



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

March 21, 2006
7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Presentations**
 - None
- 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 - February 28, 2006 Regular Board Meeting Exhibit IX-A.1
 2. Bills Payable, Payroll for February 17, 2006 and March 3, 2006; Estimated Payroll for March 17, 2006 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. Tenure Status Report 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

*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: Associates in General Studies Degree Exhibit X-A
- B. RECOMMENDATION: Electric Power Supply Services Exhibit X-B
- C. RECOMMENDATION: Affiliation Agreement Between Harper College and Gottlieb Memorial Hospital for a Radiology Program Exhibit X-C
- D. RECOMMENDATION: Innovation and New Initiative Focus Exhibit X-D

XI. Announcements by the Chair

- A. Communications
- B. Calendar Dates

On-Campus Events

(Note: * = Required)

- April 2 3:00 p.m. - Harper Symphony Orchestra - Performing Arts Center
- April 4 7:30 p.m. - Wingra Woodwind Quartet - Performing Arts Center
- April 10 7:30 p.m. - T. C. Boyle, Best-selling Author - Performing Arts Center
- April 14 Reading Day - College is Closed**
- April 19 7:30 p.m. - Harper Percussion Ensemble - Performing Arts Center
- April 20 7:30 p.m. - Patrick Combs Comedy - J Theatre
- April 21 7:00 p.m. - Indian/Pakistani Cultural Night - J Theatre
- April 22 7:30 p.m. - Siegel-Schwall Legendary Blues Band - Performing Arts Center
- *April 25 7:00 p.m. - Organizational Meeting/Regular Board Meeting - Room W214-215
- April 30 3:00 p.m. - Harper Festival Chorus - Performing Arts Center

Off-Campus Events

- June 5 Foundation Golf Open 2006 - Boulder Ridge Country Club

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

XIII. Adjournment

Minutes of the Regular Board Meeting of Tuesday, February 28, 2006

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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, February 28, 2006

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, February 28, 2006 at 7:04 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Gillette, Graft, Hill, Hoffman, Kelley, Murphy and Stone; Student Member Hurtubise
Absent: None

Also present: Robert Breuder, President; Joan Kindler, V.P. Student Affairs and Assistant to the President; Judy Thorson, V.P. Administrative Services; Cheryl Kisunzu, Associate V.P. Diversity/Organizational Development; Colleen Murphy, V.P. Marketing; 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; Larry Bielawa; Carol Blotteaux; Phil Burdick; Maria Coons; Terry Engle; Denise Evans; Terence Felton; Bruce Foote; Robert Getz; Vickie Gukenberger; Thea Keshavarzi; Roberta Lindenthaler; Jim Ma; Russ Mills; Maria Moten; Mark Mrozinski; Michael Nejman; Jeanne Pankanin; Janie Petersen; Hazel Rilki; Rich Seiler; Douglas Spiwak; Tom Thompson; Dave Webster; Dennis Weeks and Deanna White. Students: Naomi Culp; Sharon Cash.

Guests: Tim Kane, Chicago Tribune; Emily Ngo, Daily Herald; Karla Chavez, Beth DePauw, Michelle Graham and Laura Nycz, Alex See, Loyola University Chicago; Paul Wiese, JJR, LLC.

Chair Stone introduced and welcomed students from Loyola University who are observing the Board meeting as part of their Masters Program in Organization and Governance in Higher Education.

Student Member Hurtubise led everyone in the Pledge of Allegiance.

Chair Stone stated that item IX-A.6 has been removed from the Agenda.

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

In a voice vote, the motion carried.

EDUCATIONAL
PRESENTATIONS

There were no educational presentations.

STUDENT TRUSTEE
REPORT

Student Member Hurtubise introduced Sharon Cash, Student Senate President. She read the following letter: "Dear Trustees, I thank you for your service to Harper College and its large student population. Your hard work and diligence has served our students well. You have provided us with leadership that has afforded us physical and fiscal growth. We, as student constituents in this district, have placed a trust in you to ensure that we receive the most for our tuition dollar. This is a heavy burden that you have undertaken and we know that you serve us well. Subsequently, I take this opportunity to inform you that our Student Senate understands the increasing costs of education demands and the resulting tuition increase for the upcoming school year; we support it. Although our decision was unanimous, it did not come without reservations. Students are faced with other education-related costs and challenges we prefer to approach on a proactive, rather than reactive basis. The cost of college textbooks is a major area of concern to students. With our incomes, high tuition and incredulous book costs put a very large burden on us. We perceive federal and state money trickled to us as either static or reducing in amounts. This issue has caused statewide concern, and thus it became necessary for the introduction of House Bill 4867, the Textbook Pricing Access Act, which will help control publishing costs and the practice of bundling of textbooks. As we are all aware, this process could take a very long time in Springfield. As we are proactive, we are working to ensure that all students are receiving a fair and affordable price at our bookstore. We believe that this would cause textbooks to be more easily managed and enable us to show more institutional support rather than purchasing the textbooks online or across the street at the Textbook Center or the textbook vendor on Algonquin Road. Another issue that we request be kept in view is the issue of student-to-counselor ratio. With the large growth of student population, we believe it is imperative that all students have direction and guidance from

counselors who are accessible and knowledgeable. With all the options that the students have, from their first choice of which classes they need to take, to their finishing touch to ensure smooth graduation, counselors are an important crux of student life. By continuing to provide quality and accessible support, you ensure our future. With regard to both of these issues, Vice Presidents Judy Thorson and Joan Kindle are already working with us in the Student Senate to bring positive solutions that will address these concerns. On behalf of our Student Senate and the students whom we represent, thank you for the opportunity to speak this evening.”

Student Member Hurtubise introduced second-year music major, violinist Naomi Culp. She is currently playing in the pit orchestra for Harper's performance of *Guys and Dolls*, coming up in March, and she just had an audition at Roosevelt College yesterday. Ms. Culp performed for the Board.

On behalf of the Board, Chair Stone thanked Ms. Cash, Ms. Culp and Student Member Hurtubise.

In response to Member Hill, Phil Burdick explained that House Bill 4867 never got out of Rules Committee. There is some companion legislation at the State Senate, which is sponsored by State Senators Cheryl Axley and Pamela Althoff. It gains support each year; they are hearing the students loud and clear. It will be a priority on Lobby Day. Member Kelley asked if the Board could be reminded when the legislation is moving to a critical junction. The Board would like to support that.

PRESIDENT'S REPORT

Unfunded Mandates

Dr. Breuder introduced Bruce Foote, Director of Financial Aid at Harper College. Mr. Foote explained that the Illinois Veterans Grant Program is one of three statutory programs in the State of Illinois which has unfunded mandates within them. An unfunded mandate occurs when the legislation itself reads, “Eligible Illinois Veterans Grant recipients are entitled to be exempt from paying tuition and certain fees at public post-secondary institutions. If appropriated funds are insufficient to reimburse institutions for all eligible recipients, the obligation to pay is transferred to the institution.” For the last two years, this program has been level funded at \$19,250,000 statewide. Last year in FY 05, by the time they got to spring term claims, the State only paid 44 percent of

what had been expended to students for the Illinois Veterans Grant. That left Harper absorbing approximately \$205,000. This year, the State is only paying five cents on the dollar for spring term claims, which means Harper will end up absorbing \$280,000 for the Illinois Veterans Grant program. Because of the way the statute is written, the institutions are duty bound to absorb the money. Mr. Foote feels that the State budget does not look any better than it did last year, and the State will likely have more veterans utilizing these grants, rather than fewer. Mr. Foote noted that the Illinois National Guard Program and the Illinois Police Fire Correctional Officer Scholarship are two other unfunded mandates, although they are not as big of a burden on the College as the Illinois Veterans Grant Program.

