



Harper College  
1200 West Algonquin Road  
Palatine, Illinois

## **Regular Board Meeting Agenda**

December 20, 2005  
7:00 p.m.

### **I. Call to Order**

### **II. Roll Call**

### **III. Approval of Agenda**

### **IV. Presentations**

- Cathy Brod: Community Outreach
- Daniel Corr, Kathy Millen, Jennifer Bell

### **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 - November 22, 2005 Regular Board Meeting   | Exhibit IX-A.1 |
| 2. Bills Payable, Payroll for November 23, 2005, and December 6, 2005; Estimated Payroll for December 23, 2005 | Exhibit IX-A.2 |
| 3. Bid Awards  | Exhibit IX-A.3 |
| 4. Purchase Orders   | Exhibit IX-A.4 |
| 5. Personnel Action Sheets   | Exhibit IX-A.5 |
| 6. Personnel Action, Grievance Appeal  | 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                | Exhibit IX-B.4 |
| 5. Bond Sale Notification                    | Exhibit IX-B.5 |
| - November 29 sale included                  |                |
| - December 14 sale to be provided after sale |                |

\* 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 Levy Resolution Exhibit X-A
- B. RECOMMENDATION: Abatement of Taxes Exhibit X-B
- C. RECOMMENDATION: Request for Approval of New Pediatric Echocardiography Certificate Exhibit X-C
- D. RECOMMENDATION: Request for Approval to Issue Purchase Order to R. J. Galla, Inc. for Excess Workers Compensation Insurance Exhibit X-D
- E. RECOMMENDATION: Request for Approval to Issue Change Order to Purchase Order 500273 for Greenbrier and Russel, Inc. Exhibit X-E

**XI. Announcements by the Chair**

- A. Communications
- B. Calendar Dates

**On-Campus Events**

(Note: \* = Required)

**December 23 -  
January 2**

**Holiday Break - classes not in session - CAMPUS IS CLOSED  
Classes resume January 17**

- \*January 31 7:00 p.m. - Regular Board Meeting - Room W214-215 **NOTE CHANGE OF DATE**
- \*February 28 7:00 p.m. - Regular Board Meeting - Room W214-215
- \*March 21 7:00 p.m. - Regular Board Meeting - Room W214-215
- \*April 25 7:00 p.m. - Organization Meeting and 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, November 22, 2005**

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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, November 22, 2005

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, November 22, 2005 at 7:03 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Gillette, Graft, Hoffman, Kelley and Stone  
Absent: Members Hill and Murphy; Student Member Hurtubise

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the President; Judy Thorson, V.P. Administrative Services; Cheryl Kisunzu, Associate V.P. Diversity/Organizational Development; David McShane, V.P. Information Technology; Margaret Skold, V.P. Academic Affairs; Sheila Quirk, Associate V.P. for Strategic Planning and Alliances; Catherine Brod, V.P. for Development; Joe Accardi; Mike Alsup; Barb Anderson; Carol Blotteaux; Larry Bielawa; Carole Bomba; Arlene Bublick; Phil Burdick; Maria Coons; Daniel Corr; Terry Engle; Terence Felton; Robert Getz; Sally Griffith; Michael Harkins; Mike Held; Laura LaBauve-Maher; Joanne Leski; Terry Lindsay; Jim Ma; Fredia Martin; Russ Mills; Linda Mueller; Pat O'Leary; Jeanne Pankanin; Kevin Perez; Janie Petersen; Diana Sharp; Jane Swider; Dave Webster; Dennis Weeks and Deanna White.

Guests: Tim Kane, Chicago Tribune; Mike Puente, Daily Herald; Phil McKenna, Kane McKenna Capital; Joanne Malinowski, Hutchinson, Shockey, Erley & Co.; Todd Krzyskowski, JPMorgan; Michael Lundeen, Legat Architects; Marilyn Morel, LWV-PA; M.J. Graft, citizen.

Sheila Quirk led everyone in the Pledge of Allegiance.

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

In a voice vote, the motion carried.

**EDUCATIONAL  
PRESENTATIONS**  
Diversity Committee  
Annual Report

Cheryl Kisunzu explained that Dr. Breuder has provided the Diversity Committee with an opportunity to give an annual update on the institution's proactive response to diversity and multiculturalism. She and Laura LaBauve-Maher showed a presentation of photos taken at this year's multicultural student retreat.

**Summer Bridge Program**

Ms. LaBauve-Maher noted that the Summer Bridge Program for under-prepared first-generation-in-college students was launched this past summer with the generous support of the Harper Educational Foundation. The desired outcome of this program is to address transitional issues between high school and college in order to better provide these students with the skill sets needed to succeed in college. The Summer Bridge program was created in collaboration with faculty from the Center for Multicultural Learning (CML), Student Development, the Math Department and Academic Enrichment and Language Studies Division. Thirty-three students successfully completed the program, which included two weeks of intense studies that focused on writing, reading for college, math skills and college survival workshops such as time management, study skills, learning styles and transfer planning.

As a result of the participation in the Bridge Program, students indicated an increase of knowledge and ability in the following areas: 84 percent increased basic academic reading strategies; 100 percent increased basic composition strategy; 74 percent increased basic math skills; 94 percent had a clearer sense of direction with life and their career choices; 84 percent learned to manage time better; and 90 percent indicated they felt a sense of community and belonging. All 33 students are meeting twice during the semester with one of the faculty counselors in the Center for Multicultural Learning.

**Multicultural Drop-In Center**

In an effort to provide underrepresented minority students with a place to gather, Dr. Breuder allowed a space for the creation of the new Multicultural Drop-In Center (MDIC). The new MDIC includes a working space for the Executive Boards of the Black Student Union, Harper Pride, Indian/Pakistani Student Association and Latinos Unidos. There are also four computers for general membership usage and a conference room for meetings.

**Multicultural Faculty Fellows Program**

The Multicultural Faculty Fellows Program (MFFP) received the 2005 Celebration of Diversity Award from the regional National Association of Student Personnel Administrators (NASPA). In addition, the Midwestern Regional President of NASPA will be submitting Harper's nomination for an Excellence Award from the national NASPA conference being held in Washington, DC, in March. The MFFP offers training and research opportunities for faculty to become multicultural experts in their academic discipline. The uniqueness of this project is a concept of moving Multicultural Affairs beyond the office and into the academic department. The selected fellows participate in a multicultural curriculum infusion educational program taught by the counselors in the Center for Multicultural Learning. At this time, 12 faculty have participated in the program and hundreds of students have now been in classes where the focus has been altered to reflect the commitment to multicultural education. The multicultural faculty fellows are from the following disciplines: Speech and Theater, Economics, ESL, Library Resources, English, Physics, Political Science, Geography and Adult Education Development. Four new faculty fellows will be selected this year.

**Internal Community Efforts**

Members of Harper's internal community are personally responding to the College efforts in diversity and multiculturalism. Harper's Outreach Specialist, Juanita Bassler, personally assumed responsibility for raising \$13,500 for the Latino Summit. In accordance with Harper's commitment to recruiting and retaining a diverse workforce, replacements for two full-time faculty have been identified for the Center for Multicultural Learning. In addition to their credentials, these individuals are members of underrepresented minority groups.

Dean Dennis Weeks personally contacted 200 historically black colleges and universities, as well as minority cultural associations in the Chicagoland area, informing them of Harper's commitment to a diverse workforce and inviting them to forward names for faculty positions in the Philosophy and Art Departments. He then made personal phone calls to people of color inviting these potential candidates to apply. The results were positive. A female was hired in the art history position, and a male of Hispanic heritage was hired for the philosophy position.

Dr. Breuder has also approved a part-time position for a diverse workforce recruiter, whose primary responsibility will be to help mature the institutional effort for recruiting and maintaining a diverse workforce.

Dean Joe Accardi also ensured that the website for Multicultural and Diversity Resources continued its development and maintenance under the guidance of Library Faculty Member William Pankey, who also serves as advisor to the Indian-Pakistani Student Association.

### **Future Plans**

The College's Annual Diversity Plan was integrated into the institution's Strategic Long-Range Plan for the first time this year. In 2006, the Diversity Committee will evaluate the effectiveness of the integration. Identification of courses which would meet Harper's diversity graduation requirement has been finalized and will be incorporated under the 2006 graduation degree requirements. They plan to expand the Summer Bridge program to 80 students next year.

In response to Member Kelley, Vice President Joan Kindle stated that Harper's diversity initiative is very unique. No other community college has one like Harper's.

Chair Stone stated that it is impressive to hear there will be an employee at Harper dedicated to the recruitment effort.

### STUDENT TRUSTEE REPORT

In the absence of Student Member Hurtubise, there was no Student Trustee report.

### PRESIDENT'S REPORT

#### Enrollment

Dr. Breuder stated that, as of November 22, enrollment is at 9,320 FTE, which is 61 FTE short of the goal. They are close to reaching the three percent enrollment increase expected for the fall term. Final numbers will be given to the Board when they are available.

#### Bond Rating

Dr. Breuder announced that Moody's Investor Services recently (within the last 48 hours) assigned Harper College a Aaa bond rating for the new debt related to upcoming bond refinancing. He read a portion of the letter he received from Moody's Investor Services: Moody's "expects the district's sizable tax base to continue to experience moderate to long-term growth due to a favorable location within the Chicago metropolitan area. The diversity of the area's commercial sector and employment base and availability of undeveloped

land, particularly in the western and northern portions of the district's service area . . . Moody's believes that the district's strong financial position will remain healthy, given its historically conservative budgeting practices that have resulted in the accumulation of sizable operating reserves and a strong management team." Dr. Breuder added that this good news reaffirms the continued financial strength of the institution.

#### ICCB Baccalaureate Access Task Force

He called attention to the final report from the Illinois Community College Board Baccalaureate Access Task Force. He invited Board members to read it at their leisure. It discusses access to the baccalaureate degree in the State of Illinois. Dr. Breuder noted that, while the Task Force does not recommend the community college baccalaureate concept for which Harper has advocated, it does say, "if such an approach were to be reconsidered in the future, the Task Force recommends that it should be undertaken only in specific instances where it would meet a clearly identified workforce need which cannot be met through affordable cooperative approaches with baccalaureate degree granting institutions, and only then, when the State has determined that it is in the best interest of good public policy." He added that this is not totally unexpected. It opens the door to the opportunity when others think it is an appropriate time in the State of Illinois.

#### HMO Blue

Dr. Breuder noted that they were given the opportunity to offer employees an alternative to the traditional PPO/HMO program through Blue Cross/Blue Shield, called "HMO Blue." It is another iteration of the HMO program in which one hospital system is eliminated in order to further reduce the cost. The opportunity was offered to people inside the institution; as of this date, 39 people availed themselves of the HMO Blue. Although some of the faculty would like to have had the opportunity, the Faculty Senate elected not to have this option available to them.

