less property tax next year than they did this year, and that was less than the year before.

Dr. Breuder noted that the State appropriation drops from \$7.552M to \$6.997M, which is an ongoing decrease. The State contributes approximately eight percent of the per capita cost, down dramatically from a high water mark of almost 40 percent. Additionally, state and local government grants and contracts dropped from \$2.1M to \$1.4M. This is a clear indicator that Harper College cannot continue to depend on the State of Illinois. Added to that is the impact of PTAB. The increase in student tuition and fees (from \$23.8M to \$27.1M) is saving the College right now. This is also why growing enrollment is so important.

Member Howard noted that the fact that the Board has established regular tuition increases has also helped enable the College to do that. Students know ahead of time and they can plan accordingly.

Mr. Markert noted that financial statements of the Harper College Educational Foundation can be found on Pages 16 and 17. They are included because of the new accounting pronouncement. Catherine Brod explained that, even though the Foundation is an affiliated institution, it is independent and it is independently audited by a separate firm. Mr. Markert noted that the increase in capital assets on Page 26 is primarily related to the Avanté Center.

Pages 38 and 39 reflect the format that is required by the ICCB, which is the more traditional fund accounting basis. Net assets in the Education Fund, the main operating fund of the College, increased from \$15.5M to \$18.7M, which is approximately \$3M. On Page 39, the Auxiliary Enterprise Fund remained relatively consistent and strong at approximately \$3M to \$3.2M. That is a testament that the College is close to a break-even in auxiliary operations. Many other community colleges within the region have difficulty operating their auxiliaries (food service, athletics, etc.), because it is difficult to contain the costs and operate on a break-even.

Dr. Breuder added that they try to run all of the elements of the auxiliary enterprise on a break-even basis. In years past, they made the decision to eliminate some areas like the flower shop, and they made changes to cardiac care because of a \$90,000 loss.

Member Kelley noted that, on page 2 of the independent auditor's report, a separate report is referenced regarding the College's internal control over financial reporting. He asked why it was not incorporated in the current report. Mr. Markert explained that, in addition to the AICPA auditing standards, they also perform the audit of the College in accordance with government auditing standards, which require that they issue a separate audit report on internal control over financial reporting and compliance of the College. That report traditionally has been issued later in the following month with the Federal Compliance Audit or the Single Audit of Federal Awards. KPMG is prepared to issue that today; however, it was not included. In that report, KPMG is required to notify the College if there are any material weaknesses in internal control or reportable conditions in internal control, or any material non-compliance in relation to the financial statements. He added that their report states there are no material weaknesses; additionally, there were no material non-compliance issues identified.

Member Kelley read the last sentence of KPMG's independent report: "That report is an integral part of an audit performed in accordance with government auditing standards and should be read in conjunction with this report in considering the results of our audit." He feels that, technically, the Board should have that report if they are going to accept and approve the audit. In response to Dr. Breuder, Mr. Markert stated he would provide the report to the Board by tomorrow morning.

Mr. Markert noted that one report, the management letter was sent to Board members. The second report is their standard report that is issued to all Boards to communicate the nature of the audit. In addition to mentioning the new pronouncement (including the Educational Foundation's financial statements), this report states that there were no audit adjustments during the audit, and there were no difficulties encountered when performing the audit.

Mr. Markert explained that, included in the management letter are the current year comments and the prior year comments with an update and status on them. In response

to Chair Stone, Mr. Markert stated he was satisfied with the progress.

Dr. Breuder thanked Roberta Lindenthaler, Controller, and Vice President Thorson for their diligence in operating the institution in a fiscally responsible way. They are to be applauded, as are the other management people who run the various cost centers.

In response to Member Kelley, Dr. Breuder asked Mr. Markert if the Board could receive the management letter a week in advance of the Board meeting for next year's audit. This year they received it approximately 24 hours in advance. Mr. Markert agreed to send it with the financial statements next year, which will give them more time to review it.

In response to Member Hill, Vice President Thorson explained that when the fiscal year ends June 30, the College takes the month of July to do the close, targeting the first or second week of August to be finished. They then work with Jeff Markert and his team to get them scheduled. They are usually at Harper for four to five weeks, which takes them past September. KMPG has layers of review in their organization before they can issue the report to Harper College. Mr. Markert noted that they had finished most of it by the second week in September this year; however, it did not allow enough time to meet the September Board meeting date. Member Hill feels that the audit is something the Board should have before the end of the first quarter.

In response to Member Kelley, Mr. Markert confirmed that the final version is the same as the draft version, which was dated 10-05-04. The version dated 10-13-04 is exactly the same, except that the automatic date stamp reflects a different date.

There was discussion regarding whether or not the Board should accept the audit prior to the receipt of the one-page report regarding the College's internal control over financial reporting. Member Hill suggested that they amend the motion.

Member Hill moved, Member Murphy seconded, to amend the motion to accept the audit, subject to the timely receipt (within two days) of what has been represented as a totally clean report.

It was noted that Members Murphy and Gillette accepted the amendment to the motion.

Upon roll call, the vote was as follows:

Ayes: Members Gillette, Hill, Howard, Kelley, Kolze,
Murphy and Stone

Nays: None

Motion carried. Student Member Plazak voted aye.

Chair Stone thanked Mr. Markert for his presentation and thanked the staff for their cooperation with regard to the audit.

Resolution for 2004
Estimated Tax Levies

Member Howard moved, Member Kolze seconded, adoption of the Resolution providing for the estimated tax levies, required publication, and hearing date for 2004, as outlined in Exhibit X-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Murphy stated that he understands that the amount levied is not necessarily the amount that Harper receives. He added that Harper did just put \$4M in the bank last year, and assets are \$10M this year over last year. Those are both good things. He is personally uncomfortable asking for seven percent more in property taxes than they extended last year. From a public relations standpoint, he does not know why the College would ask for a number that is so much higher than they know they will get - especially when everyone is sitting home with their new property tax bill. People know that other districts are going to be asking for even more.

Member Howard explained that the College cannot know ahead of time exactly the amount of new property that has come on the rolls. They do not want to miss out on legitimate taxes coming from new property. Additionally, they know that under the tax cap, they can only get the amount of inflation, which certainly does not cover some of Harper's costs. They know that they will not even get the amount of inflation, which most taxpayers would realize was a legitimate increase. By levying higher, they at least will protect the College's good financial situation so that they have financial stability and can continue to have good cash flow.

Member Howard noted that, as a long-time Board member, she remembers a time when they were not fiscally responsible, when they were wondering whether they could make payroll. The only reason they are in such good shape today is because this Board, in the past, has instituted the annual tuition increase and really worked hard to ensure that the dollars are going for the priorities of the strategic plan. Member Howard added that she feels they have a very proud record to take to the taxpayers for the way they are spending taxpayers' money. She would not want to jeopardize the excellence of the College by not levying enough. The College should receive the amount to which they are truly entitled.

Student Member Plazak noted that funding from the State continues to decrease, and it has been left up to the students to pick up the slack. Anything the College can do to lighten the load of the students has his support.

Vice President Thorson reminded everyone that the levy process in Cook County is now stretched out to almost a year. She must guess, when presenting this levy to the Board, what is going to happen between now and when they collect taxes next year. We cannot be sure what new property coming onto the rolls might be. She takes that into consideration when preparing the levy, and also legislative unknowns. She added that there is talk in the legislature about changing the CPI and how that affects the tax cap. If positive changes were made, Harper would not be able to access the extra money if they had not levied enough up front in the process. She also mentioned possible changes in legislation related to the tort fund, and explained how that might affect Harper.

Member Kolze noted that planning for educational finance is extremely difficult, because it is difficult to predict what will happen in the future. He fully supports the levy in order to protect the future of Harper College.

Vice President Thorson reviewed the tax rate summary. Member Hill suggested that they spend some time at the Board retreat looking at the relationship between tuition revenue and the total tax take.

Member Howard noted that, by law, Harper can charge up to one-third of the actual unit cost of instruction to the students. However, they have never done that. As a Board, they have decided that *the maximum* they would collect from students

is 25 percent of the actual unit cost of instruction. Even with the increase of \$4 per year in tuition, they have not gotten close to 25 percent. Currently, students are paying approximately 19 percent of the actual unit cost of instruction through tuition.