Dr. Breuder noted that the Governor is advocating a 1.9 percent increase in funding for community colleges. That would mean Harper would receive approximately \$140,000 of new money, which would be negated by \$350,000 next year of unfunded mandates. The prognosis for funding from Springfield is not good.

Member Hill suggested that Harper feature a whole story regarding all of the unfunded mandates that the College is forced to absorb, not just the Veterans Grant Program. They could be compared with the public relations presentations of the Governor. That is a story the College really ought to tell, as it impacts the community, and the voters should know what is going on.

Mr. Foote noted that they did some mathematics the other day at a conference. If the appropriation was \$19,250,000, it means that the Veterans Grant Program is under-funded by approximately \$9 million to meet their obligation. That is obviously borne by all institutions across the State of Illinois. The State can take all the credit for the wonderful things they do for veterans, while public institutions absorb \$9M of it as a group.

Member Gillette stated that he brought up this topic at the ICCTA conference in December 2005. The ICCTA administration did not realize the Veterans Grant Program was unfunded. All Board members in attendance were asked to report back on their institution's impact. That is supposed to be on the Agenda at this next meeting.

ERP System Update

Dr. Breuder asked Terence Felton to give a brief update on the ERP system. Mr. Felton stated that they are in the third

month of the eleven-month process to put in the student system. In this second round of testing, the teams are making good progress. However, there is some level of frustration as they try to continue to make the system work the way Harper's business processes need them to work. They have discussed issues with Oracle, and they believe Oracle will respond to the request to be more hands-on and helpful through the process.

They went live with Human Resources/Payroll on January 3, 2006. The first payroll was run on January 6. With payroll, they rolled people on in three groups, and the error rate was approximately nine percent (nine percent of the people had some issue with their paycheck). Some issues were anticipated, and they were able to be addressed with training and communication plans. Others could not be anticipated, and they had to be taken care of on the back end. The good news is that everybody got paid within that day or the next.

Cheryl Kisunzu explained that communication was a key issue with this type of initiative. The pay is critical, and they recognized that there would be some challenges in terms of validating the accuracy of data and making sure that tax concerns and retirement concerns in terms of pensions were all addressed with minimal error. There were a number of stages in the communication process. Starting in December, all-campus e-mails were sent out, in addition to various communications and internal newsletters, personal letters to those who might not have access to electronic self-service communication systems so that they would know how to access things. An area was set up in Payroll so that individuals could send their questions right away and have responses to them in a timely manner. Ms. Kisunzu noted that the communication has not been done perfectly, but it has been done comprehensively. There has been a consistent attempt on all levels (especially by Payroll, IT and HR staff) to communicate in a time-efficient manner to those who were affected. They anticipate the March 4 payroll will be a much stronger experience, having gone through all employee groups thus far.

In response to Member Murphy, Ms. Kisunzu stated that every payday, Vice President Judy Thorson, Roberta Lindenthaler and she meet at the beginning of the day to determine what concern might manifest itself. Even before the payroll, they have met with administrative assistants and sent out communications to administrators for anticipated concerns regarding that payday. At approximately 9:30 or

10:00 on this Friday morning, she and Vice President Thorson will pretty much know what the errors are. They immediately send out communication to employees about what they can anticipate in terms of rectifying concerns on that day, and there is a follow-up communication the following week via e-mail, via the internal newsletter, so that individuals know what to correct in anticipation of the next phase. In response to Member Murphy, Ms. Kisunzu stated that, because the system is integrated throughout, they have not necessarily known the specific impact of each rollout.

Vice President Thorson provided some detailed information. The first payroll was done with all the full-timers; the second payroll adjunct faculty was added; then the part-time people were added. The part-time was a challenging group, because the way they have to report under the Oracle system is more challenging, especially if they have more than one job on campus. They have to report their primary job in the system, and then they have to report their secondary jobs on paper, which caused some confusion. Some people, just to make sure they did it right, reported both ways, and that meant they got double pay. Checks had to be voided and reissued. Each group has had its unique problems. All the groups have been rolled out by now, so as they approach this Friday's payroll, they expect minimal problems. Some things still need to be resolved from prior payrolls. Every Friday, the commitment was there by the payroll staff to get people their checks. Even if Roberta had to handwrite a check, people were handed a check by the end of Friday, if they wanted a check. It may have taken them into the next week to resolve and actually get them a paycheck that had their deductions, etc. on there, but they had their money on Friday. Not everybody needed their money on Friday, not everybody took their money on that Friday, but it was offered to them.

Dr. Breuder noted that, when they embarked on this initiative, in many College-wide meetings people were told that this will not be perfect and that there will be challenges, obstacles, and circumstances. The College will be better when it is over, but there could be a period of frustration. People have responded to circumstances ASAP to the extent that they can respond. Getting someone a check for what was not right on Friday is one solution; getting it corrected going forward is sometimes a bigger piece of work than people thought because of the integration of the system. They are learning that what is Oracle's interpretation of a deliverable and what is Harper's

interpretation does not always line up. Therefore, they have to get it on the same page. In response to Member Hill, Mr. Felton stated that there are approximately 1,400 unique checks/direct deposits.

Member Graft stated that, as a new Trustee, he received an anonymous, unsigned letter about this issue and he wanted to acknowledge that he received it. He does not particularly appreciate anonymous letters; he feels it is always better if it can be signed. He wants to be proactive and knows that the administration and staff are proactive. There are some difficulties at nine percent, which sounds rather high. However, this is an enormous undertaking. Member Graft thanked the administration and staff who are working very hard on this initiative. As a Trustee, Member Graft feels he must apologize to any employee who was harmed in any way, got a late check or otherwise. The anonymous letter seems to say that employees would wait hours or days before they got checks. It does not sound like that happened. He added that it never hurts to say you are sorry, and perhaps the administration and staff could communicate that. Saying "I'm sorry" may make someone feel better. Looking forward, this is a great program, and it is going to be positive for Harper College. He asked Terence if they could continue to redouble their efforts; it would be nice to avoid other problems.

Ms. Kisunzu noted that, whenever she was copied on a number of e-mails, she made a personal phone call to follow-up with those individuals. They are working very hard in payroll to correct the error. The personal component is one that they are sensitive to and respect. Member Graft thanked them. He added that there are so many good things happening at Harper. They do not want to have the good things torn down by one little thing.