In response to Chair Stone, Dr. Breuder stated that the handouts have been mailed to the Trustees.

#### ERP Update

Terence Felton announced that on November 1, they went live with the financials. They are up and running with minimal issues. They are currently on track to go live with Human Resources and Payroll on January 3. He introduced Linda Mueller, team leader for the Data Management Team and Interface Team; and Kevin Perez, manager of the Output Management Group and Administrative Applications.



Mr. Perez's team also performs first-level support for the Production Administrative Systems which now includes the Oracle financial pieces. Ms. Mueller gave an overview of their work with regard to interfaces and conversions.

### **Definition and Example**

Ms. Mueller defined "interface" as an ongoing data sharing relationship between systems. There are several systems within the College that share data. Additionally, data is shared outside of the College, such as when it is sent out to the banks. Ms. Mueller defined "data conversion" as a one-time sharing of data between systems. With the financial implementation, they transferred data from the Regent system to the Oracle ERP. Data included vendors, open purchase orders, beginning general ledger balances, etc.

The first step in the process is identifying interfaces and data conversions, and the final list is determined in the conference room pilot sessions. After identifying the need for an interface or data conversion, the next step is documenting the requirements.

### **Documentation Methodology**

Using the Oracle AIM methodology, Harper's analysts and functional users work together to document business requirements. The developers and analysts work together to document the technical requirements. The documents serve as specifications for development.

### **Development Process**

They follow the ETL (extraction, transformation and loading) process. Data is extracted from the source system using a variety of languages and tools. The data is then transformed into the format required by the target system. Finally, the data is loaded. In addition, they do unit testing, integration testing and user acceptance testing.

For the financial implementation, they have six interfaces and nine data conversions. They brought over approximately 65,000 records. For the human resources and payroll implementation, they have seven interfaces and approximately twenty data conversions that will bring over employees' demographic data, job assignments, payroll and benefit data. By far, they have the greatest potential for interfaces and data conversions with the student system implementation. The final list of required interfaces and data conversions will be determined in conference room pilot sessions.

Kevin Perez explained that in the Output Management Team, they manage all of the output (printed material or electronic) that is generated from the system. They currently have over 100 reports in use on the new system and over 150 printers configured throughout campus. Several initiatives are aimed at reducing the amount of printed material across campus and trying to make better use of the electronic resources and technology available with the new system. Mr. Perez also leads a group that is developing an environment for ad hoc reporting, the goal of which is to make user reporting across campus more user-friendly and quicker than it is today.

The Administrative Applications group is in charge of system configuration. They determine how the requests are run, configure how output is generated and how different requests are processed by the users. They also manage the responsibilities and the profiles for all users on campus. Several thousand records will be loaded into the system that will probably result in them maintaining 1,500 profiles across the system for the users on campus. They also manage security and workflow, which is the automated processing of information within the system and between users on the system. This will allow them to process information much more effectively.

Dr. Breuder stated that he has asked Mr. Felton to bring with him each month some of the players who play a pivotal role in this conversion. It is a group effort involving every part of the institution. The Board will have a chance to meet more individuals who are carrying the bulk of the weight on behalf of this movement. Dr. Breuder asked them to keep in mind that all of this is being done while they are conducting the day-to-day business of the institution. He complimented all of the individuals who really help to make sure that the conversions create the least amount of disruption to the institution.

Chair Stone stated that she was one of the Trustees who had to answer the question of whether or not to allocate \$8M to this project. The Trustees had to feel a lot of faith in the institution and in the people who were going to be spending that money and spending their efforts on behalf of the Board. She thanked all of them for safeguarding their trust.

#### HARPER EMPLOYEE COMMENTS

Michael Harkins, President of the Harper College Faculty Senate, addressed the Board. He commended and thanked Laurie Stone for attending the recent Faculty Senate

meeting. The dialogue was positive and open; it was a tremendous opportunity. On behalf of the officers of the Senate, he expressed appreciation for the time that Chair Stone took from her schedule to spend with the faculty and Senators. It was done in a very collaborative manner. Chair Stone thanked Mr. Harkins.

CITIZEN  
COMMENTS

There were no citizen comments.

CONSENT AGENDA

Member Gillette asked that Exhibit IX-A.7, President's Employment Contract, be separated from the Consent Agenda.

Member Graft moved, Member Kelley seconded, approval of the minutes of the October 27, 2005 regular Board meeting; bills payable; payrolls for October 28, 2005 and November 10, 2005; estimated payroll for November 23, 2005; bid awards; purchase orders; personnel action sheets; career advisory appointments; financial statements, committee and liaison reports, grants and gifts status report, and summary of items purchased from state contracts, consortiums or cooperatives, as outlined in Revised Exhibits IX-A.1 through IX-B.4, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,266,623.39
Tuition Refunds	185,113.82
Accounts Payable & Tuition Refunds (Oracle)	186,293.20

The payroll of October 28, 2005 in the amount of \$2,407,071.11; and November 10, 2005 in the amount of \$2,404,904.36; and estimated payroll of November 23, 2005 in the amount of \$2,405,987.73.

Bid Awards

Ex. IX-A.3.a      Award bid Q00440 to Colfax Corporation, the low bidder that submitted a complete bid for asbestos abatement in building D in the amount of \$162,800 and consulting fees to United Analytical in an amount not to exceed \$16,570 for a total award of \$179,370.

Ex. IX-A.3.b      Award bid Q00444 for carpet replacement in Building D to Jemrick Carpets, Inc., the low bidder, in the amount of \$175,781 and a contingency

of not to exceed \$6,000 for a total award of \$181,781.

Ex. IX-A.3.c Award bid Q00442 to York International Corporation, the low bidder for a maintenance agreement for 18 York chillers in the amount of \$31,050 for the period of January 1, 2006 through December 31, 2006 with the option, subject to the discretion of the administration, to renew for a second and third year in the amounts of \$33,950 and \$35,070 respectively for a total of \$100,070.

Ex. IX-A.3.d Award bid Q00437 for the water treatment program for the College heating and cooling systems to ChemTreat, Inc., in the amount of \$46,174.84 for the period of January 2006 through December 2006 with the option to renew for four additional years, at the discretion of the administration, at the same unit cost plus the federal government national CPI as of December 31st of the expiring year.

Ex. IX-A.3.e Award bid Q00441 to College Class Schedule Specialists, the low bidder for printing of the Spring 2006 Continuing Education Course Schedule, which is a major publication promoting enrollment, in the amount of \$30,610.65.

Ex. IX-A.3.f Award bid Q00443 for document cameras and replacement bulbs for use in academic and administrative areas of the College to Fox River Graphics, the low bidder, in the amount of \$53,174.

Purchase Order

Ex. IX-A.4.a Approve issuance of a purchase order to Oracle Corporation for renewal of the maintenance license agreement covering software updates and support for the Oracle ERP system and technology suite in the amount of \$425,618.63 per year for the period of January 25, 2006 through January 24,

2007 and for three subsequent years of coverage, ending January 24, 2010.

## Personnel Actions

### Administrator Appointments

Phillip Burdick, Assistant to the President for Communication & Legislative Relations, COM/LEG REL, 09/01/05, \$104,109/year

Regan Myers, Director, Technical Services, IT/TS, 11/28/05, \$100,500/year

### Professional/Technical Appointment

Michael Vanlandingham, Theatre Technical Director, EV MGMT, 11/07/05, \$38,000/year

### Classified Staff Appointments

Marian Alvarado, Secretary, p/t, Health Careers & Public Safety, 10/24/05, \$25,600/year

Pamela Dluger, Administrative Secretary, Health & Psychological Services, 10/17/05, \$34,829/year

Sandy Overlin, Library Assistant I, p/t, LIB SER, 11/21/05, \$4,452/year

Approval of the Career Advisory Committee appointments for the 2005-2006 academic year.

In a voice vote on the Consent Agenda, the motion carried.

## Committee Reports

Member Kelley stated that he attended the Illinois Community College Trustees Association conference on November 12. He encouraged any Trustee to attend the legislative summit in Washington, DC, on February 5-8, 2006, to show support for our federal representatives.

There have been significant funding slashes in higher education in Congress. The House passed a Bill by a vote of 217 to 215 which cut \$14.3 billion from higher education funding. The comparable Senate Bill did not slash as much money. The major target there is student loan programs and PELL grants, which will affect many Harper students.

The Government Relations Committee of the ICCTA set forth one of their goals as to address the declining funding from the State of Illinois. They instructed the staff to come up with ways to increase the funding to 33 1/3 percent, which is what it was many years ago when Member Kelley attended Harper College (currently, it is 9-12 percent). They also recommended opposition to the privatization of student loans.

Member Kelley noted that Lobby Day will change from May 7 to sometime in March, because the Illinois House is scheduled to adjourn in April. They accepted the report of the Baccalaureate Task Force, which Dr. Breuder mentioned. Member Kelley thanked Sheila Quirk for all her work serving on the Task Force. As Dr. Breuder pointed out, Harper is already expanding the 80/40, 90/30 models - the off-campus completion of programs. Harper has definitely raised the level of attention and discussion.

They rolled out the Community College Insurance Cooperative for Health Insurance. Right now there are eight community colleges which provide coverage for 60-100 employees. Harper could look at the possibility of getting involved with that aspect. They were very positive about some creative and flexible ways to save money.

Member Kelley noted that, back in 2001 the Governor line-vetoed a \$13M special grant funding for the Task Force on Developmental Education. Member Kelley explained that, as an open enrollment college, Harper is required to accept anybody who graduates or gets their GED, whether or not they are able to compete academically in higher education. A good amount of Harper's resources are spent trying to bring some of the students up to speed. They are hoping to reinstate at least \$7.5M to fund developmental education, which will help disadvantaged students. He distributed reports. Chair Stone thanked Member Kelley for representing Harper College.

#### Educational Foundation

Member Hoffman noted that the Pacesetter's Campaign is doing well. Six out of eight trustees have contributed. He thanked everyone.

#### President's Employment Contract

Member Graft moved, Member Hoffman seconded, authorization of the Board Chair and Secretary to execute the Fourteenth Addendum to the President's Employment Contract on behalf of the Board of Trustees, as outlined in Exhibit IX-A.7 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Graft, Hoffman, Kelley and Stone

Nays: Member Gillette

Motion carried.

NEW BUSINESS:  
650 Higgins HVAC  
RAMP Document

Member Kelley moved, Member Graft seconded, approval of the capital request section of the RAMP document for submission to the Illinois Community College Board. Additionally, approval of the referendum dollars set aside to provide the necessary match, as outlined in Exhibit X-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Gillette, Graft, Kelley and Stone  
Nays: Member Hoffman

Motion carried.