Upon roll call, the vote was as follows:

Ayes: Members Gillette, Hill, Howard, Kelley, Kolze and Stone

Nays: Member Murphy

Motion carried. Student Member Plazak voted aye.

Second Reading of Board Purchasing Policy

Member Kolze moved, Student Member Plazak seconded, approval of the modifications to the Purchasing Policy that relate to procurement policies and procedures, as outlined in Exhibit X-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette stated his concerns with the policy. He read the following statement: "If the Board is informed of purchases after the fact, why have a Board? From the administration presentation, this procurement without Board oversight, no Board checks and balances would be applied to many millions of dollars spent each year by Harper. Second point - the Board policy should assure, not assume, the best value for Harper. The assumption that consortia cooperatives save money is not assurance of the savings. The savings examples given to the Board can be exceeded by internet searches and phone calls to local vendors. I did the more expensive HP printer in the example given to us last month. Without competitive pricing, there is no pricing assurance. We said that the consortia would save administrative time, but administrative time saving should be applied to the 79 percent of the time spent on three percent of the dollars, not on the 21 percent of the time spent on 97 percent of the dollars. As I discussed last time, this Board policy can eliminate local business from having the opportunity to bid. A local vendor who can supply the best value for Harper may not be able or capable of bidding on a national contract; hence the planned cooperative consortia only procurement will unfairly discriminate against local businesses."

Member Murphy suggested adding a statement to the Board policy which requires the administration to provide the Board with documentation verifying that these consortia are producing the results expected.

In response to Member Gillette, Vice President Thorson explained that the Board is not abdicating their fiduciary responsibilities. The administration is recommending that the Board delegate, and the Board does have the authority to do that. The Board will not be delegating in a vacuum, because they have hired experts who say that this is the best way to proceed - these are best practices in purchasing. With regard to consortium purchasing, Vice President Thorson explained that the College will not necessarily be *joining* a consortium. They will be shopping the consortiums, because they are eligible to buy from a number of them. One kind of consortium actually does the bid, which is a competitive bid, and is no different than what the College would do, except that the buying power is a lot greater. Upon opening the bids, the consortium will publish it to all of those who are eligible to buy off the bid. She explained that, if the College is buying toilet paper, they would have to buy it off a consortium that bids, because of state law. If the College is buying computer equipment, they could buy from a consortium that either bids or negotiates. Because of the greater buying power with consortiums, it is hard to believe that Harper College individually could do any better on its own.

With regard to the local business issue, Vice President Thorson noted that, even if the College buys from Hewlett-Packard (H-P) as a vendor, they would use their local distributors. H-P would give the price to the consortium, but the College would, in fact, get the product from the local vendors.

Member Hill stated that, upon hearing the excellent presentation from the consultant and after a great deal of consideration, he is convinced personally that these are best practices for a community college. However, he also knows that it is a new practice. He is pleased that the purchasing policy includes a clear statement, "The President shall inform the Board of purchases made through the State governmental contracts or cooperative consortia through monthly reporting." In response to Member Murphy's suggestion, he offered the following amendment to the motion.

Member Hill moved, Member Murphy seconded, to amend the motion to include a statement at the end of the policy. The last sentence of the policy shall read: *"The President shall inform the Board of purchases made through the*

*state/governmental contracts or cooperatives/consortia through monthly reporting, **which will include adequate assessments of consortium purchasing effectiveness.***"

It was noted that Member Kolze and Student Member Plazak accept the amendment to their motion.

In a voice vote, the motion carried. All members voted in favor, with the exception of Member Gillette, who opposed.

Thea Keshavarzi explained that when they look at the contracts that are offered through consortiums, information is provided that outlines the process that the consortium went through, and participants are listed. In response to Dr. Breuder, Ms. Keshavarzi stated she was comfortable with the additional statement at the end of the policy.

Settlement Agreement
Between William Rainey
Harper College and
Stanley Consultants, Inc.

Member Howard moved, Member Kelley seconded, adoption of the Resolution to settle the dispute with Stanley Consultants, as outlined in Exhibit X-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Resolution to Authorize
Intervening with PTAB
Regarding The Garlands
of Barrington

Member Kelley moved, Member Kolze seconded, authorization for the College attorney to file the proper paperwork to intervene on behalf of Harper College in the property tax appeal of The Garlands of Barrington, as outlined in Exhibit X-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried. All members voted in favor, with the exception of Member Murphy, who opposed.

In response to Member Gillette, Vice President Thorson explained that there are a number of consortiums in this district, mostly of K-12s, who go together to do their intervening in this process. When a group intervenes, they have to pay for an appraisal of the property, and they have to pay for lawyers to represent them. It is not cost effective for any one institution to do that individually, so institutions band together. Harper's district is so big that the College would have to join every consortium out there. They probably receive 300-400 appeals in a year, and it would not be worth it for the College to start intervening in all of them. The value to Harper has been very low. The last time this was discussed with the Board, it was the pleasure of the

Board not to join these consortiums and not to get active in the intervening process.

Since he is new to the Board, Member Hill asked Member Murphy to give his reasoning behind not supporting the authorization to intervene. Member Murphy explained that, if it is truly a procedural deficit (failure to meet the filing deadline) that they think is the basis for denying their appeal, there is a good chance the Appeals Board would do it without Harper intervening. Secondly, Lake County is already appealing it, so any issue Harper would raise is likely already going to be raised by Lake County. Member Murphy does not see a whole lot of benefit to the College being involved. The flip side is that these people in The Garlands are taxpayers in the district who might not appreciate Harper fighting them on that. He does not feel Harper should be in that fight.

Member Hill asked if, at the November meeting, the Board could be provided with information regarding the distinction between this intervention and others in which the College has decided not to get involved.

In response, Vice President Thorson explained that Lake County asked the eight taxing districts involved to support them. Four other districts have already decided to join in. Lake County is spearheading this particular effort. Another reason they decided to do this is that there was no cost to the College. Other interventions have come up that they declined because there would have been a cost to the College. With The Garlands, they are contesting a procedural issue; they are not contesting the value of the property. Therefore, there is no cost involved for assessment.

Member Hill feels that the Board needs a recommendation or a policy regarding this matter. He would like more clarification on when and why the College should get involved in these interventions. He does not feel comfortable with the primary reasoning being that the College was asked and that there was no cost to them.

Dr. Breuder noted that, if the College states they are concerned about the impact of PTAB (and they certainly are), from time to time the College needs to step up and have public visibility of having concern about it. So, they should pick and choose the ones that they think are worth it. Member Hill stated he would still like to have clearer

guidelines so that the Board can have consensus. Chair Stone noted that this will be a Board request.

Annual Authorization to Approve Depositories and Investment Brokers for College Funds

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

In a voice vote, the motion carried.

Annual Health, Life and Disability Insurance Renewal FY 2005-06

Member Howard moved, Member Kelley seconded, acceptance of the proposal of Willis of Illinois and the College administration to have Hartford Life provide the College with Term Life, not to exceed \$0.24 per \$1,000 of covered payroll; Accidental Death and Dismemberment, not to exceed \$0.02 per \$1,000 of covered payroll; Long-Term Disability insurance coverage, not to exceed \$0.22 per 1% of payroll per month; and CoreSource to provide claims administration, not to exceed \$3.40 for dental and \$1.25 for Short-Term Disability. In addition, acceptance of Blue Cross Blue Shield of Illinois and HMO Illinois to provide the College with medical insurance coverage, not to exceed the proposed amount per level of coverage per covered individual per month, as outlined in Exhibit X-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Thorson stated that it is better than they had anticipated. The current blended increase at the bottom of the page is 3.4 percent, but it is including dental and short-term disability. The total medical increase overall is 3.2 percent. In response to Member Kelley, Vice President Thorson stated that this reflects a savings of approximately \$400,000 - \$500,000, because insurance is on a calendar year, not a fiscal year.

Vice President Thorson pointed out that in 2000, the blended increase was 25.8 percent; in 2001 it was 14 percent; in 2002 it was 9.5 percent; and in 2003 it was back to 28.5 percent. At that point, some changes were negotiated in their benefits, and last year the blended increase was a negative 5.25, when you include the changes in the benefits. She noted that the changes in the benefits are making a difference, and the changes in the benefits for this year account for approximately \$400,000 of savings over a 12-month period.