Vice President Thorson stated that, although Member Graft received this one type of letter, the people in Payroll have appreciated how understanding others have been throughout the institution. When there is an issue, they have come to the Payroll window very understanding and very thoughtful (with the exception of two people who have been angry and uncivil). If individuals felt like they did not need the money on Friday, they just said, "Put me at the bottom of the pile, I can wait until Monday." Most people have been wonderful about this.

Member Hill noted that it actually sounds very positive when compared to other organizations going through this very complex process. The Board did the best they could to support the administration that did the best they could to have an ERP conversion that is going to be world class. But, managing change is difficult. With everyone listening to each other and apologizing and trying to make it right, it is all part of a strong change community. Member Hill stated that he likes the way it is being done, but he seconds Member Graft's comment. He is all for apologizing and trying to get it done more perfectly.

Chair Stone stated that she hopes it comes through loud and clear that this is a concerned Board that appreciates all the hard work that has occurred throughout the course of the project. They are committed to doing their very best to make sure the Harper community is well cared for.

In response to Member Kelley, Mr. Felton stated that they continue to monitor the schedule for rolling out Student Services. If they need to make adjustments, they will do that. Certainly, they want to do what they can to make sure they meet the quality expectations of the College and not stress people out too much. Dr. Breuder explained that it is a balancing act between hitting the specs, hitting the budget and the human element. If they need to move things back by four days or ten days because they will bring people to their knees otherwise, they will adjust. They will not discard the human element just to make a particular date. It is a balance, like everything else.

Chair Stone thanked Dr. Breuder for giving the Board evidence that he is very much on top of this issue and he is providing leadership. Dr. Breuder gave credit to all of the employees. They **will** get there, and everybody will be happy when they get there.

Awards

Maria Coons announced that they recently won the Award for Excellence in Teaching and Learning for Outstanding Efforts to Create a Learning-Centered Environment from the Illinois Community College Board. It is in recognition of the effort that they put together to meet the needs of Motorola Engineers in the CISCO protocol training that they needed. She accepted the award along with Vice President Colleen Murphy, Maggie Franks from Harper College for Businesses and John Kiener from CIS. It is an honor for Harper College.

Doug Spiwak announced that, under the leadership of Dan Loprieno, Harper's Wrestling Team has brought home another National Championship for Division III. Ten out of ten wrestlers qualified for the tournament; eight out of the ten wrestlers made it to the status of All-American. He noted that shortly before tonight's meeting, Harper's Women's Basketball Team defeated Rock Valley College to advance on to the Region IV Tournament. Friday night the Men's Basketball Team will open up the Region Tournament as the number one seed, currently ranked fourth in the country.

Dr. Breuder called attention to handouts distributed to Board members. He encouraged them to read the clips, one entitled "Going the Distance – Harper Online Programs and Off-Campus Sites Receive Formal Accreditation" and the other entitled "Harper Wins Once Again the GFOA Budget Award."

Enrollment

Dr. Breuder noted that, with regard to enrollment, they are beginning to see a softening, which is not totally unanticipated. They saw it last summer, even though they were up slightly. In the fall, they were up 2.2 percent on the credit FTE side. Today, they are up approximately .85 or .9 percent. Obviously, it is not where they would like to be, but they will still do better than they did last year. That is an omen of things to come relative to enrollment, but it could change with a different opinion or a different direction of the economy. Community colleges do benefit from a soft economy, but they still have to do the right things internally in terms of marketing and programs and services. The dip that the College would take is far more consequential if they did not do those types of things.

Textbook Pricing

Dr. Breuder introduced Rich Seiler, Manager of the Bookstore at Harper College. Dr. Breuder noted that, ever since he has been in school, the price of textbooks has been consequential. Perhaps they were not \$60 or \$80 or \$200 back then, but the cost of textbooks has always been an issue, and is a legitimate issue right now.

In response to Dr. Breuder, Mr. Seiler stated that, typically the textbooks are not the "cash cow." The other items sold at the Bookstore (clothing, trade books, reference materials, school products, or anything else that a student would use for education) bring in more money than the textbooks. Textbooks tend to be low margin. It is a fact that, across the country, textbook prices have become a concern, and it has been the focus of several investigations. As the Student

Senate President mentioned, one of the concerns is the bundling of textbooks, which has been really driving up the price. Textbook margins (20-25 percent) have stayed the same over the years.

In response to Dr. Breuder, Mr. Seiler stated that 25 percent is reasonable when compared to the enjoyment reading (or trade book) section. If one purchases a bestseller at Barnes and Noble, margins run approximately 40-48 percent. Student Member Hurtubise stated that a lot of what the ICCTA and ICCB are focusing on in their report and their House Bill is the re-selling of textbooks, because the bookstore sells it for \$100 and gets their 25 percent, then buys it back for \$30 and sells it for \$75, buys it for \$20 and sells it for \$50. Overall they are making a lot of money on one textbook.

Mr. Seiler explained the Book Buy-Back Program. At Harper, they try to run the program very aggressively, where they pay as much as they can to the student. Approximately 80 percent of all the books that come through the Bookstore from the students will be bought back at premium prices. They pay better prices than anywhere else a student would find locally - that is 50 percent of the new publisher price for the book. Many college bookstores will pay 50 percent of what the student paid. As far as turning around and reselling it for 75 percent, Mr. Seiler explained that they still have their labor involved in the sale of that textbook - they buy the book, clean it and make sure it is ready to go for the next semester. There are still other overhead costs involved with that book, whether it is bought as a new book or a used book.

In response to Member Hill, Dr. Breuder affirmed that the breakout of the Bookstore as a separate operating entity can be seen in the audit. In response to Dr. Breuder, Mr. Seiler stated that they make approximately 10 percent, but in that 10 percent, what is not seen is a lot of the indirect costs that the Bookstore is not billed for, such as phones, IT support, utilities and custodial support. Any of that is supported by the College. So, typically it is a break-even, or two to three percent. Member Hill suggested that information be provided to the Student Senate. In response to Dr. Breuder, Sharon Cash stated that the students understand they have a guidebook to follow. But, there is a perception that the Bookstore is buying students' books back for \$20 and reselling them for \$60. To a student who is struggling to pay for his books in the first place, that is a huge amount of profit

that is perceived. Unfortunately, students are going to the guy across the street on Algonquin to buy their books or they are buying them online. That totally takes away the revenue that the College should be getting in the Bookstore. Ms. Cash noted that Mr. Seiler and she are going to try to meet tomorrow to get some discussion going. Students just want fair prices; they do not want to feel like they are being raked over the coals. Ms. Cash noted that, last semester her tuition was approximately \$1,300, and her textbooks cost \$800. It is just continually increasing.

Dr. Breuder noted that this is a legitimate concern. If they sit down and lay some of this out, it will help to clarify ambiguity or misinformation or misperception. More and more colleges are giving up bookstores and turning them over to outside entities like Follett, simply because they cannot run them in a cost-effective way. They will give them to an outside vendor who really reduces the services, increases the prices and pays a fee back to the institution. It is not exactly a get-rich enterprise. Harper does look for auxiliary enterprises not to make a lot of money, but to turn some profit, because that money is used in other parts of the institution.