Bond Sale Resolution  
(Walk-In)

Dr. Breuder introduced Harper's financial advisor, Phil McKenna of Kane McKenna Financial, and two representatives from the underwriting firms for the transaction, Joanne Malinowski of Hutchinson, Shockey, Erley & Co., and Todd Krzyskowski of JPMorgan. This item is a refinancing of outstanding debt in order to save the taxpayers of this district a considerable sum of money.

Mr. McKenna explained that the interest rate environment continues to be much better than it was in 2001, when the district issued \$88M worth of bonds based upon voter referendum approval. For over a year, they have looked at ways to take advantage of that interest rate environment. Refunding is not an easy thing to do. There are all sorts of moving parts, and the IRS makes it more difficult. The most important thing, all along, has been to make any refunding responsive to three key college objectives:

1. That it produce substantial savings;
2. That it be consistent with the district's position to keep the tax rate at or below the current levels; and
3. That it is consistent with maintaining financial flexibility for the district overall.

To bring those things together in an environment that moves very rapidly, in terms of interest rates, regulations and investment objectives is very difficult. Therefore, as financial advisors, they recommended that there be an alteration in the normal policy of the district, from a competitive sale to a negotiated sale. Interviews, extensive RFP's and responses to those proposals were done with respect to various underwriters who had expressed an interest. The two

underwriters recommended were JPMorgan Securities, which Todd represents, and Hutchinson, Shockey, Erley & Co., which Joanne represents.

Mr. McKenna noted that the presentation will include an explanation of advance refunding, current numbers and the resolution before the Board. He noted that there are some things in this bond resolution that are somewhat different from the bond resolutions that the College has had before.

### **Advance Refunding**

Ms. Malinowski distributed handouts which referred to the planned refinancing of some of the College's Series 2001A bonds. She explained the difference between refinancing a municipal bond and refinancing a home mortgage. With a home mortgage, a new mortgage is taken out which pays off the old mortgage immediately. The old mortgage goes away, and monthly principal and interest payments are made on the new mortgage. In the case of municipal bond refinancing, the analogy of the process is the same, but there is often a limitation on the timing. With municipal bonds, the bonds cannot be refinanced immediately. There is often a "call date" on municipal bonds, which is the earliest date on which the bonds can be prepaid. That call date is a commitment to the bondholders that they will be able to maintain their bonds and earn interest on their bonds at the stated interest rates for some minimal number of years. Ms. Malinowski explained that when Harper College sold its Series 2001A bonds, the voter referendum bonds, it set a call date of December 1, 2010, which is fairly typical. However, the College has the legal authority to refund its bonds in advance of that call date of December 1, 2010 subject to certain steps and procedures.

She explained the steps involved in refunding.

- When the College issues those refunding bonds, they will be in an amount exactly necessary to pay all of the costs of issuance of the bonds (bond counsel, other professional fees, underwriting fees) and to fund an escrow account that will be held by an independent Trustee Bank.
- The Trustee Bank will invest those bond proceeds in special US Treasury securities. Those bond proceeds and the interest earnings that the Trustee will receive on behalf of the College will be used to pay off the principal and interest on those bonds, from now until the call date of December 1, 2010. On that date, the Trustee Bank will then prepay all of the remaining Series 2001A bonds.



The Series 2001A bonds that the College is refunding will be considered to be "paid off" by the College's auditors and by bond counsel.

- Once the refunding bonds are issued, the College is required to file certain documents with the four county clerks.
- The College will adopt a bond resolution for the issuance of the new bonds, and that bond resolution will contain a new property tax levy to pay the principal and interest on the refunding bonds. This levy will be lower overall than the existing levy that is on file with the four counties for the Series 2001A bonds.
- In addition, the College is required to file a document that abates the higher levies that were associated with the Series 2001A bonds. When those bonds were issued, the College had to put on file with the four county clerks a tax levy so that it would be able to generate enough property taxes to pay the annual debt service on those bonds over the life of those bonds going out to 2020. This abatement resolution gives the county clerks the directive to replace the old levies with the new levies. The importance of that abatement resolution is that it assures taxpayers that the debt service savings that will be generated by this refinancing will be passed on to the taxpayers.

Refunding the bonds is not only being done to produce savings, but it is also an opportunity for the College to gain certain flexibility in its debt and to use those savings to be able to meet its operating needs over the remaining life of the bond issue.

She described the timeline of the refunded bonds.

- Between now and 2009 - the Trustee Bank will pay semi-annual debt service (principal and interest) out of the escrow fund to bondholders for the refunded bonds.
- On the 2010 call date, the Trustee Bank will pay the 12/1/10 debt service to those bondholders and prepay the principal on all of the callable bonds - the bonds that mature December 1, 2011 through 2020.
- As of that call date, those bondholders have been completely satisfied and the bonds are no longer outstanding from their standpoint. From the College's standpoint, once the refunding bonds are issued, those old bonds are considered no longer outstanding on the College books and records. From the bondholder's

standpoint, it will take until 2010 for their principal to have been completely paid off.

### **Current Numbers**

Todd Krzyskowski, JPMorgan Securities, called attention to his three-page handout. Although there are many technical steps involved in refinancings, the driver to refinancings are that one wants to replace the current rate with a rate that is lower or as low as possible. Doing that in the right point in time maximizes savings and maximizes the amount of abatement that can be passed on to the taxpayers.

Over the past 35 years in the tax exempt market, the rate has only been lower than it is today approximately six to seven percent of the time. Needless to say, it is a very good time to consider transactions like this. Many people are around the table trying to put together the pieces for Harper College. There are always a few technical things to go through with refinancings which are to the benefit of the College. He discussed two different options for the College - one uses a one-step refunding and the other uses a two-step refunding, which could increase the savings by potentially \$200,000-300,000.

He called attention to Page 1 of the handout, which compares non-bank qualified tax exempt interest rates to bank qualified interest rates. He explained the difference. For issuers like the College that, in one calendar year, do no more than \$10M of tax exempt financing including refundings, those can be done as bank qualified bonds. Typically, since financial institutions purchase those, banks purchase those, they get an extra tax benefit from holding those from the U.S. Government, so they are willing to pay higher prices or accept lower interest rates on those bonds. Earlier in the year, Harper issued roughly \$2M in general obligation bonds to fund some technology projects. The College now has the opportunity to issue another \$8M in bank qualified bonds within the calendar year 2005 (\$2M plus \$8M equal \$10M). That \$8M can be used to augment this particular refunding and increase the savings by \$200,000 to \$300,000. He referred to the handouts for further explanation. They would save 35 or 36 basis points by issuing \$8M of this roughly \$45M to \$47M refunding as bank qualified, closing that portion in 2005; the remaining portion would be closed in the first week of January 2006.

In response to Members Kelley and Graft, Mr. Krzyskowski explained that the College can do as much non-bank

qualified as it wants in 2006, but in 2005, it can only do another \$8M of tax exempt debt and close it in 2005, because it has already done \$2M. It could not come and do \$40M even in non-bank qualified in 2005. He added that Harper made the logical choice to issue \$2M in bonds at that point in time, because they did not anticipate doing this refunding.

Mr. Krzyskowski further explained the handouts, pointing out equalized assessed valuation and the assessed valuation growth rate pattern. It was noted that the growth rate fluctuated based on the triennial assessments. He pointed out the columns under the heading "Single Non-Bank Qualified Refunding." If they do a refunding and sell all the bonds the week after Thanksgiving, roughly \$45M for all of the callable maturities, and simply close them all on January 5 in the new calendar year, they would achieve the cumulative savings of approximately \$4.6M (the net present value of that discount at a four percent rate is just under \$1.6M).

Mr. Krzyskowski explained that their mission for the College is to illustrate opportunities where they firmly believe they can do better with no incremental risk. He pointed out the columns under the heading "Two-Step Bank Qualified/Non-Bank Qualified Refunding." They could refund approximately \$35M-\$37M on a non-bank qualified basis in the first week after Thanksgiving. At that point in time, they would lock in approximately \$4.4M of savings (the net present value of that discount is \$1.4M). Then, two weeks later (because non-bank qualified and bank qualified sales have to be separated by two weeks according to tax law), they could refund the longest maturities of the outstanding 2001A bonds. They would achieve cumulative savings of an additional \$545,000 (net present value of approximately \$460,000). Proceeding with the two-step method illustrates a benefit to the College of \$290,000 more in net present value than with the one-step method. This is definitely an opportunity for Harper to leverage the one-time opportunity here to make this refunding as beneficial as possible.

Member Kelley reiterated that the proposal is for the two-step process, to do the bank-qualified a couple of weeks after the non-qualified. He asked what will happen if the interest rates go up a quarter or half a point in the interim. Mr. Krzyskowski explained that they are looking for a relatively stable period of time, but they cannot give a guarantee that rates will not move.

In response to Member Gillette, Mr. Krzyskowski explained that when a refunding is completed in this fashion, the refunding bond proceeds pay off the old bonds and any costs incurred to complete the refunding. All of the numbers presented here are net dollars to the taxpayer, after all costs are paid. Costs related to this refunding are roughly \$300,000.

In response to Member Kelley, Mr. Krzyskowski explained that, with the two-step method, you would add the \$1,581,069 to the \$294,709 to reach an estimated savings of \$1,875,778 - almost \$1.9M.

In response to Member Kelley, Mr. Krzyskowski explained that, with the two-step refunding, the College would sell the first large piece roughly November 29. The savings will be known on that day or early the next day. After that, per bond counsel, you must wait 15 days to sell the bank qualified portion. The remainder savings represented by this \$294,000 number would be known roughly December 14. The Board would have an informational report in the aftermath that illustrates all of the savings targets (authorized by the resolution) were in fact met. If not, you would not be able to close the financing.

In response to Member Gillette, Mr. Krzyskowski stated that they would not expect the interest rates to change significantly between now and November 29 when the first portion of this financing is done.

In response to Member Graft, Mr. McKenna explained that, had they not pursued a negotiated arrangement, they would have had similar opportunity, but the risk associated with the opportunity would have been greater. With regard to the two-week period of time required by the IRS, in the marketplace, it is not advisable to come with one sale, and then wait two weeks for another sale. Usually one would want to wait 30 days in between the sales. The longer one waits, the higher the risk associated with it. In a competitive sale, they cannot lock in the interest rates with that degree of certainty. One of the clear advantages with respect to a negotiated sale is that interest rates and maturity can be tracked and refined as you go along.

### **Resolution**

Mr. McKenna explained that this is a different resolution than the College has had in the past with respect to any bond

issues. It is termed a "parameters resolution." Tonight, they do not have final interest rates or final principal amount - there are still things that are not locked in. We are not selling today. As a result, this parameters resolution authorizes three designated representatives (Chairman, Treasurer of the District and the President of the College) to make final decisions with respect to certain matters.