Member Hill noted that they just went through this in his company. This is a spectacular result in today's climate. Dr. Breuder noted that they appreciate the collaboration with the four unions that worked together with the College. They ultimately found a solution to try to control insurance costs. They do have a joint committee formation to figure out ways to bring the PPO below 16 percent. The insurance issue is pervasive in all of business, not just in education.

In a voice vote, the motion carried unanimously.

Affiliation Agreement
with Rush University
Medical Center

Member Murphy moved, Member Gillette seconded, approval of the Affiliation Agreement between Harper College and *Rush University Medical Center* as submitted and authorization for the Dean of Life Science and Human Services to sign all of the above, as outlined in Exhibit X-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried unanimously.

ANNOUNCEMENTS BY
CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. Chair Stone noted that Saturday, October 30 is the Board retreat. They expect to adjourn into closed session for a Board evaluation.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Student Member Plazak moved, Member Gillette seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 9:38 p.m.

Chair

Secretary

BOARD REQUESTS

OCTOBER 26, 2004 REGULAR BOARD MEETING

1. Dr. Breuder asked Mr. Markert to provide the report regarding the College's internal control over financial reporting to the Board by tomorrow morning.
2. In response to Member Kelley, Dr. Breuder asked Mr. Markert if the Board could receive the management letter a week in advance of the Board meeting for next year's audit. Mr. Markert agreed to send it with the financial statements next year, which will give them more time to review it.
3. Member Hill suggested that they spend some time at the Board retreat looking at the relationship between tuition revenue and the total tax take.
4. Member Murphy suggested adding a statement to the Board policy which requires the administration to provide the Board with documentation verifying that these consortia are producing the results expected.
5. Member Hill stated he would like more clarification on when and why the College should get involved in PTAB interventions. He would like to have clearer guidelines so that the Board can have consensus.

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I. BILLS PAYABLE

Operating Fund \$ 4,203,032.57

Tuition Refunds \$ 618,098.84

II. PAYROLL

10/15/2004 \$ 2,243,899.63

10/29/2004 2,249,629.29

11/12/2004 2,263,210.64

III. ESTIMATED PAYROLL

11/13/2004 – 11/30/2004 \$ 2,252,246.52

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

November 30, 2004

SUMMARY OF BIDS

- Exhibit IX – A.3.a The administration recommends that the Board award bid request Q00395 for the purchase and installation of 21 benches for Avanté to Henricksen & Company, the low bidder, in the amount of \$21,925.00.
- Exhibit IX – A.3.b The administration recommends that the Board award Bid Request Q00391 for two microscope slide cabinets, one plant cell model, one animal cell model, one plant mitosis model set, six digital micro pipets, seven electronic balances, three heavy duty laboratory blenders, one high-volume air sampler, one air pollution sampling pump, and six spectrophotometers will be awarded to Fisher Scientific Co., LLC, the low bidder, in the amount of \$10,337.89; four disarticulated human skeletons and six disarticulated human skulls to Carolina Biological Supply Co. , the low bidder, in the amount of \$5,259.09; two human kidney, nephron and glomerulus models to Wards Natural Science Est., Inc., the low bidder, in the amount of \$694.00; and one free-standing human urinary system and one gravity convection oven to VWR International, Inc., the low bidder, in the amount of \$660.11, for a total award of \$16,951.09.
- Exhibit IX – A.3.c The administration recommends that the Board award request for proposal Q00390 to Workplace Solutions for Employee Assistance Program in the amount of \$7,740 for fiscal year 2004/05, \$15,480 for fiscal year 2005/06 and approve the option, subject to the discretion of the administration, to renew the agreement at a two percent price increase each year for fiscal years 2006/07 through 2008/09.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00395 for the purchase and installation of 21 benches for Avanté as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$21,925 are provided in the 2004/05 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

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

Henricksen & Company	\$21,925.00
Corporate Concepts, Inc.	22,066.14
OM Workspace	22,106.70
Environetx	22,331.96
Office Concepts, Inc.	22,432.80
Office Equipment Co.	22,898.22
Interior Investments, Inc.	23,331.00

This request is for additional public space seating in the concourse on the first floor of Avanté. Now that students have begun to use Avanté it has become clear where additional public space seating is needed. One of those places is in the concourse. Students waiting for classes in the lecture halls and in the chemistry classrooms need a place to sit. The same benches will be used that are used throughout the hallways in Avanté.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00395 for the purchase and installation of 21 benches for Avanté to Henricksen & Company, the low bidder, in the amount of \$21,925.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00391 for two microscope slide cabinets, one plant cell model, one animal cell model, one plant mitosis model set, six digital micro pipets, seven electronic balances, three heavy duty laboratory blenders, four disarticulated human skeletons, two human kidney, nephron and glomerulus models, one high-volume air sampler, six disarticulated human skulls, one air pollution sampling pump, one free-standing human urinary system, one gravity convection oven, and six spectrophotometers as requested by the Life Science and Human Services Division for the Biology department.

II. BUDGET STATUS

Funds in the amount of \$16,951.09 are provided in the 2003/04 Education Fund budget, under account number 0111-311-586.

III. INFORMATION

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

Wilkins-Anderson Co.	\$10,534.00	No bid 9 items
Ward's Natural Science Est., Inc.	14,623.70	No bid 5 items
Fisher Scientific Co., LLC	14,142.78	
Carolina Biological Supply Co.	17,081.66	No bid 5 items
Johnson Scientific, Inc.	17,219.00	No bid 3 items
VWR International, Inc.	17,835.04	

This request is for equipment needed for the Biology labs. The new equipment will be co-mingled with existing equipment to support the labs.

Bids were requested for fourteen items. Fisher Scientific Co., LLC was not the low bidder for two items and did not meet the bid specifications on three items.

In order to obtain the lowest cost for the College the bid will be split per line item to the lowest responsible bidder. The two microscope slide cabinets, one plant cell model, one animal cell model, one plant mitosis model set, six digital micro pipets, seven electronic balances, three heavy duty laboratory blenders, one high-volume air sampler, one air pollution sampling pump, and six spectrophotometers will be awarded to Fisher Scientific Co., LLC, the low bidder, in the amount of \$10,337.89; the four disarticulated human skeletons and six disarticulated human skulls to Carolina Biological Supply Co. , the low bidder, in the amount of \$5,259.09; the two human kidney, nephron and glomerulus models to Wards Natural Science Est., Inc., the low bidder, in the amount of \$694.00; and the one free-standing human urinary system and one gravity convection oven to VWR International, Inc., the low bidder, in the amount of \$660.11, for a total award of \$16,951.09.

IV.

RECOMMENDATION

The administration recommends that the Board award Bid Request Q00391 for two microscope slide cabinets, one plant cell model, one animal cell model, one plant mitosis model set, six digital micro pipets, seven electronic balances, three heavy duty laboratory blenders, one high-volume air sampler, one air pollution sampling pump, and six spectrophotometers will be awarded to Fisher Scientific Co., LLC, the low bidder, in the amount of \$10,337.89; four disarticulated human skeletons and six disarticulated human skulls to Carolina Biological Supply Co. , the low bidder, in the amount of \$5,259.09; two human kidney, nephron and glomerulus models to Wards Natural Science Est., Inc., the low bidder, in the amount of \$694.00; and one free-standing human urinary system and one gravity convection oven to VWR International, Inc., the low bidder, in the amount of \$660.11, for a total award of \$16,951.09.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of request for proposal Q00390 for an Employee Assistance Program as requested by Diversity and Organizational Development.

II. BUDGET STATUS

Funds in the amount of \$7,740 are provided in the 2004/05 Education Fund budget and \$15,480 will be provided in the 2005/06 Education Fund budget, under account number 0181-053-529.

III. INFORMATION

A legal request for proposal notice was published and five proposals solicited. Four proposals were received. The following is a recap of the proposal tab sheet:

Workplace Solutions	\$ 15,480
Bensinger, DuPont & Associates	16,217
VMC Behavioral Healthcare Services	17,199

The College initiated its Employee Assistance Program in 1984 to provide confidential referral for the diagnosis and treatment of persistent behavioral problems. Since that time the employee assistance program has broaden its scope to provide a broader range of services.

The costs are based on 819 employees and include such services as employee assistance, work/life solutions and legal/financial services.