Member Kelley suggested the possibility of using Harper's web page for some sort of informal co-op between the students listing books to sell and asking for books - something that would not involve a significant amount of time on Harper's resources, but would be a venue that students could use.

In response to Member Gillette, Mr. Seiler stated that the example given of the Bookstore buying a book back for \$20 and reselling it for \$60 is simply a perception. He explained that there are some books that the Bookstore does not keep on campus. Approximately 20 percent of those titles that come across the counter are not used again on campus, and the Bookstore will send them to a used book wholesaler. Buy-back prices for those books range anywhere from 10 percent to 30 percent of the value of the book. The Bookstore is not reselling them in their store, but shipping them off to a used book wholesaler. The perception of the student then becomes different.

HARPER EMPLOYEE
COMMENTS

There were no employee comments.

CITIZEN
COMMENTS

There were no citizen comments.

CONSENT AGENDA

Member Graft moved, Student Member Hurtubise seconded, approval of the minutes of the January 31, 2006 regular Board meeting; bills payable; payrolls for January 20, 2006 and February 3, 2006; estimated payroll for February 17, 2006; bid awards; purchase orders; personnel action sheets; 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 Exhibits IX-A.1 through IX-B.4, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Accounts Payable &	
Tuition Refunds (Oracle)	\$6,832,336.04

The payroll of January 20, 2006 in the amount of \$1,204,195.11; and February 3, 2006 in the amount of \$1,645,714.29; and estimated payroll of February 20, 2006 in the amount of \$1,824,954.70.

Bid Awards	Ex. IX-A.3.a	Award bid Q00450 for athletic field improvements at the varsity field on the west side of the campus to Cooling Landscape Contractors LLC, the low bidder, in the amount of \$175,600 plus architect fees of \$14,241, surveys of \$5,100, village permits of \$3,000, reimbursables of \$1,400, lowering of the SBC cable box on the field by SBC for \$5,000, and a contingency of not to exceed \$5,000 for a total of \$209,341.
Purchase Orders	Ex. IX-A.4.a	Approve issuance of purchase order to RCS Wireless Technology for 14 wireless emergency communication systems in the amount of \$2,580 each for a total amount of \$36,120.
Personnel Actions	<u>Faculty Appointment</u> Indira Reddy, Instructor/Counselor, STU DEV-MCL, 04/03/06, \$45,016/year <u>Professional/Technical Appointment</u> Vianey Cesareo, Continuing Education Marketing Specialist, CE, 02/20/06, \$40,000/year <u>Supervisory/Confidential Appointment</u>	

Nancy O'Malley, Success Services Supervisor, p/t, RES
LRN, 02/14/06, \$25,080/year

Classified Staff Appointment

Connie Bach, Library Assistant I, LIB SER, 02/14/06,
\$25,701/year

Public Safety - ICOPS Appointment

Diane Talsma, CSO I - Dispatcher, HCP, 01/23/06,
\$29,120/year

Harper #512 IEA-NEA Appointment

Ernesto Garay, Custodian/Groundskeeper, PHY PLT,
02/06/06, \$21,923/year

Limited Term Employment

Bridgett Bauman, Credentials Analyst, p/t, REG OFF,
02/20/06, \$25,402/year

Professional/Technical Retirement

Judith Wilson, Nursing Laboratory Assistant, HC/PS-Nursing,
06/01/06, 24 years

Professional/Technical Resignations

Laura Broucek, Desktop Integration Analyst, IT/CS,
02/17/06, 8 years 2 months
Cyrus Johnson, Student Activities Coordinator, STU ACT,
01/20/06, 3 years 4 months

Classified Staff Resignation

Violet Uribe, Human Resources Assistant, HR/DIV & ORG
DEV, 01/23/06, 6 years 2 months

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

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

Motion carried. Student Member Hurtubise voted aye.

Legislative

Member Kelley noted that Richard Gillette and he both attended the American Community College Trustees Legislative Summit in Washington, DC, in February. Both the State and national legislative goals have been outlined by their respective organizations. The meeting with staffers from Speaker Hastert's office, Melissa Bean's office and

Mark Kirk's office was fascinating. They were very interested in learning and understanding Harper's position. They were not necessarily all that in-tune with the impact that some of the pending legislation was going to have on community colleges. The PELL Grant is going to be frozen for the fifth year in a row at \$4,050 per student. There is \$4 million in PELL Grants that benefit 1,861 Harper students each year.

In response to Dr. Breuder, Bruce Foote stated that, of the students who apply for financial assistance, there are approximately 4,000 students who receive aid from the College through various programs from the federal and state government. The figures just given by Member Kelley are very close to accurate. This year, the College plans to exceed what was expended last year in PELL Grants by approximately \$300,000 or \$400,000. Mr. Foote noted that part of his job is to get more students aware every year that the programs exist, that they can participate in the programs and teach them how to do that. In response to Dr. Breuder, Mr. Foote noted that approximately 1,900 of the 4,000 students were judged to be eligible for the PELL Grant. In other words, almost 50 percent of the students who apply for aid are eligible for a PELL Grant at Harper. In response to Member Hill, Mr. Foote noted that approximately 25 percent of the FTE are actually granted aid in his example.

Member Gillette stated that, in conversations with both Senators, the staffers were very interested in having detailed explanations of what the Perkins Funds go for. The Perkins Funds are grants to the State that the State of Illinois matches. The number that comes from the federal government to Illinois is between \$16 million and \$18 million. When the State matches it, approximately \$35 million goes to community colleges and approximately \$50 million additional goes to the high school. This has all been orchestrated to stop going to community colleges and be replaced by block grants to the State for their funding of the high schools. Both of our Senators' staffers wanted detailed information on what Harper uses Perkins for, and who would be hurt if the Perkins stopped. They would like to have some detailed information from the College. Chair Stone stated that she is sure that information could be provided.

Member Hill stated he would be interested in receiving an executive summary that covers a little bit more thoroughly all the percentages – PELL grants, Perkins grants, Education

Foundation scholarships, etc. This will help Board members see how Harper is aiding its students overall.

Member Gillette stated that he is on the ACC Finance Committee for one year. He summarized what the Finance Committee was told at a recent committee meeting. As a result of 9/11, many people did not travel to the ACCT annual convention in San Diego which was held shortly after. That caused the ACCT's income to fall by \$200,000 that year because they lost money on hotel reservations. ACCT has been running their office operations subsidized at approximately 40 percent from their conventions and their Legislative Summit. The following year, they had the annual convention in New Orleans, and it went off without a hitch. However, had they held it in New Orleans last year, it would have bankrupted the organization. The organization decided to increase dues to pay for the day-to-day operations and lower the enrollment fees of the convention and Legislative Summit. As a result of this transition, the ACCT will ask for a dues increase, and as the dues go up, the cost to attend a summit or a convention will drop. For Harper, that will be a \$763 per year increase for each of the next five years. He asked for the disposition of the Board, because, as a representative of Harper College Board of Trustees, he will have to vote next Friday on this matter. He feels it is the right thing to support; however, he wants to hear from the rest of the Board.