#### Parameters

1. Amount of bonds not to exceed \$70M. Although it is expected to be somewhere in the neighborhood of \$45M to \$50M. Mr. McKenna explained that, in advance refunding, the lower the interest rates, the higher the principal. They do not expect it to go to \$70M, but by virtue of law, they need to put some number in there. That is the number received from bond counsel. The actual principal amount will be driven by final sheets that are carefully studied before any commitment is made.
2. Interest rate not to exceed six percent. They expect it to be near four percent. This is providing some flexibility.
3. Underwriter's fee and expenses to be not greater than 3.36 percent per bond. If somehow the underwriter's fees came back at 3.5 percent, it would not be acceptable; it would have to come back to the Board.
4. Tax levy is set much higher than what is shown and much higher than any they would expect. The actual tax levy will be filled in and filed with the four counties, with the final notification to reflect reality.
5. Redemption date for the new bonds of not later than 2020. They expect them to be another 10-year call, which would be 2015-2016.
6. Net present value savings must be a minimum of \$1M.

He explained that they want flexibility because perhaps an investor will want to purchase \$10M worth of the bonds at 25 basis points less than what everyone else is offering, and they will give the College a better interest rate. However, instead of a normal 10-year redemption, they want a 12-year redemption instead. Mr. McKenna explained that, as their financial advisor, he would encourage them to "jump on it." To get 25 basis points lower for that amount of bonds for a couple of years of call protection is well worth it. That is why parameters are in the resolution. The single most important parameter in that resolution provides that the NET present value savings must be a minimum of \$1M. Clearly it is expected to be \$1.2M to \$1.5M, and potentially up to \$1.8M. His job, on behalf of the College, is to drive the savings as much as possible and to do that in consort with the

administration. This resolution says that the authorization is theirs to complete the transaction. It does not say it has to be completed; it does not say there cannot be more consultation. It says that they will not go any lower than a net savings of \$1M. Those are the six key parameters.

In response to Member Gillette, Vice President Thorson explained that, rather than delegating the responsibility, they would have to hold another two meetings to adopt the resolutions when more information is available. However, Mr. McKenna noted that they would have to be prepared to move quickly on short notice (within 48 hours). They cannot hold rates in very long. There was discussion regarding tightening some of the parameters and the ramifications of losing flexibility.

Chair Stone stated that she wants all Board members to be comfortable with moving ahead. Otherwise, if every member of this Board is willing to make a commitment to be available on short notice to convene a meeting, so that their comfort level is reached on voting on this issue, she would support postponing this. As Board Chair, she is not going to take responsibility for acting in any way that is not the wish of this Board. Member Graft stated that he has the utmost trust in the three individuals who are delegated. His comments reflected the fact that he felt the parameters suggested by the financial advisors seemed overbroad to him. He can understand buying down the rate, buying up the rate, etc. There was further discussion regarding which parameters to change. It was decided that the most important parameter in this resolution is the net present value savings number. In response to Member Graft, Mr. McKenna assured the Board that bond market participants do not look through resolutions. They do not see the parameters. The College has two very qualified underwriters who know they are under the microscope. He will not let the College go through with a transaction that is off the marketplace. To clarify, Member Graft stated that, if it went crazy, Mr. McKenna would suggest that the College pull it. Mr. McKenna affirmed.

Member Graft stated that his goal as a Trustee is to maximize the abatement. There was discussion regarding changing the net present value savings amount to a minimum of \$1.2M.

Mr. McKenna made clear that his fee with respect to the district is not in any way related to the savings. Additionally, the underwriter's fee is not in any way related to the savings.



Upon roll call, the vote was as follows:

Ayes: Members Gillette, Graft, Hoffman, Kelley and Stone  
 Nays: None

Motion carried.

Chair Stone thanked Phil McKenna, Joanne Malinowski and Todd Krzyskowski for their presentation. Additionally, she thanked the Trustees for their very thoughtful questions and comments.

Member Gillette reiterated that Harper College will receive no income from this transaction. When the "taxman" issues the tax for paying off these bonds for each of the years in the future, they will collect less money from Harper's taxpayers. It will save the taxpayers of the district a minimum of \$1.2M in today's dollars, which equates to almost \$4.5M in future dollars, based on inflation.

Withdrawal of Harper College from the IGC (Illinois Gas Cooperative)

Member Graft moved, Member Kelley seconded, approval of the withdrawal of membership from the IGC (Illinois Gas Cooperative). As the agreement with the Cooperative mandates, members seeking to leave must provide notice 120 days prior to the expiration of the current supply contract. If approved by the Board, the contract will expire on April 1, 2006, as outlined in Exhibit X-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette stated that he has no problem with the motion; however, he suggests that the administration look at alternate competitive sources to save money. Member Graft noted that the exhibit states there will be "an RFP process to manage the price fluctuations."

Upon roll call, the vote was as follows:

Ayes: Members Gillette, Graft, Hoffman, Kelley and Stone  
 Nays: None

Motion carried.

ANNOUNCEMENTS BY CHAIR

Communications

There are no communications received by the Chair.



Calendar Dates

Calendar dates are printed on the Agenda for Board information. The next Board meeting is December 20, 2005 at 7:00 p.m. Chair Stone wished everyone a wonderful Thanksgiving holiday.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Member Graft moved, Member Hoffman seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 8:50 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

BOARD REQUESTS

NOVEMBER 22, 2005 REGULAR BOARD MEETING

There were no Board requests.

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I. BILLS PAYABLE

Accounts Payable & Tuition Refunds (Oracle)      \$ 2,097,945.20

II. PAYROLL

11/23/2005      \$ 2,404,969.57

12/06/2005      2,398,373.56

III. ESTIMATED PAYROLL

12/23/2005      \$ 1,848,872.67

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

December 20, 2005

SUMMARY OF BIDS

- Exhibit IX – A.3.a The administration recommends that the Board award Q00446 for a replacement vehicle to Barrington Volvo, Inc., the low bidder, in the amount of \$20,047.00.
- Exhibit IX – A.3.b The administration recommends that the Board award request for proposal Q00448 for the purchase and installation of electronic security system hardware and wiring to provide electronic door security in the Public Safety Center to Convergent Technologies LLC, the low bidder, in the amount of \$19,879.
- Exhibit IX – A.3.c The administration recommends that the Board award Q00447 to Pro-Plow Snow & Ice Management, Inc., the low bidder for snow and ice management and landscape maintenance at the Hilltop Professional Center, in the amount of \$29,314 for the period of January 1, 2006 through December 31, 2006 with the option, subject to the discretion of the administration, to renew for a second and third year in the amounts of \$29,730 and \$30,162 respectively.
- Exhibit IX – A.3.d The administration recommends that the Board award request for proposal Q00445 for consultant services to conduct business trends and learning research to Scientific Verdicts and Comisky Research, the lowest responsible vendor, in the amount of \$41,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00446 for a replacement vehicle for the President as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$25,000 are provided in the 2005/06 Operations and Maintenance Fund budget, under account number 0002-8060-039-5807000.

III. INFORMATION

A legal bid notice was published and six bids solicited. Four responses were received. The following is a recap of the bid tab sheet to purchase a 2006 Ford Volvo XC 90.

Barrington Volvo, Inc.	\$20,047.00
Fields of Lake County	21,501.18
Laurel Volvo	22,408.00
Patrick Volvo	27,503.00

The current Ford Expedition will be used as a trade-in.

IV. RECOMMENDATION

The administration recommends that the Board award Q00446 for a replacement vehicle to Barrington Volvo, Inc., the low bidder, in the amount of \$20,047.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of request for proposal Q00448 for the purchase and installation of electronic security system hardware and wiring to provide electronic door security in the Public Safety Center.

II. BUDGET STATUS

Funds in the amount of \$19,879 are provided in the 2005/06 Target Hardening Grant, under account number 6176-7040-066-5807000.

III. INFORMATION

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

Convergint Technologies LLC	\$ 19,879.00
Securitas Security Systems USA, Inc.	20,206.70
Midco Inc.	23,580.00

This request is for security system components designed to provide secure access to identified exterior and interior locations within the Public Safety Center. The system will enable the use of keyless proximity cards to control access and to alert the Harper College Police of security violations within the building.

LENEL software is required to run the security system. The College currently uses the LENEL security system at the Avantè Center and at the TECH Center in Schaumburg. The LENEL system is the Harper College standard for electronic security and is

capable of being expanded to eventually meet the security needs of the entire campus.

This is a one time purchase.

IV. RECOMMENDATION

The administration recommends that the Board award request for proposal Q00448 for the purchase and installation of electronic security system hardware and wiring to provide electronic door security in the Public Safety Center to Convergent Technologies LLC, the low bidder, in the amount of \$19,879.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00447 for snow and ice management and landscape maintenance at the Hilltop Professional Center for the period of January 1, 2006 through December 31, 2006 as requested by Physical Plant for the Roads and Grounds department.

II. BUDGET STATUS

Funds in the amount of \$29,314 will be provided in the 2005/06 and 2006/07 Hilltop Professional Center budgets. Harper College, as one of four condo owners, is responsible for 91.073 percent (the percent of the building occupied by the College) of the total or \$26,697.14. The three other condo owners are responsible for the remaining \$2,616.86 or 8.927 percent (the percent of the building they occupy). Since the College leases a portion of the space it owns, there is a common area maintenance fee in each lease that totals 46.33 percent that will be assessed to the lessees on the College's portion of the cost for the work or \$12,368.78. Subtracting that from the College's cost as an owner (\$26,697.14-\$12,368.78), the final cost to the College for this work is \$14,328.36.

III. INFORMATION

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

Pro-Plow Snow & Ice Management, Inc.	\$29,314
Lawnmasters Landscaping Services, Inc.	29,770
Rick Doering Landscaping Company	31,430



Advanced Excavating, Inc.	31,515
Aesthetic Landscape, Inc.	38,001

During this past year the Hilltop Professional Center has spent \$42,593 for snow and ice management and landscape maintenance. The above dollar amounts were calculated by applying the pertinent bid pricing to the past year's required services. The low bid of \$29,314 is \$13,279, or 31.18 percent less than the past year's cost of \$42,593.

The Hilltop Professional Center is an office building that supports William Rainey Harper College Tech, the Fast Track program and CE programs as well as other miscellaneous offices. This request is for snow and ice management which covers the removal of snow and/or ice from drive lanes, parking spaces, fire lanes and sidewalks and for landscape maintenance which includes cutting, fertilizing, edging of sidewalks and beds, trimming bushes, and spring and fall clean up with spring mulch application and fall aeration.

This request is for one calendar year, from January 2006 through December 2006 with an option, subject to the discretion of the administration, to renew for a second and third year.

IV. RECOMMENDATION

The administration recommends that the Board award Q00447 to Pro-Plow Snow & Ice Management, Inc., the low bidder for snow and ice management and landscape maintenance at the Hilltop Professional Center, in the amount of \$29,314 for the period of January 1, 2006 through December 31, 2006 with the option, subject to the discretion of the administration, to renew for a second and third year in the amounts of \$29,730 and \$30,162 respectively.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of Request for Proposal Q00445 for consultant services to conduct business trends and learning research as requested by the Enrollment and Marketing Division for the Harper College for Businesses department.