Employee assistance includes generalized information and support regarding a variety of life and work stresses including those related to child care, elder care, legal and financial issues.

Work/life provides employees with specific referrals for childcare resources, elder care resources and convenience services with respect to criteria set by the employee. Guidelines are made available to evaluate providers and/or resources to make the best decision.

Legal/Financial Solutions provides employees with access to a broad network of fully credentialed provider firms. Employees are referred to local counsel and are entitled to one free thirty-minute office consultation for up to three separate legal or financial issues per year. Should employees retain the network attorney or financial professional who completed the initial consultation, the employee will receive a discount off of the normal hourly rate.

The Employee Assistance Program at Harper College has proved to be a benefit that is being utilized by all employee groups and is a valuable asset to our College community.

This request is for \$7,740 for the remainder of fiscal year 2004/05 and \$15,480 for fiscal year 2005/06 with the option, subject to the discretion of the administration, to renew the agreement at a two percent price increase each year for fiscal years 2006/07 through 2008/09.

IV. RECOMMENDATION

The administration recommends that the Board award request for proposal Q00390 to Workplace Solutions for Employee Assistance Program in the amount of \$7,740 for fiscal year 2004/05, \$15,480 for fiscal year 2005/06 and approve the option, subject to the discretion of the administration, to renew the agreement at a two percent price increase each year for fiscal years 2006/07 through 2008/09.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

November 30, 2004

SUMMARY OF PURCHASE ORDERS

- Exhibit IX – A.4.a The administration recommends that the Board approve issuance of a purchase order to The Gale Group for purchase of the Literature Resource Center Database Digital Archives Collection which is accessed via the World Wide Web, and for associated annual Access & Update fees, in the amount of \$21,302 per year for three years from October 25, 2004 through October 24, 2007 for a total of \$63,906.
- Exhibit IX – A.4.b The administration recommends that the Board approve issuance of a purchase order to Harry J. Kloepfel & Associates, Inc. for the purchase and installation of three demonstration tables for biology labs, an additional student table for one of the physical science labs, inserts for existing tables in the anatomy and physiology lab and an additional cabinet for one of the biology prep rooms, all in Avanté, in the amount of \$13,100.
- Exhibit IX – A.4.c The administration recommends that the Board approve the issuance of a purchase order to ProQuest Information and Learning for renewal of subscriptions to newspapers on microfilm in the amount of \$15,542.04.
- Exhibit IX – A.4.d The administration recommends that the Board approve the issuance of a purchase order to Starbucks Coffee Company for the purchase and installation of a Verismo 701 semi automatic espresso machine for use in Avanté in the amount of \$10,830.

- Exhibit IX – A.4.e The administration recommends that the Board approve the issuance of a change order to purchase order #024881 issued to NCS Pearson, Inc. for the production and mailing of Forms 1098-T, in the amount of \$2,040, for a new total of \$14,680.
- Exhibit IX – A.4.f The administration recommends that the Board approve issuance of a purchase order to PeopleAdmin, Inc. for a two-year license fee and support for an Internet based recruiting system, in the amount of \$44,500.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to The Gale Group for purchase of the Literature Resource Center Database Digital Archive Collection which is accessed through the World Wide Web, and for associated annual Access & Update fees, as requested by Library Services.

II. BUDGET STATUS

Funds in the amount of \$63,906 will be provided, \$21,302 each in the 2004/05, 2005/06, and 2006/07 Education Fund budget, under account number 0121-024-546.1.

III. INFORMATION

The English and literature collections of the Library are among the resources most heavily used by students for their Harper College coursework. To help meet the demand for current resources, Library Services subscribes to the Literature Resource Center Database which is a unique, content-rich periodical reference tool that is only developed and provided by The Gale Group.

The Literature Resource Center Database is a complete literature reference database providing biographies, bibliographies and critical analysis of literary figures from all time periods, in genres such as fiction, nonfiction, poetry, drama, history and journalism. It provides coverage of more than 122,000 writers, including a wide array of full-text information. The database also provides access to 415,000 full-text critical essays on major authors via World Wide Web links to more than 250 prominent literary journals, and includes over 5,000 explications and overviews of prominent literary works, as well as links to 6,000 websites focusing on major authors and their works.

The database enhances the Library's print collection. Like all of the Library's databases, it is accessible to Harper College students 24 hours a day from anywhere that they have access to the World Wide Web. Students and faculty conducted 78,399 searches in the Literature Resource Center Database during FY2004. User comments indicate that this electronic resource is a valuable reference tool which assists in coursework.

This recommendation is to purchase the Digital Archive Collection for the Literature Resource Center Database through the Gale Digital Archive subscription program. It is a one-time purchase of all archival content of the database. Through annual Access & Update fees, the Library will maintain online access to the resource and add updated content to its archive.

The cost of purchasing the Literature Resource Center Digital Database Archive Collection is \$21,302 per year for three years, including the purchase price of \$18,952 and the annual Access & Update fees of \$2,350. This is \$2,844.35, or 15.4%, more per year than last year's subscription amount of \$18,457.65. The annual Access & Update fees were included in the subscription amount. By purchasing the Digital Archive Collection rather than continuing to subscribe to the content, four years after the purchase is completed the Library will have reduced its annual operating expenses sufficiently to pay for the acquisition. After the purchase is completed in three years, the College will continue to pay only the annual Access & Update fees.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to The Gale Group for purchase of the Literature Resource Center Database Digital Archives Collection which is accessed via the World Wide Web, and for associated annual Access & Update fees, in the amount of \$21,302 per year for three years from October 25, 2004 through October 24, 2007 for a total of \$63,906.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to harry j. kloepfel & associates, inc. for the purchase and installation of three demonstration tables for biology labs, an additional student table for one of the physical science labs, inserts for existing tables in the anatomy and physiology lab and an additional cabinet for one of the biology prep rooms, all in Avanté, as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$13,100 are provided in the 2004/05 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

This furniture was requested by the users for labs in Avanté but it was not provided in the original purchase of laboratory furniture. Fisher Hamilton is the manufacturer of all of the original furniture in the science labs. In order to keep continuity within the labs, it is in the best interest of the College to use the same manufacturer for these additional pieces.

Harry j. kloepfel & associates, inc. is the exclusive distributor of Fisher Hamilton laboratory furniture in northern Illinois. A letter verifying this is on file in the Purchasing department.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to harry j. kloepfel & associates, inc. for the purchase and installation of three demonstration tables for biology labs, an additional student table for one of the physical science labs, inserts for existing tables in the anatomy and physiology lab and an additional cabinet for one of the biology prep rooms, all in Avanté, in the amount of \$13,100.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

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

II. BUDGET STATUS

Funds in the amount of \$15,542.04 are provided in the 2004/05 Education Fund budget, under account number 0121-024-546.1.

III. INFORMATION

The acquisition of newspapers of record on microfilm is a vital component of long-term collection development in the Library. Through the analysis of usage statistics and in consultation with other College faculty, Library faculty identify and select specific newspaper titles that are acquired on microfilm for curriculum support, research and study. Newspapers of record are regularly ordered on microfilm for access to full content, which is not available electronically, and because microfilm preserves the newspapers in a stable and long-lasting medium. This year it was determined that microfilm holdings were no longer necessary for one title (Barrons).

This request is to renew subscriptions to the following newspapers on microfilm for the 2004 calendar year:

- *Chicago Tribune*
- *New York Times*
- *Wall Street Journal*

Only ProQuest is licensed to provide these newspapers on microfilm.

The amount of \$15,542.04 for the subscriptions is 1.59 percent, or \$243.54, more than last year's amount of \$15,298.50. The increase is due to a rise in costs to obtain and produce materials, minus the elimination of one title (Barrons, \$785.00).

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 ProQuest Information and Learning for renewal of subscriptions to newspapers on microfilm in the amount of \$15,542.04.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Starbucks Coffee Company for the purchase and installation of a Verismo 701 semi automatic espresso machine for use in Avanté as requested by Physical Plant/Auxiliary Services for the Food Service department.