Member Kelley moved, Member Graft seconded, approval of the ACCT dues increase as it pertains to the College.

In a voice vote, the motion carried.

In response to Vice President Judy Thorson, Member Gillette stated that the ACCT dues will go up from \$2,743 to \$3,106 effective July 1, 2006.

NEW BUSINESS:

Proposed Tuition
Increases for FY 2006/07

Chair Stone noted that the Board very much appreciates the support of the Student Senate. It is a difficult subject for the Board to address every February when a proposed tuition increase appears on the Agenda. The Board is torn, because they certainly feel for the students who need to pay for their education; on the other hand, the Board has a responsibility to see that the College is funded correctly. Harper College must deal with shortfalls in State funding and PTAB; at the same time, they want to make sure Harper remains a quality institution.

Member Graft moved, Member Hill seconded, approval of the **District Resident** tuition increase of \$6 per credit hour from \$75 to \$81 per credit hour for FY 2006-2007 effective summer 2006. The **Non-Resident** rate is set at the formula plus the **District Resident** rate per credit hour or \$288 per credit hour for FY 2006-2007 effective summer 2006. The **Out-of-State** rate is set at the per capita formula of \$362 per credit hour for FY 2006-2007 effective summer 2006. The **International Student** rate is set at \$362 per credit hour for FY 2006-2007 effective summer 2006. The President may propose additional variable tuition rates for specific programs prior to June 30, 2006, as outlined in Exhibit X-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder noted that the \$6 increase per credit hour will generate approximately \$1.8 million in new money. If PTAB continues to run its course, Harper College will lose \$1.5 million next year, which means money they think they will get next year, they actually will not get. It will simply be deducted from their appropriation. Added to that is the burden of unfunded mandates from the State. He reminded everyone that, theoretically, the State is supposed to fund one-third of the per capita cost. It is projected that the State now is funding only 6.9 percent, and he feels that number will continue to erode.

Dr. Breuder noted that Harper's tuition is approximately 45 percent of what Northern Illinois University charges and approximately 33 percent of what University of Illinois charges. Between 2003 and 2007, Harper will have lost something in excess of \$10 million through PTAB and State funding. Harper cannot lose \$10 million **and** grow enrollment by almost 25 percent **and** add approximately 400,000 square feet **and** suffer the cost increases from Com Ed, Nicor and insurance premiums **and** try to provide people with responsible salary adjustments to accommodate the marketplace - without raising tuition. They have to make the budget work every month. They would rather not pass on the cost to students in this amount. Dr. Breuder noted that whenever students say they support something like this, it is consequential, because they do not have to do that. Students also appreciate excellence and quality, and they want that to be sustained at Harper College. He added that he reluctantly makes this recommendation. He could have easily recommended a higher increase, with clear conscience, but he did not think that is what he should do.

This is less than what the College could use, but they will have to find a way to make the other numbers come out.

Member Gillette stated that he would never vote against a tuition increase if he thought the tuition increase was necessary to keep the College from losing money. After looking at the audit from last year and the increase in the fund balance, he feels they should cut back on the rate of increase to the students while they are taking their money and putting it into the fund balance. He believes that every time tuition goes up, there are students who do not come to Harper for an education. Member Gillette feels the College will be okay without the increase.

Dr. Breuder asked Bruce Foote how many people come into the Financial Aid Office who cannot be helped by Harper and there is no financial aid available to them. Mr. Foote responded that they try to find a balance of all forms of financial assistance available in their office. The neediest students can be helped with a combination of a Federal PELL Grant, the Illinois State Monetary Award Program and some discretionary federal funding that he is given. This is measured in a term called Effective Family Contribution (EFC). With a dependent student (a student under 24 years old, living at home with their parents, their EFC is calculated at \$3,500) - their tuition and fees are basically covered by the federal and State programs. For independent students, that number tends to fall off at approximately \$2,500 estimated family contribution, to the point that the federal and State programs are not covering all of their tuition and fees.

In financial aid, one of the mantras is, "Ability to pay and willingness to pay are two separate things." That becomes the issue. Another program that serves the students well is the Federal Student Loan Program. Some of the students who come from families with higher incomes might not qualify for the federal and State grant programs. However, the loan programs are available to all students who attend Harper College, providing the student is not in default on any other student loans. Cathy Brod and the Educational Foundation have made available discretionary funds which allow Mr. Foote and the Financial Aid Office to help those people who fall through the federal cracks. He is able to extend Harper's Foundation dollars to help out those people. In general, he does not see a person coming to Harper that they cannot help out. Everybody wants grants and scholarships; however, there are other resources available

to help these students. Mr. Foote does not believe anybody will be turned away.

With regard to Member Gillette's comments, Member Graft stated that a third party at the table should be thanked, because they are shouldering much of the financial burden - the real estate taxpayers of the district. From a recent press release, he noted that in 1985-86, the student tuition was 25.3 percent of the per capita cost. In 2005-06, it is 20.7 percent, which means it has actually gone down. In 1985-86, the real estate taxpayers were paying 52.0 percent of per capita cost. This year the real estate taxpayers were paying 71.9 percent. Member Graft stated that they want to be fair to the students - Harper exists because of the students. The partners in education are the real estate taxpayers, and this really keeps the tuition on par. Because the State has backed away from these students, the real estate taxpayers have had to pay more. That is the partner Harper needs to thank. Member Graft added that, as a Trustee, he is thankful they are able to provide the high quality of education because of the taxpayers and because of the philanthropically-minded community and the scholarships made available from the Foundation. Harper College has many people to thank that they can continue to offer these degrees.

Dr. Breuder explained that in the Fund 01 budget, it is an \$80 million piece of business. The Board expects at the end of the year, with all the ebb and flow, to drop two to three percent into the savings account, if at all possible. Most everyone, during their living experiences, tries to save some money every year and tries not to spend more than they take in. He noted that Richard Gillette is correct when he observes that the College has excess revenue over expenses; however, that is a prudent thing for the College to do in running a business of this size. In the letter from the Student Senate, Sharon Cash expressed concern with regard to the number of counselors relative to the number of students at Harper. Each year, Vice President Joan Kindle laments on how she would like more counselors, and they do not make it into the final budget. They have to prepare for unforeseen circumstances. For example, no one knows what the fuel oil costs will be in September; nobody envisioned a December like the one we just had. Dr. Breuder noted that they simply cannot run a business that tight. They are going to have a little excess revenue at the end of the year, and he thinks the taxpayer would want that, because it would show fiduciary responsibility. That does

not mean that the College does not need to generate revenue. The College's financial strength has helped to gain a Aaa bond rating, which has helped save the taxpayers \$5 million. There are so many ways to skin this cat; in the end, it all has to come together for the total picture.