II. BUDGET STATUS

Funds in the amount of \$41,000 are provided in the 2005/06 Auxiliary Enterprise Fund budget, account number 5309-4090-917-5302000. This account is a Business and Industry Grant.

This grant recognizes the importance of the community college system in assisting local businesses, associations, labor, government and others to develop and enhance a qualified well trained labor force. The grant funds are dedicated to the operation of a business assistance center and/or involvement with state and local economic development efforts.

The grant's purpose is to:

- Conduct assessments with businesses to determine their higher education needs
- Conduct customized training programs for new or existing businesses and industry
- Articulate the educational services being provided

III. INFORMATION

With the general business climate and corporate profits improving, it is an opportune time to effectively enhance and re-direct the business outreach efforts of the College. The process began with recent restructuring and the formation of the Harper College for

Businesses department. The next step is to strategically create and deliver effective classes, training and consulting to the business community. A research assessment will provide the strategic framework from which Harper College for Businesses will expand its services. The Business Trends and Learner Research project will help Harper assess opportunities and areas for appropriate programming. The project will engage two levels within organizations. First, corporate executives will be interviewed and asked to identify trends in their industries. This component of the research will consist of 15 to 20 minute one-on-one interviews with CEOs, CFOs, CIOs, and/or CMOs. Then, human resource training managers will be asked about current and future training needs. This information will provide strategic direction for the business training programs needed in the District.

A legal request for proposal notice was published and 28 requests for proposals were sent out. Nine responses were received. The proposals were submitted in two envelopes. One envelope contained the informative response and one contained the cost response.

Twenty 30-45 minute interviews will be conducted at the C-Level, and 100 10-15 minute interviews will be conducted with Human Resources professionals. The research company will present findings to the Harper College Board of Trustees as well as at a breakfast event for area businesses.

The informative responses were opened first. A team of five people read all of the informative responses and did a detailed analysis. Once the analysis was complete, the team narrowed the group down to four responsive and responsible vendors.

Purchasing then opened the cost responses. After the cost proposals were analyzed, references pertaining to the most responsive and responsible vendors were checked. Those vendors and their cost proposals are:

Scientific Verdicts and Comisky Research	\$41,000
Diagnostics Plus	44,150
Applied Marketing Research, Inc.	47,043
Halverson Group	63,800

IV. RECOMMENDATION

The administration recommends that the Board award request for proposal Q00445 for consultant services to conduct business trends and learning research to Scientific Verdicts and Comisky Research, the lowest responsible vendor, in the amount of \$41,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

December 20, 2005

SUMMARY OF PURCHASE ORDERS

- Exhibit IX – A.4.a The administration recommends that the Board approve the issuance of a change order to purchase order #500626 issued to NCS Pearson, Inc. for the production and mailing of Forms 1098-T, in the amount of \$2,404, for a new total of \$15,044.
- Exhibit IX – A.4.b 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 \$13,075.28.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a change order to purchase order #500626 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 are provided in the 2005/06 Education Fund budget, under account number 0001-8060-039-5309001.

III. INFORMATION

On October 24, 2002 the award of request for proposal Q00256 to NCS Pearson, Inc. was approved by Board action. The award was in the amount of \$12,640 each year for the production and mailing of an estimated 21,000 Forms 1098-T annually for calendar years 2002-2006. The 2003 IRS rule change pertaining to financial information required to be included on the forms has increased the estimated number of forms to 25,000. Prior to 2003, the College was not required to send Form 1098-T to students receiving financial aid which covered their total tuition bills.

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 of Form 1098-T. A change order in the same amount was approved by Board action November 30, 2004 for the purchase of additional forms.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a change order to purchase order #500626 issued to NCS Pearson, Inc. for the production and mailing of Forms 1098-T, in the amount of \$2,404, for a new total of \$15,044.

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 \$13,075.28 are provided in the 2005/06 Education Fund budget, under account number 0001-2010-024-5406002.

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 identifies and selects 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, one title (Wall Street Journal) was determined to be no longer necessary for long-term microfilm preservation.

This request is to renew subscriptions to the following newspapers on microfilm for the 2006 calendar year:

- *Chicago Tribune*
- *New York Times*



Only Proquest is licensed to provide these newspapers on microfilm.

The amount of \$13,075.28 for the subscriptions is 15.87 percent, or \$ 2,466.76 less than last year's amount of \$15,542.04. The decrease is the result of eliminating one title (Wall Street Journal, \$3,385.42).

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 \$13,075.28.

WILLIAM RAINEY HARPER COLLEGE

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

- A. Ratification of Administrator Appointment.
- B. Ratification of Faculty Appointment.
- C. Ratification of Faculty Retirement.
- D. Ratification of Administrator Resignation.
- E. Ratification of Faculty Resignation.
- F. Ratification of Professional/Technical Resignation.
- G. Ratification of Supervisory/Confidential Resignation.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees ratify the Administrator and the Faculty Appointments; the Faculty Retirement; the Administrator, the Faculty, the Professional/Technical and the Supervisory/Confidential Resignations; the Overload and Adjunct Faculty Assignment Summary Sheets.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Personnel Action, Grievance Appeal

II. REASON FOR CONSIDERATION

Board Action is required to ratify and approve personnel actions.

III. BACKGROUND INFORMATION

In accordance with the Classified Staff and Supervisory/Confidential Employee Procedure Manual, Article IX, Grievance Procedure, an appeal was made to the Board of Trustees to review a grievance filed by a former public safety employee concerning the violation of his due process rights under the provisions of the Classified Staff and Supervisory/Confidential Employee Procedure Manual.

IV. RECOMMENDATION

Based upon the Board's review and consideration of the former public safety employee's grievance, the Board denies the fourth step grievance appeal and directs the Board Chair to issue the Board's final decision to the grievant in accordance with the College's grievance appeal procedure.

**DRAFT**

**Via First Class and Certified Mail**

Mr. Donald M. Evangelista  
844 Galleon Lane  
Elk Grove Village, Illinois 60007

**Re: Step 4 Grievance Appeal**

Dear Mr. Evangelista:

Pursuant to Section IX.D. of the Harper College Classified Staff and Supervisory/Confidential Employee Procedure Manual, this is the Board of Trustees' decision regarding your fourth step grievance appeal which the Board reviewed and discussed in closed session at its meeting on October 27, 2005.

At the closed session Board meeting on October 27, you and your attorney were allowed the opportunity to present your grievance to the Board of Trustees for review and final disposition in accordance with the grievance procedure in the College's Employee Procedure Manual. Your attorney reviewed the factual basis for the grievance which alleges that your supervisor violated your alleged "due process" rights set forth in Section VII of the Procedure Manual.

Based upon its review of the grievance and facts presented at the Board closed session meeting regarding the Step 4 grievance appeal, the Board of Trustees has decided to deny your grievance for the following reasons:

1. **The College's Supervisory/Confidential Employee Procedure Manual includes a disclaimer provision which establishes that the College's supervisory/confidential employees are "at-will" employees and, therefore, are subject to immediate discharge for any non-discriminatory reason.**

As a public safety assistant supervisor, you were employed by Harper College under the provisions of the Supervisory/Confidential Employee Procedure Manual. The Procedure Manual states:

"Employment at Harper College is at-will, and nothing in this manual is intended or should be construed as altering this employment at-will relationship."

As an “at-will” employee under the Procedure Manual, you were not entitled by law to procedural due process rights as you allege in your grievance. Thus, there is no merit to your claim that your departure from the College violated your “due process” rights under the Procedure Manual. Nor does the Procedure Manual include any requirement that the College is mandated to follow a progressive disciplinary sequence if it decides to terminate a supervisory/confidential employee. In fact, the Procedure Manual authorizes the College to bypass any step in the progressive disciplinary sequence to terminate an employee immediately if necessary based upon the severity of the employee’s misconduct.

2. **The supervisor did not violate your alleged “due process” rights by accepting your resignation without first proceeding to investigate the workplace violence complaint filed by a co-employee.**

The supervisor, Director of Public Safety Mike Alsup, informed you of the co-employee’s workplace violence complaint and allowed you the option of proceeding through the workplace violence complaint investigation process or resigning. You acknowledged in your responses to questions at the Step 1 grievance hearing that you would “rather resign than go through the workplace violence investigation procedures.” In addition, the record reveals that you notified Mr. Alsup of your intention to respond to the workplace violence complaint only after you resigned. Accordingly, there was no procedural violation by the supervisor’s acceptance of your resignation rather than investigating the workplace violence complaint.

3. **The facts establish that you resigned your position after you met with your supervisor who informed you of the co-employee’s complaint.**

Despite your contention that you were terminated by the College, the facts establish that your supervisor allowed you the option of responding to the workplace violence complaint or resigning. After you informed your supervisor that you would prefer to resign rather than respond to the workplace violence complaint, you returned to your supervisor’s office, and relinquished your commission card, badge and Harper I.D. In addition, you turned in your building keys to the dispatcher and subsequently left the campus. Your supervisor followed up on your resignation by sending an e-mail to staff that afternoon confirming your resignation and appointing another employee as an interim employee to cover your job duties. You subsequently requested two personal leave days, without notifying your supervisor. You did not notify your supervisor until three (3) days after your resignation that you intended to respond to the workplace violence complaint.

Mr. Donald M. Evangelista

December \_\_, 2005

Page 3

Based upon these facts, your supervisor's decision to accept your resignation was entirely consistent with your actions immediately following the meeting with him regarding the workplace violence complaint in which you expressed your intention to resign. Moreover, the supervisor's actions to accept your resignation did not violate any provision in the College's Employee Procedure Manual.

For these reasons, your Step 4 grievance appeal is denied.