II. BUDGET STATUS

Funds in the amount of \$10,830 are provided in the 2004/05 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

This request is for a Verismo 701 semi automatic espresso machine for use in Avanté. This machine produces quality espresso beverages in as little as 30 seconds and can provide up to 100 beverages per hour with unlimited steam capacity. Automated tamp, grind and dose produce consistent high quality drinks. A traditional espresso machine has external grinders or knock-boxes that require constant cleaning. The Verismo 701 machine has automatic cleaning functions that cut down daily cleaning time to 50 percent. Labor costs will be minimized because the Verismo 701 can be operated by one employee with the same output of two employees on a traditional machine. This model is identical to an existing machine located in Building L, therefore staff is already trained and will not have to be trained for different equipment in the Avanté location.

Starbucks is a name that the students are very familiar with. Starbucks Coffee Company will provide free point-of-sale materials for seasonal items and other promotions throughout the year.

Starbucks is the sole provider of its Verismo 701. A letter from Starbucks 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 Starbucks Coffee Company for the purchase and installation of a Verismo 701 semi automatic espresso machine for use in Avanté in the amount of \$10,830.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a change order to purchase order #024881 issued to NCS Pearson, Inc. for the production and mailing of Forms 1098-T, as requested by Administrative Services for the Accounting department.

II. BUDGET STATUS

Funds in the amount of \$2,404.00 are provided in the 2004/05 Education Fund budget, under account number 0192-039-539.00.

III. INFORMATION

The Board of Trustees approved awarding request for proposal Q00256 to NCS Pearson, Inc. at the October 24, 2002 Board Meeting. The award was for \$12,640 for the production and mailing an estimated 21,000 1098-T forms yearly for calendar years 2002-2004. The 2003 IRS rule change requiring financial information to now be included on the 1098-T forms has increased the estimated number of 1098-T forms to 25,000. Prior to 2003, Harper College was not required to send a 1098-T form to students receiving financial aid which covered their total tuition bill.

This request is to approve a change order to NCS Pearson, Inc. in the amount of \$2,404 for the additional estimated production of 4,000 1098-T forms.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a change order to purchase order #024881 issued to NCS Pearson, Inc. for the production and mailing of Forms 1098-T, in the amount of \$2,040, for a new total of \$14,680.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to PeopleAdmin, Inc. for a two-year license fee and support for an Internet based recruiting system as requested by Information Technology for the Human Resources department.

II. BUDGET STATUS

Funds in the amount of \$44,500 are provided in the 2004/05 under account numbers 0181-053-539.00 and 0695-245-539.00-4509.

III. INFORMATION

The acquisition of the PeopleAdmin recruiting system was approved by Board action August 22, 2002. The system is used by the Human Resources department as part of an ongoing effort to minimize the costs associated with recruiting (i.e. advertising, mailing, travel, increased demands on staff time, etc.) over the past several years.

The PeopleAdmin product benefits the College by streamlining the recruiting process and reducing the volume of data entry, mailing costs, and turn-around time by the Human Resources department, response time to candidates, and paper flow. This product is customizable and has been specifically designed to "look" like the Harper Web site. In addition, the product has been customized to send Harper-designed response letters, screen applicants, scan hard-copy applications, and store applications for future purposes.

PeopleAdmin is the sole vendor providing licensing and support for the PeopleAdmin Web-based hosting system. The cost of the two-year license fee and support is to be \$47,000 for the period of December 5, 2004 through December 5, 2006. This includes price increases of four – five percent for license, maintenance and support agreements each year. Reasons for price increases include increases in salaries paid to development and support staff and costs for additional software functionality acquired and/or added to the base system.

Since the College was one of the initial implementers of the PeopleAdmin system at an annual license cost of \$22,000, PeopleAdmin has extended an additional cost savings for the proposed two-year period of \$2,500 thus reducing the two-year license, maintenance and support to \$44,500 from \$47,000. This results in an annual increase of 1.13 percent. While savings are realized, the actual increase in license, maintenance and support costs is the first in the two years that the College has utilized the system.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to PeopleAdmin, Inc. for a two-year license fee and support for an Internet based recruiting system, in the amount of \$44,500.

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 Supervisory/Confidential Appointment.

B. Ratification of Classified Staff Appointments.

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

D. Ratification of Professional/Technical Resignation.

E. Ratification of Harper #512 IEA-NEA Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Career Advisory Committee appointments for the 2004-2005 academic year.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

For the current year, 304 prospective committee members representing 31 career programs have been invited to assist the College in the further development and improvement of career education. Attached is a listing of advisory committee members and a copy of the letter to be sent to each individual committee member after Board approval.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the Career Advisory Committee appointments for the 2004-2005 academic year.

November 30, 2004

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

Dear «Gender» «LastName»:

On behalf of the Harper College Board of Trustees and the Administration, I am pleased to welcome you as a member of the «Program» Advisory Committee for the 2004-05 academic year.

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

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

Sincerely,

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

Robert L. Breuder

RLB: It

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

Consent Agenda
Exhibit IX-B.1
November 30, 2004

	<u>Outstanding Investments</u>	<u>FY05 Budget</u>	<u>Planned To Date</u>	<u>Earned To Date</u>
EDUCATION FUND	\$ 18,751,791	315,000	105,000	121,625
OPERATIONS, & MAINT. FUND	6,561,889	140,000	46,667	45,259
OPERATIONS, & MAINT. FUND (Restricted)	2,759,780	50,000	16,667	14,044
BOND & INTEREST	5,292,410	55,000	18,333	28,623
AUXILIARY ENTERPRISES	1,870,448	35,000	11,667	11,165
RESTRICTED FUNDS	5,699,073	55,000	18,333	37,112
WORKING CASH FUND	12,974,468	185,000	61,667	72,835
AUDIT FUND	192,749	2,500	833	1,239
LIABILITY, PROTECTION & SETTLEMENT	<u>68,722</u>	<u>5,000</u>	<u>1,667</u>	<u>1,112</u>
	<u>\$ 54,171,330</u>	<u>842,500</u>	<u>280,833</u>	<u>333,013</u>

WILLIAM RAINEY HARPER COLLEGE
FY2004/2005 BUDGET AND EXPENDITURES
October 31, 2004

Nov. 30, 2004
Exhibit IX-B.1

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Institutional						
Admin Services	11,198,632.00	2,972,116.93	2,476,632.19	32,001.08	22.40%	8,689,998.73
Sub-Total	\$11,198,632.00	2,972,116.93	\$2,476,632.19	\$32,001.08	22.40%	\$8,689,998.73
President						
Development Office	410,673.00	108,992.61	153,702.66	233,613.61	94.31%	23,356.73
Pres/Brd of Trustees	341,971.00	90,759.10	119,520.09	182,584.59	88.34%	39,866.32
Strategic Alliance	184,028.00	48,841.03	57,930.47	77,145.82	73.40%	48,951.71
Assoc VP Development	186,814.00	49,580.44	61,566.79	110,218.82	91.96%	15,028.39
Sub-Total	\$1,123,486.00	298,173.18	\$392,720.01	\$603,562.84	88.68%	\$127,203.15
Student Affairs						
Student Activities	406,240.00	107,816.10	120,306.65	212,622.31	81.95%	73,311.04
Student Development	3,704,090.00	983,065.49	1,117,433.64	1,677,811.26	75.46%	908,845.10
Wellns/Human Perform	1,795,577.00	476,546.14	504,821.95	775,670.55	71.31%	515,084.50
Sub-Total	\$5,905,907.00	1,567,427.72	\$1,742,562.24	\$2,666,104.12	74.65%	\$1,497,240.64
VP Academic Affairs						
Acad Enrich/Lang Std	4,313,424.00	1,144,782.73	1,389,457.30	2,117,328.19	81.30%	806,638.51
Academic Affairs	1,043,166.00	276,856.26	88,562.90	117,424.27	19.75%	837,178.83
Assoc VP Aca Affairs	321,992.00	85,456.68	87,062.80	163,006.37	77.66%	71,922.83
Bus/Social Sciences	5,475,167.00	1,453,109.32	1,708,978.49	2,345,536.64	74.05%	1,420,651.87
Dean of Cont Educ	507,295.00	134,636.09	143,853.86	246,321.89	76.91%	117,119.25
Liberal Arts	5,672,278.00	1,505,422.58	1,703,985.54	2,503,423.52	74.17%	1,464,868.94
Life Sci/Hum Services	4,415,095.00	1,171,766.21	1,243,117.55	2,082,400.87	75.32%	1,089,576.58
Resource for Learning	2,137,265.00	567,230.13	661,438.06	920,854.38	74.03%	554,972.56
Tech/Math & Phy Sci	4,730,859.00	1,255,569.98	1,514,886.82	2,157,507.83	77.63%	1,058,464.35