Member Hill stated that the letter from the Student Senate touched him and the rest of the Board. He appreciates that awareness and concern from the students. He stated that he does not vote for the tuition increase because he thinks it is great; he votes for it because he thinks it is absolutely necessary. With this increase, students will pay 22.2 percent of per capita cost, which is well below where it peaked not too many years ago. They will pay 22.2 percent of the \$12,838 total cost. Northern Illinois University has heavy state subsidies. The University of Illinois at Champaign has three to four times the student cost, has major state subsidies, and they are only available to the in-state students. The out-of-state students pay roughly three times that. Member Hill noted that Roosevelt University, where he is on the Board of Directors, has a \$14,530 cost, has a very small endowment, is a relatively young institution, and does not have any significant outside money sources. It is running without State support and is offering a very high quality set of programs for four-year programs, but it is still costing \$14,530. Harper College is costing \$12,838. Harper is producing some of the highest quality two-year associate degrees in the nation, it has one of the best physical plants and it has one of the best bond ratings. There are many things that all come together. Member Hill also noted that they are facing the slowing of FTE growth and possibly even a back-down. Those are long-term cyclical trends, which excellence cannot totally overcome. He votes for the tuition increase, because these are uncertain times, and he focuses on the overall upward climb.

Member Murphy stated that, if they were going to give this money from the tuition increase (\$1.8 million) back to the taxpayers, he would vote for it. However, the College is not going to do that. Instead, they will go from approximately \$38 million in the bank to \$40 million in the bank. This is a healthy reserve that he is glad to have. He respects the Board and the administration for putting Harper in the position to have that, because it is critical. However, he does not feel that going from \$38 million to \$40 million is as critical as leaving that money with the students. He does not feel that they will undermine the great things Harper is doing by foregoing a year of increase of this magnitude. Every

year he has been on the Board, they have voted to increase tuition; every year they have raised tuition, they have taken in more revenue than the tuition increase raised. The first year that does not happen, he will vote for a tuition increase. He will not support this tuition increase.

Member Kelley stated he has toiled with this item, especially this year. When he attended Harper College back in 1974, the student's tuition covered 28.4 percent of the per capita cost; the real estate taxes covered 34-35 percent and the State of Illinois covered 36-37 percent. It is appalling that the State of Illinois now covers less than seven percent. Member Kelley noted that he learned in Washington, DC, that the United States is expected to graduate 70,000 engineers in the country next year. India is anticipated to graduate 300,000 and China, 600,000. It highlighted to him just how crucial it is to provide accessibility to quality higher education to as many people as possible, if the U.S. hopes to stay anywhere near the standard of living that has been enjoyed over the past few decades. He looks at community colleges, in particular, as being the front line. To a greater extent, the cost of higher education, even with loans, is becoming out of reach for many people. Harper is nationally recognized as one of the premier community colleges in our country. To be able to build it up and rebuild Harper's fiscal integrity has been no small accomplishment of Dr. Breuder and this administration. Harper has been lucky enough to put money in the bank over the last few years. He knows the taxpayers appreciate it, even though it does not go directly into their pockets. They understand Harper is a fiscally sound institution. The College is doing the right thing. Member Kelley noted that, although he would have liked to have seen a \$4 increase as opposed to a \$6 increase, he knows they have some very tough fiscal times ahead and he would rather have some money in the bank for a little extra cushion. He would like to see an increase on a lesser magnitude coming next year.

With regard to the figures given by Member Graft, Member Gillette stated that his percentage of per capita cost could really be looked at as percentage of per capita income. Per capita cost does not cover what is put in the bank. If one looks at per capita income rather than cost, they get a different set of percentages. He added that the 22.2 percent for the students becomes 26.5 percent when it is passed on per capita income.

Members Hill and Graft both stated that Member Gillette's statement was not accurate. It is a misreading of the data that has been given. Member Hill stated that it bothers him because he sits here when he does not have to. He listens to people come up with what are very narrow tests – a break-even test and a question of student income, which is misstated. He is here because this institution, as Member Kelley points out, is critical and this whole community college system is critical to the strength of our culture and our nation. That is why he spends his time here. This is by far the greatest bargain in education, it is high quality and easily affordable.

Upon roll call, the vote was as follows:

Ayes: Members Graft, Hill, Hoffman, Kelley and Stone

Nays: Members Gillette and Murphy

Motion carried. Student Member Hurtubise voted aye.

Proposed Credit
Course Fee Changes
for FY 2006-2007

Member Graft moved, Student Member Hurtubise seconded, approval of the Proposed Fee Changes for 2006-07 effective with the 2006 Summer semester, as outlined in Exhibit X-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette stated that he will support this if all of the fees cover actual costs involved and are not used to generate income. Dr. Breuder affirmed that the fees cover actual costs.

Upon roll call, the vote was as follows:

Ayes: Members Gillette, Graft, Hill, Hoffman, Kelley, Murphy and Stone

Nays: None

Motion carried. Student Member Hurtubise voted aye.

Consideration of
Sabbatical Leaves for
Faculty

Member Graft moved, Member Murphy seconded, to grant the following faculty members a sabbatical leave for the requested time period, as outlined in Exhibit X-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

(Salaries shown are FY06 contract with figures to be updated per new contract.)

Xilao Li	LIB ARTS	Fall 2006 or Spring 2007	\$35,867
Barbara Solheim	LIB ARTS	Spring 2007	\$30,070
			*\$65,937

*In addition to these costs, the College will hire part-time faculty at a cost of approximately \$23,700 to teach, in the absence of the faculty on leave.

In a voice vote, the motion carried

Affiliation Agreement
with Elmhurst Memorial
Hospital for Phlebotomy
Program

Member Hill moved, Member Graft seconded, approval of the Affiliation Agreement between Harper College and *Elmhurst Memorial Hospital* as submitted, and authorization for the Dean of Health Careers and Public Safety to sign all of the above, as outlined in Exhibit X-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

College Protection,
Health and Safety
Project

Student Member Hurtubise moved, Member Graft seconded, adoption of the Resolution for approval of the project to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Community College Act and to utilize excess funds from prior projects, as outlined in Exhibit X-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

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 will be March 21, 2006. Performances of *Guys and Dolls* will be on March 17, 18, 24 and 25.

OTHER BUSINESS

Member Graft announced that Dr. Breuder is investigating working with the Great Books Foundation. A friend of Mr. Graft's is the Executive Director of the Great Books Foundation and is concerned about the literacy problem and the lack of competency in literacy of high school students. He wants to attack that and perhaps partner with Harper College because of Harper's outstanding academic

reputation. The Great Books Foundation is headquartered in Chicago and has done wonderful things in liberal arts and reading comprehension in the country. Dr. Breuder has referred that to the Liberal Arts Dean. Dean Dennis Weeks stated that he will be meeting with Mr. George Schueppert on March 10.

Member Gillette stated that, in speaking with Illinois Trustees at the last ACCT meeting, he found out that half of the community colleges have already gone (or are considering going) to their municipal governments and asking for impact fees. He noted that Barrington Proper and Palatine collect impact fees, and they are distributed to grammar schools and high schools. Member Gillette asked, if it is the pleasure of the Board, that the administration look into whether it would benefit Harper to ask the local governments to please include Harper in their impact fee levy to the new construction in the area. Chair Stone thanked Member Gillette for keeping the Board informed.