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Laurie Stone, Board Chair

cc: Board of Trustees  
Dr. Robert Breuder  
Judith Thorson  
Cheryl Kisunzu  
Larry Bielawa  
Kimberly A. Carr

WILLIAM RAINEY HARPER COLLEGE  
Preliminary Schedule of Investments  
As of November 30, 2005

Consent Agenda  
Exhibit IX-B.1  
12/20/2005

	<u>Outstanding Investments</u>	<u>FY06 Budget</u>	<u>Planned To Date</u>	<u>Earned To Date</u>
EDUCATION FUND	\$ 24,407,195	550,000	229,167	317,552
OPERATIONS, & MAINT. FUND	10,638,146	200,000	83,333	117,987
OPERATIONS, & MAINT. FUND (Restricted)	7,479,104	60,000	25,000	71,172
BOND & INTEREST	1,263,017	90,000	37,500	65,700
AUXILIARY ENTERPRISES	2,083,275	45,000	18,750	27,679
RESTRICTED FUNDS	10,110,555	90,000	37,500	108,503
WORKING CASH FUND	13,257,500	270,000	112,500	167,088
AUDIT FUND	284,762	5,200	2,167	3,497
LIABILITY, PROTECTION & SETTLEMENT	<u>1,509,215</u>	<u>7,000</u>	<u>2,917</u>	<u>9,736</u>
Total	<u>\$ 71,032,768</u>	<u>1,317,200</u>	<u>548,833</u>	<u>888,914</u>

**WILLIAM RAINEY HARPER COLLEGE  
FY2005/2006 BUDGET AND EXPENDITURES**

November 30, 2005

Dec. 20, 2005

Exhibit IX-B.1

**EDUCATION FUND**

<b>DIVISION</b>	<b>BUDGET</b>	<b>BUDGET YTD</b>	<b>EXPENDITURES YEAR TO DATE</b>	<b>FUTURE COMMITMENTS</b>	<b>% PAID OR COMMITTED</b>	<b>UNCOMMITTED BALANCE</b>
<b>Institutional</b>						
Institutional	13,914,783.00	4,956,445.70	2,853,754.00	14,698.00	20.61%	11,046,331.00
<b>Sub-Total</b>	<b>\$13,914,783.00</b>	<b>\$4,956,445.70</b>	<b>\$2,853,754.00</b>	<b>\$14,698.00</b>	<b>20.61%</b>	<b>\$11,046,331.00</b>
<b>President</b>						
Development Office	559,097.00	199,150.35	215,662.00	258,621.00	84.83%	84,814.00
Pres/Brd of Trustees	374,935.00	133,551.85	158,083.00	182,593.00	90.86%	34,259.00
Strategic Alliance	620,746.00	221,109.73	221,647.00	305,968.00	85.00%	93,131.00
Assoc VP Development	55,174.00	19,652.98	42,854.00	0.00	77.67%	12,320.00
Media Comm & Gov Rel	207,564.00	73,934.30	71,604.00	93,729.00	79.65%	42,231.00
<b>Sub-Total</b>	<b>\$1,817,516.00</b>	<b>\$647,399.20</b>	<b>\$709,850.00</b>	<b>\$840,911.00</b>	<b>85.32%</b>	<b>\$266,755.00</b>
<b>Student Affairs</b>						
Student Activities	457,473.00	162,951.88	151,707.00	195,166.00	75.82%	110,600.00
Student Development	2,960,858.00	1,054,657.62	1,093,876.00	1,166,361.00	76.34%	700,621.00
Wellns & Human Perf	1,912,322.00	681,169.10	775,491.00	658,291.00	74.98%	478,540.00
VP Student Affairs	349,083.00	124,343.36	137,471.00	175,800.00	89.74%	35,812.00
Access & Disability	679,418.00	242,008.69	240,833.00	227,674.00	68.96%	210,911.00
<b>Sub-Total</b>	<b>\$6,359,154.00</b>	<b>\$2,265,130.65</b>	<b>\$2,399,378.00</b>	<b>\$2,423,292.00</b>	<b>75.84%</b>	<b>\$1,536,484.00</b>
<b>VP Academic Affairs</b>						
Acad Enrich/Lang Std	3,714,649.00	1,323,157.97	1,370,814.00	1,453,530.00	76.03%	890,305.00
VP Academic Affairs	1,432,423.00	510,229.07	104,061.00	112,179.00	15.10%	1,216,183.00



Assoc VP Aca Affairs	336,708.00	119,935.39	119,794.00	153,827.00	81.26%	63,087.00
Bus & Soc Sciences	5,572,274.00	1,984,844.00	2,208,120.00	1,856,903.00	72.95%	1,507,251.00
Continuing Education	532,852.00	189,801.88	209,165.00	235,059.00	83.37%	88,628.00
Liberal Arts	6,411,764.00	2,283,870.34	2,431,598.00	2,357,289.00	74.69%	1,622,877.00
Hlth Car & Public Safety	3,749,471.00	1,335,561.57	1,343,738.00	1,356,634.00	72.02%	1,049,099.00
Resources for Learning	2,889,191.00	1,029,129.83	1,125,542.00	1,104,794.00	77.20%	658,855.00
Tech, Math & Science	6,163,921.00	2,195,588.66	2,598,492.00	2,383,639.00	80.83%	1,181,790.00

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**EDUCATION FUND**

<b>DIVISION</b>	<b>BUDGET</b>	<b>BUDGET YTD</b>	<b>EXPENDITURES YEAR TO DATE</b>	<b>FUTURE COMMITMENTS</b>	<b>% PAID OR COMMITTED</b>	<b>UNCOMMITTED BALANCE</b>
Asst. VP Aca Affairs	173,857.00	61,927.86	85,357.00	47,715.00	76.54%	40,785.00
<b>Sub-Total</b>	<b>\$30,977,110.00</b>	<b>\$11,034,046.58</b>	<b>\$11,596,681.00</b>	<b>\$11,061,569.00</b>	<b>73.15%</b>	<b>\$8,318,860.00</b>
<b>VP Admin Services</b>						
Admin Services	1,802,707.00	642,124.23	729,091.00	981,280.00	94.88%	92,336.00
<b>Sub-Total</b>	<b>\$1,802,707.00</b>	<b>\$642,124.23</b>	<b>\$729,091.00</b>	<b>\$981,280.00</b>	<b>94.88%</b>	<b>\$92,336.00</b>
<b>VP Diversity/Org Dev</b>						
Assoc VP Diversity/Org	1,103,326.00	393,004.72	329,956.00	212,229.00	49.14%	561,141.00
<b>Sub-Total</b>	<b>\$1,103,326.00</b>	<b>\$393,004.72</b>	<b>\$329,956.00</b>	<b>\$212,229.00</b>	<b>49.14%</b>	<b>\$561,141.00</b>
<b>VP Info Technology</b>						
Info Technology	6,461,779.00	2,301,685.68	2,313,055.00	2,565,362.00	75.50%	1,583,362.00
<b>Sub-Total</b>	<b>\$6,461,779.00</b>	<b>\$2,301,685.68</b>	<b>\$2,313,055.00</b>	<b>\$2,565,362.00</b>	<b>75.50%</b>	<b>\$1,583,362.00</b>
<b>VP Mktg &amp; Enrollment</b>						
VP Enroll & Marketing	1,400,011.00	498,683.92	525,167.00	553,828.00	77.07%	321,016.00
Enrollment Svcs	1,390,798.00	495,402.25	550,263.00	675,708.00	88.15%	164,827.00
Pub & Comm Services	1,544,465.00	550,138.43	571,184.00	879,514.00	93.93%	93,767.00
<b>Sub-Total</b>	<b>\$4,335,274.00</b>	<b>\$1,544,224.60</b>	<b>\$1,646,614.00</b>	<b>\$2,109,050.00</b>	<b>86.63%</b>	<b>\$579,610.00</b>
<b>Grand Total:</b>	<b>\$66,771,649.00</b>	<b>\$23,784,061.37</b>	<b>\$22,578,379.00</b>	<b>\$20,208,391.00</b>	<b>64.08%</b>	<b>\$23,984,879.00</b>

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

WILLIAM RAINEY HARPER COLLEGE

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.

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, 2005 – June 30, 2006

**NOTE: CHANGES ARE IN BOLD**

**Reported: December 20, 2005**

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<b><u>NEW</u></b> FY2006 Illinois Community College Tech Prep Support Grant AE/LS D. Corr	<b>Fund innovative activities initiated by Illinois community colleges in support of the overall goals &amp; objectives of the federal Tech Prep grant.</b>	<b>ICCB \$47,143</b>	<b>07/01/05 06/30/06</b>
<b><u>NEW</u></b> New Look Project: Career Services for Deaf/HH Students ADS M. Sacks Botto	<b>Career services for deaf/hh students.</b>	<b>ISU – Illinois Center for Specialized Professional Support</b>	<b>12/01/05 06/30/06</b>
<b><u>NEW</u></b> SIU Tobacco Control Initiative Health/Psych Services D. Evans	Implementation of a comprehensive approach to a campus wide tobacco control initiative.	SIU \$10,000	10/26/05 06/30/06
<b><u>CONTINUATION</u></b> Northern Illinois Regional Consortium ETIP Grant Corporate Services C. McClement	Awarded through Employer Training Investment Program (ETIP) Large Company component, grant is to be used to upgrade skills of workers.	DCEO \$306,323	07/01/04 06/01/06
<b><u>CONTINUATION</u></b> Minority Student Transfer Center Center for Multicultural Learning L. LaBauve-Maher	To support Center activities in the area of student articulation and transfer, student support services, and counseling and mentoring.	HECA \$47,775	08/23/05 08/31/06
<b><u>RENEWAL</u></b> Business/Industry Workforce Preparation Corporate Services C. McClement	State Allocation Grant to assist with local economic development efforts within Business & Industry Centers.	ICCB \$92,303	07/01/05 06/30/06

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS-ENDS</b>
<u>RENEWAL</u> Perkins III Career Programs D. Corr	Career and Technical education	ICCB \$318,978	07/01/05 06/30/06
<u>NEW</u> Career and Technical Education Strand Grant I - Continuous Quality Improvement AE/LS D.Corr	Develop, enhance or implement process/system that provides regular and systematic program evaluation and improvement related to career and technical education administration, programs and services.	ICCB \$10,000	07/01/05 06/30/06
<u>NEW</u> Career and Technical Education Strand Grant II - Performance Enhancement AE/LS D.Corr	Develop, implement and improve computerized automated degree and certificate auditing systems which recognize and promote student success.	ICCB \$10,000	07/01/05 06/30/06
<u>NEW</u> Transportation, Warehousing, And Logistics AE/LS D. Corr	For the development and implementation of "bridge programs" to transition AED and ESL students into electronics-related occupations.	ICCB \$50,250	07/01/04 06/30/06
<u>CONTINUATION</u> FY06 Adult Education & Family Literacy Grant AE/LS D. Corr	Supports Adult Educational Development Programs (Federal Basic, \$183,320 State Basic, \$175,701 State Public, \$18,358 EL/Civics, \$45,773 State Performance, \$169,098)	ICCB \$592,250	07/01/05 06/30/06
<u>RENEWAL</u> Disabled Student Project Access & Disability Services T. Thompson	To provide services to students with disabilities.	IDHS \$134,754	07/01/05 06/30/06
<u>RENEWAL</u> Displaced Homemakers Assistance Act Women's Program K. Canfield	Career, educational and personal support for Women's Program participants.	IDOL \$58,410	07/01/05 06/30/06
<u>CARRYOVER</u> Target Hardening – Public Safety Building M. Alsup	Provides for securing a complete building against unauthorized access during emergencies as well as periods when the college is closed.	ILEAS \$30,000	05/05/05 12/31/05