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
VP Aca Affairs	274,157.00	72,761.27	81,153.86	124,919.40	75.17%	68,083.74
Sub-Total	\$28,890,698.00	7,667,591.25	\$8,622,497.18	\$12,778,723.36	74.08%	\$7,489,477.46
VP Admin Services						
Admin Services	1,676,502.00	444,943.63	539,662.12	931,121.51	87.73%	205,718.37
Sub-Total	\$1,676,502.00	444,943.63	\$539,662.12	\$931,121.51	87.73%	\$205,718.37
VP Diversity/Org Dev						
Human Res/Int. Affairs	495,016.00	131,377.25	109,685.49	0.00	22.16%	385,330.51
Asst VP Diversity/Org	579,686.00	153,848.66	161,411.34	331,087.64	84.96%	87,187.02
Sub-Total	\$1,074,702.00	285,225.91	\$271,096.83	\$331,087.64	56.03%	\$472,517.53
VP Info Technology						
Info Technology	5,683,085.00	1,508,290.76	1,845,186.14	2,642,092.69	78.96%	1,195,806.17
Sub-Total	\$5,683,085.00	1,508,290.76	\$1,845,186.14	\$2,642,092.69	78.96%	\$1,195,806.17
VP Mktg & Advancement						
VP Enroll/Marketing	1,869,659.00	496,207.50	760,826.49	998,917.70	94.12%	109,914.81
Enrollment Svcs	1,558,086.00	413,516.02	523,092.55	694,478.30	78.15%	340,515.15
Pub/Comm Services	1,480,746.00	392,989.99	372,358.13	738,593.63	75.03%	369,794.24
Sub-Total	\$4,908,491.00	1,302,713.51	\$1,656,277.17	\$2,431,989.63	83.29%	\$820,224.20
Grand Total:	\$60,461,503.00	16,046,482.90	\$17,546,633.88	\$22,416,682.87	66.10%	\$20,498,186.25

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

- Kris Howard: New Foundation Board Members
- Richard Gillette: ICCTA Report

HARPER COLLEGE EDUCATIONAL FOUNDATION

Report to the Board of Trustees November 30, 2004

Harper's Educational Foundation Board will be further strengthened with the addition of three new members, Carol Beese, Rita Canning and Diane Hill. These three dynamic ladies will bring both professional skills and excellent community contacts to the Board. Copies of their resumes are attached for your information. On behalf of the Board of Trustees I will send them a letter thanking them for making this commitment and inviting them to attend one of our monthly Harper Board meetings.

I am also pleased to report that the Foundation has secured a new planned gift to support students with disabilities. The minimum value of this gift is \$200,000.

On Friday, November 19, a Foundation Board appreciation event took place. The board was hosted to a dinner reception followed by a performance of "All My Sons," the fall theatrical production in the Performing Arts Center.

Kris Howard
Board of Trustees Liaison

Carol Beese

Carol Beese is retired from the Barrington Area Chamber of Commerce where she served as president of the organization for 32 years, guiding its growth from 60 members to 800 business and professional members representing 75% of all businesses in the 90 square mile Barrington Area.

She is the first woman to serve as president of the Illinois Association of Chamber of Commerce Executives, was a director of the State Chamber of Commerce, served on the Board of Regents for the U.S. Chamber of Commerce with responsibilities at Notre Dame University, and was a member of the U.S. Chamber of Commerce Advisory Committee.

She attended DePauw University and the University of Chicago and is a graduate of the Institute for Organization Management at the University of Notre Dame. In 1995 she was honored with the Distinguished Illinois Chamber of Commerce Executive Award; in 2001 she was a recipient of the Illinois Woman of Achievement Award.

In Barrington Carol has served in a leadership capacity in numerous community organizations including the Barrington Park Board of Commissioners, the Buehler YMCA, Family Service of South Lake County, the Barrington Area Arts Council, the Barrington Rotary Club, the Barrington Area Council on Aging, to name a few.

Her special interest has been the development of Ron Beese Park, an 85 acre park named after her late husband. She is the mother of two children, Dr. Lorena Beese, a research professor at Duke University Medical School, and Mark Beese, vice president of a Minneapolis securities firm. She is the grandmother of Carolyn, Kristin, Lauren, and Robert.

Rita J. Canning

Rita Canning graduated from University of Illinois, Champaign with a B.S. Degree from the College of Commerce and Business Administration. She is President of WINGS (Women In Need Growing Stronger) and founder of the Palatine Home of the Sparrow, which are transitional shelter programs for abused and homeless women and their children. She opened a 10,000 square foot Resale Shop for WINGS and is currently in the process of establishing the first domestic violence shelter in Chicago's northwest suburbs. Rita serves as Vice-President of the Canning Foundation which funds such programs as The Canning Scholars, which provides scholarships to over 100 inner city children to six private schools both elementary and secondary. She helped to create and continues to fund the Holy Angels Outreach Program that provides assistance to those in need in the Ida B. Wells project homes. She is also a member of the Women's Board of Northwestern University, the Women's Board of the Field Museum, the State Treasurer's Strategy Board for Women's Economic Empowerment, a Director of Harris Bank - Palatine, a Director of the Buehler YMCA, Treasurer of the Northwest Suburban Alliance on Domestic Violence and on the Steering Committee of the Circuit Court of Cook County - 3rd District -Family Violence Coordinating Council.

She has received the Sears Distinguished Leader Award for exemplary volunteer contributions, the "Woman to Woman Making a Difference Award" from the Illinois State Treasurer's office and The Business Ledger's 2003 Influential Women in Business award.

Rita and her husband John live in Inverness and have six children. She enjoys tennis, golf and racquetball.

Diane G. Hill

Diane Hill is recently retired from Northwestern University where she served for 32 years as senior lecturer, author and clinical supervisor in speech and language pathology. She presently participates actively with her husband, David Hill, CEO of Kimball Hill Homes, a nationally-known homebuilder based in Rolling Meadows.

She received her undergraduate degree from Augustana College and her MA from Northwestern University.

Diane was a charter member and served as chair of the Specialty Board on Fluency Disorders, has held numerous leadership roles for All Saints Lutheran Church in Palatine, and is a member of the Leadership Committee of the Fund for Leaders in Mission of Evangelical Lutheran Church in America. She is also a member of Northwest Community Healthcare Foundation's Gift Development Committee and has been an active volunteer in Boy Scouts and many programs in school districts 15 and 211.

Diane and Dave are residents of Barrington and have one son, a graduate of Fremd High School and Princeton University who presently resides in Los Angeles. Diane enjoys travel, golf, reading and gardening.

ICCTA Nov. 2004 Meeting Report
Submitted by Richard Gillette

The program was "Trustees' Legal Update." (My copy of the handout has been furnished to the President's office). Highlights as I see them are:

Security is now an acceptable closed meeting subject. Appointment of legal counsel, performance, compensation and dismissal are also acceptable. Certain building plans, utility locations etc. are now exempt from public view.

Electronic attendance requires notification on where the public can monitor to be in the agenda and a member planning electronic attendance must notify the secretary. Electronic attendance is limited to ½ of the meetings per year and no vote on bonds or a hearing is allowed.

If a board vacancy is not filled in 60 days the ICCB chair appoints.

Defibrillators and mandated training for staff and other requirements apply to our physical fitness facility. We must also have a written plan for responding to medical emergencies occurring during public hours.

Although not in the handout, the gift ban and ethics ordinance requirement for the community college to prosecute violators is now being recommended not to be included. Cooperation in prosecution is the recommended change. This recommendation is based upon the college having no legal basis for same.

The membership adopted a new state funding recommendation. It adds a component for districts that have high assessed value that is not accessible due to PTELL.

We also voted our support for ICCTA's FY06 budget recommendation.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Grants and gifts status report.

II. REASON FOR CONSIDERATION

The Board is provided with a monthly update of grants and gifts.

III. BACKGROUND INFORMATION

The attachment reports the current status of operational public and private grants to the College, and status of cash donations and in-kind gifts to the Educational Foundation.