Member Gillette noted that the Schaumburg trolley takes people between Ikea and Woodfield and the Schaumburg Transportation Center. If that trolley is now going to be traveling to the Convention Center, he suggested looking into the possibility of the trolley traveling from the Convention Center to Harper College. Perhaps the College would have to contribute, but it would be free transportation for Harper students to go from here to the Convention Center to Ikea to Woodfield to the Schaumburg Transportation Center.

ADJOURNMENT

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

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

Chair

Secretary

BOARD REQUESTS

FEBRUARY 28, 2006 REGULAR BOARD MEETING

1. With regard to House Bill 4867, Member Kelley asked if the Board could be reminded when the legislation is moving to a critical junction, because they would like to support that.
2. Member Kelley suggested the possibility of using Harper's web page for some sort of informal co-op between the students listing books to sell and asking for books - something that would not involve a significant amount of time on Harper's resources, but would be a venue that students could use.
3. Member Hill asked for an executive summary on Financial Aid available for students and percentage of distribution.
4. Member Gillette asked, if it is the pleasure of the Board, that the administration look into whether it would benefit Harper to ask the local governments to please include Harper in their impact fee levy to the new construction in the area.
5. Member Hill asked for a full summary of all unfunded mandates and their effect on colleges like Harper in the State of Illinois.
6. Member Hill asked that the Bookstore share details openly with those from Student Senate in response to Sharon Cash, Senate President.
7. Member Gillette asked who receives Perkins Funding at the College and for what purpose. He would like to supply this information to the staffers from Senators Hastert, Bean and Kirk's offices.

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I. BILLS PAYABLE

Accounts Payable & Tuition Refunds (Oracle) \$ 2,967,672.80

II. PAYROLL

02/17/2006 \$ 1,668,119.17

03/03/2006 1,659,794.21

III. ESTIMATED PAYROLL

03/17/2006 \$ 1,663,956.69

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

March 21, 2006

SUMMARY OF BIDS

- Exhibit IX – A.3.a The administration recommends that the Board award bid request Q00451 to Chemcraft Industries, the low bidder for Nobles floor cleaning equipment: an automatic scrubber, an automatic extractor, a 30" wide area vacuum with attachments, a high speed burnisher, a rotary floor machine with tank, two wet/dry vacuums and two front mount squeegees; as well as a Euroclean hip mounted vacuum with attachments, twelve Panasonic upright vacuums, four Panasonic commercial vacuums, a Rubbermaid lift truck, four Rubbermaid bucket wringer combos and two Triple S air blowers, in the amount of \$17,834.50.
- Exhibit IX – A.3.b The administration recommends that the Board award bid request Q00458 for carpet replacement at the first and third floor hallways in Building L to Libertyville Tile & Carpet, Ltd., the low bidder, in the amount of \$39,750.00.
- Exhibit IX – A.3.c The administration recommends that the Board award bid request Q00454 to A. Block. Marketing, Inc., the low bidder meeting specifications for mulch to be placed around trees and in ornamental plant beds, in the amount of \$18,855.
- Exhibit IX – A.3.d The administration recommends that the Board award bid request Q00459 for new lounge furniture for Student Activities to Corporate Concepts, the low bidder, in the amount of \$17,789.41.

- Exhibit IX – A.3.e The administration recommends that the Board award Q00452 to P&P Press, Inc., the low bidder for printing of the Summer 2006 Continuing Education Course Schedule, which is a major publication promoting enrollment, in the amount of \$32,861.15.
- Exhibit IX – A.3.f The administration recommends that the Board award Q00453 to Precise Printing Network, Inc. for printing of the Fall 2006 and Spring and Summer 2007 Credit Course Schedules, which provide information on all credit course listings, in the amount of \$68,470.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00451 for Nobles floor cleaning equipment: an automatic scrubber, an automatic extractor, a 30" wide area vacuum with attachments, a high speed burnisher, a rotary floor machine with tank, two wet/dry vacuums and two front mount squeegees; as well as a Euroclean hip mounted vacuum with attachments, twelve Panasonic upright vacuums, four Panasonic commercial vacuums, a Rubbermaid lift truck, four Rubbermaid bucket wringer combos and two Triple S air blowers, as requested by Physical Plant for the Custodial department.

II. BUDGET STATUS

Funds in the amount of \$17,834.50 are provided in the 2005/06 Operations and Maintenance Fund budget, under account number 0002-7020-064-5807000.

III. INFORMATION

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

Ramrod Distributors, Inc.	\$ 4,174.60 (no bid 8 items)
Alto U.S., Inc.	14,646.60 (no bid 4 items)
Chemcraft Industries	17,834.50
Jon-Don, Inc.	21,145.97
The Elton Corporation	21,215.47

Nobles is the standard for large floor cleaning equipment at the College. The Custodial associates have received training on this equipment. Nobles items to be purchased include an automatic

scrubber, an automatic extractor, a 30" wide area vacuum with attachments, a high speed burnisher, a rotary floor machine with tank, two wet/dry vacuums, and two front mount squeegees. The purchase also includes a Euroclean hip mounted vacuum with attachments, twelve Panasonic upright vacuums, four Panasonic commercial vacuums, a Rubbermaid lift truck, four Rubbermaid bucket wringer combos and two Triple S air blowers.

This request is for replacement of existing equipment which is 18 years or more old and has been repaired many times, and for additional equipment, all of which is essential to the success of the Custodial operations of the College.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00451 to Chemcraft Industries, the low bidder for Nobles floor cleaning equipment: an automatic scrubber, an automatic extractor, a 30" wide area vacuum with attachments, a high speed burnisher, a rotary floor machine with tank, two wet/dry vacuums and two front mount squeegees; as well as a Euroclean hip mounted vacuum with attachments, twelve Panasonic upright vacuums, four Panasonic commercial vacuums, a Rubbermaid lift truck, four Rubbermaid bucket wringer combos and two Triple S air blowers, in the amount of \$17,834.50.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00458 for carpet replacement at the first and third floor hallways in Building L as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$39,750 are provided in the 2005/06 Operations and Maintenance Restricted Fund budget, under account number 0100-8060-039-5804000-5512.

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:

Libertyville Tile & Carpet Ltd.	\$39,750.00
Flooring Resources Corp.	40,127.69
Jemrick Carpets, Inc.	42,326.00
R. W. Johnson Corp.	44,400.00

The College has identified areas that need carpet replacement. The project has been prioritized with student and public areas to be completed first. This request is for the hallways on the first and third floors of Building L and is the fourth phase of this project.

The second floor hallways were re-carpeted in May, 2005. This part of the project will complete all of the public areas in Building L. Carpet squares will be used.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00458 for carpet replacement at the first and third floor hallways in Building L to Libertyville Tile & Carpet, Ltd., the low bidder, in the amount of \$39,750.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00454 for mulch to be placed around trees and in ornamental plant beds as requested by Physical Plant/Auxiliary Services for the Roads and Grounds department.

II. BUDGET STATUS

Funds in the amount of \$18,855 are provided in the 2005/06 Operations and Maintenance Fund budget, under account number 0002-7030-065-5404004.