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS-ENDS</b>
<u>EXTENSION</u> Scholarships for Success TMS/Marketing Services S. Griffith/D. Loprieno	Scholarship assistance to support Math, Science, Engineering & Computer Science students. (Increased by \$20,074)	NSF \$60,000	07/01/04 12/31/05
<u>NEW</u> Advancing Through Literacy: Workforce ESL for Hospital Employees Corporate Services Colleen Murphy	Grant for English as a Second Language classes at Northwest Community Hospital as part of an ongoing literacy initiative for incumbent workers.	Office of the Secretary of State Illinois State Library Literacy Office \$15,000	07/01/05 06/30/06
<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 \$80,010	07/01/05 06/30/06
<u>EXTENSION</u> COPS Universal Hiring Program Public Safety M. Alsup	Universal Hiring Program Hire 3 full time officers (Original full grant was \$225,000 spread over three years – 08/01/02 – 07/31/05) Given 18 month extension.	USDJ \$49,216	07/01/05 01/31/07
<u>CONTINUATION</u> CSSI (Critical Skill Shortages Initiative – Healthcare Solutions) Partnering for healthcare Systems Solutions Career Program D. Corr	Harper's Proposal Solutions: Increase Awareness & Access to information; Career & School Readiness; Education & Training Capacity; Student Support System; Career Progression/Advancement; Workplace Environment/Retention	WBMC \$150,000	02/01/05 01/31/06
<u>NEW</u> CSSI (Critical Skill Shortages Initiative – Partnership for Healthcare Solutions II) Partnering for healthcare Systems Solutions Career Program D. Corr	50 incumbent workers will be enrolled in training (39 to successfully complete training). 39 individuals will be upgraded to CSS occupations; 8 of the individuals advancing to LPN occupations and to continue training in second year for advancement to RN's.	WBMC \$75,000	08/01/05 06/30/06
<u>NEW</u> CSSI (Critical Skill Shortages Initiative) Addressing Manufacturing Shortages	Addressing shortages in Manufacturing	WBMC \$100,000	10/01/05 09/30/06

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS-ENDS</b>
<u>NEW</u> Collaborative Research:2YC- REU S. Griffith	Two-year college research experience for undergraduates site	NSF \$78,168	09/15/05 08/31/07

**Total as of December 20, 2005**

**\$2,451,131**

***DESCRIPTION OF ABBREVIATIONS***

AE Academic Enrichment  
 LS Language Studies  
 AED Adult Education Development  
 COPS Community Oriented Policing Services  
 DCEO Department of Commerce & Economic Opportunity  
 ESL English as a Second Language  
 HECA Higher Education Cooperation Act  
 IBHE Illinois Board of Higher Education  
 ICCB Illinois Community College Board  
 IDHS Illinois Department of Human Services  
 IDOL Illinois Department of Labor  
 ILEAS Illinois Law Enforcement Alarm System  
 ISU Illinois State University  
 NSF National Science Foundation  
 SIU Southern Illinois University  
 TMS Technology, Math & Sciences  
 USDE United States Department of Education  
 USDJ United States Department of Justice  
 WBMC The Workforce Boards of Metropolitan Chicago



**Harper College Educational Foundation  
Year to Date Fundraising Report (as of 11/30/2005)**

Appeal Description	Gift Count	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Corporate Scholarship Drive	5	\$2,050.00	\$0.00	\$0.00	\$0.00	\$2,050.00
FY06 Year End Direct Mail	32	\$4,965.00	\$0.00	\$231.00	\$0.00	\$5,196.00
Harper Symphony Orchestra	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Kolbusz-Kosan Wedding	87	\$7,530.00	\$5,000.00	\$0.00	\$0.00	\$12,530.00
James McGrath Scholarship	47	\$7,470.00	\$0.00	\$0.00	\$0.00	\$7,470.00
Jim McGuire Golf Open	28	\$3,540.00	\$0.00	\$0.00	\$0.00	\$3,540.00
Memorial	47	\$2,985.25	\$0.00	\$0.00	\$0.00	\$2,985.25
Margaret Scott	39	\$2,730.00	\$0.00	\$38.33	\$0.00	\$2,768.33
Personal Solicitation	18	\$22,001.50	\$204,250.00	\$19,000.00	\$205,000.00	\$450,251.50
Proposal	2	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00
Pacesetter Campaign FY06	24	\$14,400.00	\$4,959.60	\$0.00	\$0.00	\$19,359.60
Resources for Excellence Employee Campaign FY04	1	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00
Resource for Excellence Campaign FY05	10	\$51.50	\$78.00	\$0.00	\$0.00	\$129.50
Scholarship Stewardship	9	\$13,000.00	\$3,125.00	\$0.00	\$0.00	\$16,125.00
Special Initiatives	4	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
Stewardship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Unsolicited	20	\$2,220.00	\$0.00	\$1,878.00	\$0.00	\$4,098.00
Web Donation	2	\$52.00	\$0.00	\$0.00	\$0.00	\$52.00
Calendar Year-End Direct Mail FY05	3	\$395.96	\$0.00	\$0.00	\$0.00	\$395.96
<b>Grand Totals:</b>	<b>380</b>	<b>\$124,141.21</b>	<b>\$217,412.60</b>	<b>\$21,147.33</b>	<b>\$205,000.00</b>	<b>\$567,701.14</b>

**Harper College Educational Foundation  
November Fundraising Report FY06**

Appeal Description	Gift Count	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
FY06 Year End Direct Mail	32	\$4,965.00	\$0.00	\$231.00	\$0.00	\$5,196.00
Kolbusz-Kosan Wedding	2	\$175.00	\$0.00	\$0.00	\$0.00	\$175.00
James McGrath Scholarship	10	\$1,575.00	\$0.00	\$0.00	\$0.00	\$1,575.00
Memorial	5	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
Personal Solicitation	8	\$2,000.00	\$4,000.00	\$19,000.00	\$35,000.00	\$60,000.00
Pacesetter Campaign FY06	7	\$2,300.00	\$3,059.60	\$0.00	\$0.00	\$5,359.60
Resource for Excellence Campaign FY05	2	\$0.00	\$78.00	\$0.00	\$0.00	\$78.00
Scholarship Stewardship	3	\$4,500.00	\$500.00	\$0.00	\$0.00	\$5,000.00
Unsolicited	3	\$125.00	\$0.00	\$1,220.00	\$0.00	\$1,345.00
Web Donation	2	\$52.00	\$0.00	\$0.00	\$0.00	\$52.00
Calendar Year-End Direct Mail FY05	1	\$320.96	\$0.00	\$0.00	\$0.00	\$320.96
<b>Grand Totals</b>	<b>75</b>	<b>\$16,262.96</b>	<b>\$7,637.60</b>	<b>\$20,451.00</b>	<b>\$35,000.00</b>	<b>\$79,351.56</b>

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

Notification of Sale of General Obligation Refunding Bonds, Series 2006.

II. REASON FOR CONSIDERATION

The Bond Resolution requires notification to the Board of the results of the sale.

III. BACKGROUND INFORMATION

Two Sales will be held. One on November 29, 2005 and another on December 14, 2005.

IV. RECOMMENDATION

The Bond Notification document for the November 29, 2005 Sale is attached.

The Bond Notification document for the December 14, 2005 sale will be provided after the sale.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Adoption of Levy Resolution

II. REASON FOR CONSIDERATION

Approval by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute the adoption of the Levy Resolution.

III. BACKGROUND INFORMATION

The provisions of the Illinois Community College Act, 110-ILCS 805/3-20.5, require that the board of each community college district annually ascertain, as nearly as practical, how much money must be raised by special tax for Education; Operations and Maintenance; Tort Liability Insurance, Workers' Compensation and Occupational Diseases Insurance, and Unemployment Insurance; Medicare Insurance; Financial Audit; and Life Safety purposes for the next year. Such amounts shall be certified and returned to the County Clerks on or before the last Tuesday in December annually.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the Levy Resolution for 2005.

ADOPTION OF LEVY RESOLUTION

**Member** \_\_\_\_\_ moved, seconded by **Member** \_\_\_\_\_

BE IT RESOLVED that the following Resolution and Certificate of Tax Levy for 2005 be approved and adopted by the Board of Trustees of William Rainey Harper College, Community College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, and that the Certificate of Tax Levy be filed with the County Clerks' Offices of Cook, Kane, Lake and McHenry Counties, State of Illinois, in accordance with the provisions of 110-ILCS 805/3-20.5 of the Illinois Community College Act:

We hereby certify that we require the sum of **\$27,700,000** to be levied as a special tax for Educational purposes on the equalized assessed value of the taxable property of our district for the year of 2005.

We hereby certify that we require the sum of **\$11,780,000** to be levied as a special tax for Operations and Maintenance purposes on the equalized assessed value of the taxable property of our district for the year 2005.

We hereby certify that we require the sum of **\$674,000** to be levied as a special tax for Tort Liability Insurance purposes, Workers' Compensation and Occupational Diseases Insurance purposes, Unemployment Insurance purposes and Tort Liability Prevention Items on the equalized assessed value of the taxable property of our district for the year 2005.

We hereby certify that we require the sum of **\$125,000** to be levied as a special tax for Financial Audit purposes on the equalized assessed value of the taxable property of our district for the year 2005.

We hereby certify that we require **\$879,000** to be levied as a special tax for Medicare Insurance and Social Security purposes on the equalized assessed value of the taxable property of our district for the year 2005.

Exhibit X-A  
December 20, 2005

We hereby certify that we require the sum of **\$1,000,000** to be levied as a special tax for Energy Conservation, Health or Safety, Environmental Protection or Handicapped Accessibility purposes on the equalized assessed value of the taxable property of our district for the year 2005.

Bond and Interest levy to be determined by each of the County Clerks.

December 20, 2005

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Board Chairman

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Board Secretary  
Community College Dist. #512  
Cook, Kane, Lake and McHenry Counties  
State of Illinois

CERTIFICATE OF COMPLIANCE WITH  
THE TRUTH IN TAXATION LAW

I, the undersigned, do hereby certify that I am Chairman of the Board of Trustees of William Rainey Harper Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois; and

I do further certify that the Board of Trustees of said district adopted a "Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2005," at a regularly convened meeting held on the 27th day of October 2005, said date being at least thirty (30) days preceding the adoption of the aggregate tax levy of the district; and

I do further certify that public notice of the intention of the district to adopt an aggregate tax levy was published on December 5, 2005, in accordance with the provisions of the *Cook County Truth in Taxation Law*, in newspaper of general circulation in William Rainey Harper Community District #512, a copy of which published certificate is attached hereto; and

I do further certify that a public hearing on proposed tax levy was held in said district on December 20, 2005; and

I do further certify that the aggregate tax levy of the district was adopted on December 20, 2005 after public notice and a hearing, all in accordance with the *Cook County Truth in Taxation Law*.