HARPER COLLEGE
Listing of
GRANT PROGRAMS
July 1, 2004 – June 30, 2005

NOTE: CHANGES ARE IN BOLD

Reported: November 30, 2004

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<u>EXTENDED</u> ACHA Building Healthy Campus Community Project Health Wellness D. Evans	Cultural competency demonstration site	ACHA/CDC \$12,200	09/01/01 04/30/05
<u>NEW</u> Scholar-in-Residence International Studies CML D. Sharp	Dr. Ederson Augusto Zanetti from Cuiaba, Brazil. Matching funds required	CIES \$11,600*	01/01/05 05/30/05
<u>CONTINUATION</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. (Received additional funds - \$22,738)	DCEO \$212,578	07/01/03 12/31/04
<u>NEW</u> Academic Success Programming for Underrepresented Minority Students Center for Multicultural Learning L. LaBauve-Maher	To ensure that undergraduate students have access to programming and support that will better ensure their academic successes.	HECA \$45,500	08/26/04 08/31/05
<u>NEW</u> Nontraditional Scholarship Grant Career Programs J. Hennig	Tuition assistance to students entering non- traditional occupations.	ICCB \$6,250	07/01/04 06/30/05
<u>RENEWAL</u> Business/Industry Workforce Preparation Corporate Services L. Danaher	State Allocation Grant to assist with local economic development efforts within Business & Industry Centers.	ICCB \$90,202	07/01/04 06/30/05

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS -ENDS
<u>RENEWAL</u> P-16 Initiative Career Programs J. Hennig	State Allocation Grant to pay for tuition for high school students taking college credit.	ICCB \$75,682	07/01/04 06/30/05
<u>RENEWAL</u> Perkins III Career Programs J. Hennig	Career and Technical education	ICCB \$303,004	07/01/04 06/30/05
<u>RENEWAL</u> Program Improvement Grant Career Programs J. Hennig	Supports improvement in career and technical educational programs.	ICCB \$31,566	07/01/04 06/30/05
<u>CONTINUATION</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 and Family Literacy programs in Illinois.	ICCB \$48,145	11/01/03 10/31/04
<u>CONTINUATION</u> FY05 Adult Education and Family Literacy Grant AE/LS D. Corr	Supports Adult Education Development Programs (State Basic \$149,681 State Performance 109,808 State Public Assistance 21,130 Federal Basic 156,725 EL/Civics 38,144)	ICCB \$475,488	07/01/04 06/30/05
<u>NEW</u> Paraprofessional Test Prep Course Continuing Education R. Mills/N. Nerstrom	To assist paraprofessionals in reviewing basic skills in reading, writing, and mathematics; learning test taking strategies geared toward standardized tests, in compliance with the No Child Left Behind Act.	ICCB \$13,200	07/01/04 06/30/05
<u>NEW</u> Postsecondary Career and Technical Education - Continuous Quality Improvement Grant Career Programs J. Hennig	To develop, enhance or implement a process and/or system that provides regular and systematic program evaluation and improvement related to career and technical education administration, programs and services.	ICCB \$10,000	10/30/04 06/30/05

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS -ENDS
<u>NEW</u> Career and Technical Education – Performance Enhancement Grant Career Programs J. Hennig	To develop, implement and improve computerized automated degree and certificate audit systems to Recognize and promote student success.	ICCB \$10,000	10/30/04 06/30/05
<u>NEW</u> Tech Prep Support Grant Career Programs J. Hennig	To fund innovative activities initiated by Illinois community colleges in support of goals and objectives of Tech Prep.	ICCB \$47,143	07/01/04 06/30/05
<u>CONTINUATION</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	11/01/03 10/31/04
<u>RENEWAL</u> Disabled Student Project Access & Disability Services T. Thompson	To provide services to students with disabilities.	IDHS \$134,754	07/01/04 06/30/05
<u>RENEWAL</u> Displaced Homemakers Women’s Program K. Canfield	Career, educational and personal support for Women’s Program participants.	IDOL \$58,410	07/01/04 06/30/05
<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	07/01/04 06/30/05
<u>RENEWAL</u> Midwest Center of Post- Secondary Outreach Access & Disability Services T. Thompson/D. Kavin	Provides technical assistance to A & D Service Programs	USDE/St. Paul Technical \$77,500	07/01/04 06/30/05
<u>RENEWAL</u> Midwest Center of Post- Secondary Outreach Access & Disability Services T. Thompson/D. Kavin	Provides technical assistance to A & D Service Programs	USDE/St. Paul Technical \$42,000	07/01/04 06/30/05

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS -ENDS
<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 – 07/31/05)	USDJ \$88,740 (\$42,043 per officer x 3)	07/01/04 06/30/05

Total as of November 30, 2004

\$1,869,427

***NOTE 1: Harper and the College of Lake County are partnering again in a Fulbright Scholar-in-Residence program. \$11,600 has been awarded, and will go directly to the Fulbright Scholar, who is Dr. Zanetti from Brazil. Harper and CLC will each contribute \$10,600 toward this program.**

NOTE 2: The Northwest Suburban Education to Careers Partnership has been transferred to School District 214, and won't be in the FY05 grants awarded. The FY04 total for this Partnership equaled: \$1,749,533.

DESCRIPTION OF ABBREVIATIONS

ACHA American College Health Association
AE/LS Academic Enrichment and Language Studies
CIES Council for International Exchange Scholars
COPS Community Oriented Policing Services
DCEO Department of Commerce & Economic Opportunity
HECA Higher Education Cooperation Act
ICCB Illinois Community College Board
ICECF Illinois Clean Energy Community Foundation
IDHS Illinois Department of Human Services
IDOL Illinois Department of Labor
NSF National Science Foundation
TMPS Technology, Math & Physical Science
USDE United States Department of Education
USDJ United States Department of Justice

Harper College Educational Foundation

October Fundraising Report FY05

Appeal Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Memorial	5	\$160.00	\$50.00	\$0.00	\$0.00	\$210.00
Proposal	1	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Pacesetter Campaign FY05	6	\$5,000.00	\$500.00	\$0.00	\$0.00	\$5,500.00
Scholarship Stewardship Reports	4	\$4,824.00	\$0.00	\$0.00	\$0.00	\$4,824.00
Special Initiatives	3	\$3,766.42	\$0.00	\$0.00	\$0.00	\$3,766.42
Stewardship	2	\$383.00	\$0.00	\$0.00	\$0.00	\$383.00
Tradition of Excellence 2003	1	\$520.00	\$0.00	\$0.00	\$0.00	\$520.00
Unsolicited	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
TOTAL	23	\$17,178.42	\$550.00	\$0.00	\$0.00	\$17,728.42

**Harper College Educational Foundation
Year to Date Fundraising Report (as of 10/31/2004)**

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Board Solicited	1	\$95.29	\$0.00	\$0.00	\$0.00	\$95.29
Golf Open 2004	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Harper Symphony Orchestra	4	\$375.00	\$0.00	\$0.00	\$0.00	\$375.00
Harper Quest Celebration Events	28	\$6,367.33	\$74,450.00	\$22,000.00	\$0.00	\$102,817.33
Memorial	25	\$3,680.00	\$550.00	\$0.00	\$0.00	\$4,230.00
Margaret Scott	60	\$1,708.22	\$0.00	\$0.00	\$0.00	\$1,708.22
Personal Solicitation	4	\$1,000.00	\$15,500.00	\$0.00	\$0.00	\$16,500.00
Proposal	4	\$9,000.00	\$2,000.00	\$0.00	\$0.00	\$11,000.00
Pacesetter Campaign FY05	8	\$6,072.70	\$500.00	\$0.00	\$0.00	\$6,572.70
Resources for Excellence Employee Campaign FY04	6	\$145.00	\$20.00	\$0.00	\$0.00	\$165.00
Jeremy Rifkin Event	7	\$174.00	\$0.00	\$0.00	\$0.00	\$174.00
Scholarship Stewardship Reports	8	\$13,324.00	\$0.00	\$0.00	\$0.00	\$13,324.00
Special Initiatives	4	\$4,516.42	\$0.00	\$0.00	\$0.00	\$4,516.42
Stewardship	4	\$1,158.00	\$0.00	\$0.00	\$0.00	\$1,158.00
Tradition of Excellence 2003	1	\$520.00	\$0.00	\$0.00	\$0.00	\$520.00
Unsolicited	4	\$1,625.00	\$0.00	\$0.00	\$0.00	\$1,625.00
TOTAL	169	\$49,860.96	\$93,020.00	\$22,000.00	\$0.00	\$164,880.96

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

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

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Adoption of the National Incident Management System (NIMS) as the College's recognized emergency management model for the handling of natural as well as manmade emergencies.

II. REASON FOR CONSIDERATION

Homeland Security Presidential Directive, HSPD-5 requires that each community must develop local emergency operations plans that comply with the tenets of the Incident Command System as outlined in NIMS documents.

Failure to adopt NIMS, by resolution, may preclude reimbursement to Harper College for costs expended during and after a declared emergency or disaster and for training and preparation for such disasters or emergencies.

III. BACKGROUND INFORMATION

NIMS is the first-ever standardized approach to incident management and response. Developed by the Department of Homeland Security and released in March 2004, it establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations

Developed by the Secretary of Homeland Security at the request of the President, the National Incident Management System (NIMS) integrates effective practices in emergency response into a comprehensive national framework for incident management. The NIMS will enable responders at all levels to work together more effectively and efficiently to manage domestic incidents no matter what the cause, size or complexity, including catastrophic acts of terrorism and disasters.

Federal agencies also are required to use the NIMS framework in domestic incident management and in support of state and local incident response and recovery activities.

- The benefits of the NIMS system will be significant:
- Standardized organizational structures, processes and procedures;
- Standards for planning, training and exercising;
- Personnel qualification standards;
- Equipment acquisition and certification standards;
- Interoperable communications processes, procedures and systems;
- Information management systems with a commonly accepted architecture;
- Supporting technologies – voice and data communications systems, information systems, data display systems, specialized technologies; and
- Publication management processes and activities

IV. RECOMMENDATION

The Administration recommends that the Board of Trustees adopt the attached resolution for National Incident Management System as its management model for handling natural or manmade disasters.

Resolution

Adoption of the National Incident Management System

It is hereby resolved by the Board of Trustees, Harper College, Community College District 512, State of Illinois, that:

- WHEREAS; Emergency response to critical incidents, whether natural or manmade, requires integrated professional management, and
- WHEREAS; Unified Command of such incidents is recognized as the management model to maximize the public safety response, and
- WHEREAS; The National Incident Management System, herein referred to as NIMS, has been identified by the Federal Government as being the requisite emergency management system for all political subdivisions, and
- WHEREAS; Failure to adopt NIMS as the requisite emergency management system may preclude reimbursement to the political subdivision for costs expended during and after a declared emergency or disaster and for training and preparation for such disasters or emergencies.
- THEREFORE; It shall be the public procedure of this Community College District to adopt the NIMS concept of emergency planning and unified command. It shall further be the procedure of this Community College District to train public officials responsible for emergency management.

Chair, Board of Trustees

Date

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation to retain Advanced Practical Solutions, LLC, for consulting services to monitor state agencies and the legislative process of the Illinois General Assembly, as requested by the Office of the President.

II. REASON FOR CONSIDERATION

The College has hired a consultant in the past to monitor state agencies and legislative issues. The College currently has a number of issues that need legislative action.

III. BACKGROUND INFORMATION

The College has determined a need to more closely review and monitor legislation before the Illinois General Assembly and within state agencies. Advanced Practical Solutions, LLC has been recommended to the College for their expertise in the area of monitoring legislation which it considers of interest to the College, and their ability to represent the College before the Illinois General Assembly and the various agencies and committees of the General Assembly with regard to legislation of interest to the College.

IV. RECOMMENDATION

The Administration recommends that the Board of Trustees retain Advanced Practical Solutions, LLC, for consulting services with regard to state agency and legislative monitoring of the Illinois General Assembly, and authorize the Chair to sign a contract, pending attorney review, in the amount of \$5,000 per month for 12 months (January 1, 2005 to December 31, 2005) for a total of \$60,000, plus expenses pre-approved by the President, and for an option to renew for an additional two years at the same cost, at the discretion of the President in consultation with the Chair.

AGREEMENT

This Agreement entered into the date below, by and between Advanced Practical Solutions, LLC and William Rainey Harper College (hereinafter referred to as “the client”);

WITNESSETH:

1. Advanced Practical Solutions, LLC hereby agrees to review and monitor legislation before the Illinois General Assembly which he considers or is advised is of interest to the client; to represent the client before the Illinois General Assembly, the Governor and the various agencies and committees of the General Assembly and Governor’s Office with regard to legislation of interest to the client; to meet with the client’s assigned legislative coordinator; and to consult with authorized persons regarding the status of relevant legislation, work or other activity of interest or concern to the client;

2. Advanced Practical Solutions, LLC agrees to act only with confirmation and direction from the client as to each lobbying activity. Either Advanced Practical Solutions, LLC or the client may suggest an area of lobby activity to be followed by appropriate confirmation and direction from the client; and

3. In consideration of the above, the client agrees to pay Advanced Practical Solutions, LLC the sum of Five Thousand (\$5,000.00) per month, payable on the first day of the month.

4. It is hereby understood and agreed by and between the parties hereto that the initial term of this Agreement shall expire on December 31, 2005 and that this Agreement shall, with approval by the College President, extend for additional one month periods for the same monthly compensation stated above.

5. The client accepts no responsibility or liability for any actions of Advanced Practical Solutions, LLC which may reflect upon the client.

6. This document constitutes the entire agreement between the parties hereto.

7. It is understood, acknowledged and agreed by the parties that the relationship of Advanced Practical Solutions, LLC to the client arising out of this Agreement shall be that of an independent contractor. Neither Advanced Practical Solutions, LLC nor any employee or agent of Advanced Practical Solutions, LLC is an employee or agent of the client and therefore, is not entitled to any benefits provided employees of the client. Advanced Practical Solutions, LLC has no authority to employ/retain any person as an employee or agent for or on behalf of the client for any purpose. Neither Advanced Practical Solutions, LLC nor any person engaging in any work or services related to the Agreement at the request or with the actual or implied consent of Advanced Practical Solutions, LLC may represent himself to others as an employee of the client. Should any person indicate to Advanced Practical Solutions, LLC or any employee

or agent of Advanced Practical Solutions, LLC, by written or oral communication, course of dealing, or otherwise, that such person believes Advanced Practical Solutions, LLC to be employee or agent of the client, Advanced Practical Solutions, LLC shall use reasonable efforts to correct such belief.

8. Advanced Practical Solutions, LLC shall indemnify and hold the client harmless from any and all expenses, damages, claims, liability, losses or causes or action which arise out of or are founded upon the activities of Advanced Practical Solutions, LLC; or any act or omission by any employee, agent, or representative of Advanced Practical Solutions, LLC. Advanced Practical Solutions, LLC shall defend all such claims in the name of the client and shall pay for all reasonable attorney's fees of the client incurred as a result thereof.

9. Advanced Practical Solutions, LLC shall have no authority or power to sell, transfer or assign this Agreement or any interest therein, nor any power or authority to permit any other person or party to have any interest for any purpose whatsoever without the prior written consent of the client, it being the intention of this Agreement to grant the right and privilege solely to Advanced Practical Solutions, LLC and neither directly or indirectly to any other party.

10. This Agreement may be terminated by either party within ninety (90) days written notice.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first written below.

ADVANCED PRACTICAL SOLUTIONS, LLC

WILLIAM RAINEY HARPER COLLEGE

By: _____
President

Date: _____

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 *Children's Memorial Hospital* for the Radiologic Technology Program and *Loyola University Medical Center* for the Cardiac Technology Program 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. However, several affiliating agencies have initiated their own clinical affiliation agreement, *Children's Memorial Hospital and Loyola University Medical Center*, whereby they require Board or appointed designee signature.

III. BACKGROUND INFORMATION

The facilities and educational opportunities available at *Children's Memorial Hospital* and *Loyola University Medical Center* are consistent with the clinical objectives of the Harper College Health Career Programs.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreements between Harper College and *Children's Memorial Hospital* and *Loyola University Medical Center* be approved as submitted and authorize the Dean of Life Science and Human Services to sign all of the above.