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



WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT:

Abatement of Taxes levied for 2005 to pay the debt service on \$4,070,000 General Obligation Bonds, Series 2001 (Alternate Revenue Source) and authorization to transfer \$519,795 from the Auxiliary Fund to the Bond and Interest Fund to provide funds for the abatement.

II. REASON FOR CONSIDERATION

The purpose of this abatement is to cover the debt service costs for the purchase of 650 Higgins from revenues generated. The Board of Trustees approved this funding approach at the time they authorized selling the Alternate Revenue Bonds.

III. BACKGROUND INFORMATION

The Board of Trustees, as part of the plan to purchase 650 Higgins, approved the sale of \$4,070,000 Alternate Revenue Bonds. As a condition of this action, it was agreed that the levy covering the payment of debt service for these bonds would be abated each year and that funds necessary to cover the debt payment would be transferred each year from the revenues generated in the Auxiliary Fund to the Bond and Interest Fund. This recommendation is in keeping with the intended plan.

IV. RECOMMENDATION

It is recommended that the attached resolution abating the tax levied for 2004 to pay the debt service on the \$4,070,000 General Obligation Bonds, Series 2001 (Alternate Revenue Source) be approved and the transfer of \$519,795 from the revenues generated in the Auxiliary Fund to the Bond and Interest Fund be authorized.

RESOLUTION abating the tax heretofore levied for the year 2005 to pay debt service on General Obligation Bonds (Alternate Revenue Source), Series 2001, of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois.

\* \* \*

WHEREAS, the Board of Trustees (the "*Board*") of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois (the "*Issuer*"), by resolution adopted on the 8th day of March, 2001 (the "*Bond Resolution*"), did provide for the issue of \$4,070,000 General Obligation Bonds (Alternate Revenue Source), Series 2001 (the "*Bonds*"), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, any capitalized term used but not defined in this Resolution shall have the meaning as defined in the Bond Resolution; and

WHEREAS, the Issuer will irrevocably set aside Pledged Revenues in the Bond Fund for the purpose of paying the debt service due on the Bonds during the next succeeding Tax Year; and

WHEREAS, it is necessary and in the best interests of the Issuer that the tax heretofore levied for the year 2005 to pay such debt service on the Bonds be abated:

NOW, THEREFORE, Be It and It is Hereby Resolved by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, as follows:

Exhibit X-B

December 20, 2005

*Section 1. Deposit Authorized.* The Board hereby authorizes and directs that the sum of \$519,795 be irrevocably transferred forthwith from the tuition and fees charged by the Issuer for participation in the Issuer's TECH Program to the Alternate Bond and Interest Fund of 2001 for the purpose of paying the debt service due on the Bonds on June 1, 2006, and December 1, 2006.

*Section 2. Abatement of Tax.* The tax heretofore levied for the year 2005 in the Bond Resolution is hereby abated in its entirety.

*Section 3. Filing of Resolution.* Forthwith upon the adoption of this resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerks of Cook, Kane, Lake and McHenry Counties, Illinois, and it shall be the duty of said County Clerks to abate said tax levied for the year 2005 in accordance with the provisions hereof.

*Section 4. Effective Date.* This resolution shall be in full force and effect forthwith upon its adoption.

Adopted December 20, 2005.

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Chairman, Board of Trustees

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Secretary, Board of Trustees

HARPER COLLEGE

BOARD ACTION

I. SUBJECT

New certificate in Pediatric Echocardiography

II. REASON FOR CONSIDERATION

The Illinois Community College Board requires the Board approve new certificate and degree programs.

III. BACKGROUND INFORMATION

Currently there are no programs in the Chicago metropolitan area that offer this type of education to cardiac sonographers. To enhance program access, the curriculum design will strive to offer classroom-based information on-line, Harper College campus-based labs, and locally assigned clinical experiences as appropriate and available. We propose offering this certificate a minimum of one time per year to 10 sonographers.

This program will compliment our current degrees and certificates in ultrasound: AAS in Cardiac (Ultrasound) Technology and in Diagnostic Medical Sonography, certificates in Cardiac (Ultrasound) Technology and Diagnostic Medical Sonography, and Vascular (Ultrasound) Technology. It will provide advanced certificate potential for past graduates of the Harper College Cardiac Technologist AAS and certificate programs. This program will utilize ultrasound machines and lab space currently used for the above-named programs. Funding for pediatric ultrasound probes (transducers) has already been secured.

This is a professional development opportunity for Diagnostic Cardiac Sonographers employed in area hospitals and clinics. Seventy-three sonographers and 24 program administrators completed a survey regarding their interest in a pediatric ultrasound certificate. Two thirds of sonographers surveyed indicated that their lab performs pediatric echocardiograms. 73.7% reported being interested in participating in a pediatric echocardiography training program. 91.7% of administrators indicated that their lab performs pediatric echocardiograms. 69.5% reported being interested in a pediatric echocardiography training program for their employees and they identified 49

initial candidates. Fifteen administrators indicated they would be interested in participating as a clinical site.

The potential students could choose to become credentialed as Pediatric Cardiac Sonographers by attempting an exam offered by the American Registry of Diagnostic Sonographers. Attempting the registry exam is optional; however, the ARDMS Pediatric Echo Exam Outline is used as a course content guide to help prepare students for this registry exam. In order to achieve curriculum objectives, content needs to be delivered in three formats, i.e., lecture, lab and a clinical rotation.

#### IV. RECOMMENDATION

The Administration and the Curriculum Committee recommend that the Board approve the new Pediatric Echocardiography Certificate program for implementation in Fall 2006.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to R. J. Galla, Inc. for Excess Workers Compensation Insurance, and for issuance of a purchase order to Cannon Cochran Management Services, Inc. (CCMSI) for third party administration of Workers Compensation claims as requested by Administrative Services.

II. REASON FOR CONSIDERATION

Funds in the amount of \$60,479 will be provided, \$30,239.50 in the 2005/06 and \$30,329.50 in the 2006/07 Trust and Agency Fund budget, under account number 0012-8060-5202000.

III. BACKGROUND INFORMATION

At the December 18, 2003 meeting of the Board of Trustees, approval was given for the College to begin self-insuring its Workers Compensation Insurance program. As part of the program, approval was given to purchase Excess Workers Compensation insurance from R. J. Galla, Co., Inc. and to retain CCMSI as Third Party Administrators (TPA) to oversee claim handling.

Excess Workers Compensation Insurance

The current excess policy premium is \$41,884 for a Self-Insured Retention (SIR) of \$350,000. R. J. Galla Co., Inc. was asked to approach the market for quotes for January 1, 2006 through December 31, 2006 for excess coverage. A summary of the quotes is listed below:

	Excess Coverage
Safety National Casualty Corp.	\$ 43,994 500,000 SIR
Midwest Employers Casualty Co.	\$ 50,000* 750,000 SIR

\*This is an estimated premium. Midwest Employers Casualty Co. did not submit a final quotation.

The increase in the SIR is partly due to legislation passed in June 2005 that increased the benefits for injured workers in Illinois. The second reason is two claims in calendar year 2005 which have penetrated the excess coverage in 2004. It is the recommendation of the administration to award Excess Workers Compensation Insurance to Safety National Casualty Corp., through our broker R. J. Galla Co., Inc., in the amount of \$43,994.

Third-Party Administrator (TPA)

The proposal for the TPA had an option to renew at the rate of \$16,485 for a second and third year at the discretion of the administration. This renewal is for the third year. CCMSI has been very aggressive in working with the College to hold costs at the lowest level possible. It is the recommendation of the administration that the College retain CCMSI for the 2006 calendar year at an approximate cost of \$16,485.

An analysis of the Self Insured Workers Compensation Program will be provided to the Board prior to the Board meeting.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to R. J. Galla Co., Inc. for Excess Workers Compensation Insurance in the amount of \$43,994, and approve issuance of a purchase order to Cannon Cochran Management Services, Inc. (CCMIS) for third party administration of Workers Compensation claims in the amount of \$16,485, for a total of \$60,479.



WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Approval to issue a change order to purchase order 500273 issued to Greenbrier & Russel, Inc. to extend the Statement of Work (SOW) for implementing services for the Oracle Enterprise Resource Planning (ERP) System.

II. REASON FOR CONSIDERATION

The original purchase order to Greenbrier & Russel, Inc. was approved by Board action December 21, 2004 in the amount of \$2,225,600.

As the Oracle ERP (Phoenix Project) implementation gathers momentum and various modules move into production, key functional staff will be and have been engaged in implementing the core system. Core system implementation includes only basic functionality with minimal enhanced features. This does not allow for time to investigate all of the features available in order to determine their impact to the organization. This is not unusual considering that all effort must be made to minimize any impact to the project schedule and approved budget.

As modules move into production, functional areas have the need to expand utilization of this very robust and feature rich product that they were not able to include during the initial implementation. To that end, various functional areas are requesting support from the implementation vendor to provide additional expertise and assistance to implement features and functionality.

III. BACKGROUND INFORMATION

When the ERP project was first proposed, key requirements were established in order to mitigate risk and to have a successful project. Significant to the success of the implementation was that the project must be on time and on budget.

Working within these parameters, it was clear that not all features and functionality inherent in the Oracle ERP product could be implemented during the initial phase. With the completion and “go live” of the financials on November 1, 2005 and the anticipated “go live” of the Human Resource system on January 3, 2006 these functional areas recognize that while Oracle gives the College a superior set of business tools only the base functionality could be implemented in order to adhere to the schedule.

Some significant features are not fully understood and additional time and technical assistance will be needed for the users to become familiar with the features before they can be implemented. Some functionality requires organizational changes that were not possible to include in the schedule without risking the overall project success.

To support the requests from functional users, negotiations were conducted with Greenbrier & Russel, Inc. to establish hourly rates and time commitment. To insure continuity and minimize disruption, the functional users requested that the negotiations include agreements to retain the G&R consulting staff that were involved with the initial implementation. The hourly rate ranged from \$120 - \$150 based on the technical expertise requested.

<b>Service</b>	<b>Costs</b>
Financials, HRMS, Discoverer - Greenbrier & Russel, Inc.	\$ 135,200
Total	\$ 135,200

The Phoenix Project budget includes backfill funds that provide for additional staffing support and/or technical assistance. Accordingly, this request is to engage technical consultants to provide staff on an as-needed basis. Further, this request does not exceed the original proposed budget for this project.

Payment for services rendered will be approved by the Vice President of Information Technology based on the extended Statement of Work (SOW) deliverables.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a change order to purchase order 500273 issued to Greenbrier & Russel, Inc., to extend the Statement of Work (SOW) for implementing services for the Oracle Enterprise Resource Planning (ERP) System, increasing the amount of the purchase order by \$135,200 from \$2,225,600 to a new total of \$2,360,800.

It is also recommended that the Vice President of Information Technology be authorized to sign the extended Statement of Work (SOW) contract with Greenbrier and Russel, Inc. and approve all work prior to engagement.