III. INFORMATION

A legal bid notice was published and 11 bids solicited. Five responses were received. The following is a recap of the bid tab sheet:

The Mulch Center	\$15,750
U.S. Arbor Products, Inc.	17,730
A. Block Marketing, Inc.	18,855
Red's Garden Center & Fireplace	23,400
Homer Industries, LLC	27,000

The mulch is needed to place around trees and in ornamental plant beds to provide plant protection, water retention and consistent modified growing conditions while increasing the aesthetic impact of the campus grounds.

Because of the continuing expansion and upgrades of the ornamental areas on campus an increase in the amount of mulch is needed and legal bids were solicited.

The bid from The Mulch Center does not meet specifications because a sample was not provided. The mulch sample provided by U.S. Arbor Products, Inc. does not meet specifications because it contains too much wood.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00454 to A. Block. Marketing, Inc., the low bidder meeting specifications for mulch to be placed around trees and in ornamental plant beds, in the amount of \$18,855.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00459 for new lounge furniture for Student Activities as requested by Student Affairs.

II. BUDGET STATUS

Funds in the amount of \$17,789.41 are provided in the 2005/06 Auxiliary Enterprise Fund budget, under account number 3300-3080-820-585001.

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:

Corporate Concepts	\$17,789.41
Office Equipment Co.	17,850.04
Office Concepts, Inc.	17,858.97
Environetx, LLC	36,485.13

This request is to replace furniture in a seating area in the Student Activities area on the third floor of Building A. The existing furniture has already been reupholstered once and is beyond economical repair. The purchase is part of a two-year plan to upgrade and enhance the Student Center in Building A, all funded through Student Activity fees. Other parts of the project include window graphics and some new lighting as well as a more updated paint scheme in the Student Activities area.

The project began last year with the renovation of the second floor which included painting the ceiling and walls; carpet cleaning; adding a laminate counter-top near the fireplace area; installing a plasma TV above the fireplace; reactivating the fireplace; purchasing a new stage; installing large, colorful window graphics; purchasing a new retro furniture grouping; and adding four computer stations to the “Hawk’s Nest Cyber Center.”

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00459 for new lounge furniture for Student Activities to Corporate Concepts, the low bidder, in the amount of \$17,789.41.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00452 for printing of the Summer 2006 Continuing Education Course Schedule, which is a major publication promoting enrollment, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$32,861.15 are provided in the 2005/06 Auxiliary Enterprise Fund budget, under account number 2691-4080-777-5407003.

III. INFORMATION

A legal bid notice was published and 11 bids solicited. Two responses were received. The following is a recap of the bid tab sheet for 150M copies of the 80-page Summer 2006 Continuing Education Course Schedule:

P&P Press, Inc.	\$32,861.15
Precise Printing Network Inc.	36,340.00

Harper College Course Schedules are sent to households in the College district. Copies are also sent to out of district students, businesses, libraries and individuals upon request. The Course Schedule will list the College Continuing Education class offerings for the Summer 2006 term.

Last year's award, to P&P Press, Inc. (formerly College Class Schedule Specialists) in the amount of \$26,665.50 for printing of 150M copies of the 80-page Summer 2005 Continuing Education Course Schedule, was approved by Board action February 22,

2005. This year the price has increased by \$6,195.65, or 23.2 percent. The increase is due to paper price increases as well as increased fuel prices which have also affected the price of paper.

The vendors that did not bid were contacted. Reasons given for not bidding included not being able to be competitive and the job not fitting the vendor's equipment.

IV. RECOMMENDATION

The administration recommends that the Board award Q00452 to P&P Press, Inc., the low bidder for printing of the Summer 2006 Continuing Education Course Schedule, which is a major publication promoting enrollment, in the amount of \$32,861.15.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00453 for printing of the Fall 2006 and the Spring and Summer 2007 Credit Course Schedules, which provide information on all credit course listings, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$68,470 are provided in the 2005/06 Education Fund budget, under account number 0001-8010-060-5402001.

III. INFORMATION

A legal bid notice was published and 11 bids solicited. Two responses were received. The following is a recap of the bid tab sheet for 100M copies each of the 48-page Fall 2006 and Spring 2007, and the 28-page Summer 2007, Credit Course Schedules:

Precise Printing Network, Inc.	\$ 68,470.00
P&P Press, Inc.	138,172.30

Harper College Course Schedules are sent to households in the College district. Copies are also sent to out of district students, businesses, libraries and individuals upon request. The Course Schedules will list the College Credit class offerings for the Fall 2006 and Spring and Summer 2007 terms.

Last year's award, to Warner Offset in the amount of \$50,164 for 100M copies each of the 52-page Fall 2005 and Spring 2006, and the 32-page Summer 2006, Credit Course Schedules, was approved by Board action February 22, 2005. The price increase

of \$18,306, or 36.5 percent, is due to increased paper prices and increased fuel prices which have affected the price of paper and the cost for delivery of the Course Schedules.

The vendors that did not bid were contacted. Reasons given for not bidding included not being able to be competitive and the job not fitting the vendor's equipment.

IV. RECOMMENDATION

The administration recommends that the Board award Q00453 to Precise Printing Network, Inc. for printing of the Fall 2006 and Spring and Summer 2007 Credit Course Schedules, which provide information on all credit course listings, in the amount of \$68,470.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

March 21, 2006

SUMMARY OF PURCHASE ORDERS

THERE ARE NO PURCHASE ORDERS THIS MONTH.

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 Professional/Technical Appointments.
- C. Ratification of Supervisory/Confidential Appointment.
- D. Ratification of Classified Staff Appointments.
- E. Ratification of Harper #512 IEA-NEA Appointment.
- F. Ratification of Harper #512 IEA-NEA Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Tenure Status Report

- for faculty members employed at the start of academic year -

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

Attached are the names of faculty whose employment began with the start of an academic year (fall semester) and who are currently non-tenured. The academic semester each would first be eligible for tenure is indicated.

**NON-TENURED FACULTY
2006 - 2007 Academic Year**

EMPLOYED

ELIGIBLE FOR TENURE

Fall 2003

Abasolo, Anne -*StuDev*
Antonides, David -*StuDev*
Ayers, Lisa -*Nursing*
Chandra, Karen -*Nursing*
Chung, Teresa -*English*
Fitzgerald, Bridget -*Sociology*

Fall 2006

Frank, Linda -*StuDev*
Knuth, Maria -*AED, Math*
Summers, Bobby -*Political Science*
Sunderbruch, Joshua -*English*
Tomasian, Alicia -*English*

Fall 2004

Leslye Hess - *Radiologic Technology*

Fall 2007

Fall 2005

D'Agostino, Julie -*Nursing*
Foldvary, Kathleen -*Marketing/Mass Communication*
Garcia, John -*Philosophy*
Geary, J. Andrew -*Mathematics*

Fall 2008

Hoffman, Robin -*Diagnostic Medical Sonography*
Kidwell, Andy -*Chemistry*
Quirit, Hope -*Nursing*
Rimland, Stephany -*Art History*
Taylor, Chad -*Mathematics*

WILLIAM RAINEY HARPER COLLEGE
Schedule of Investments
As of February 28, 2006

Exhibit IX-B.1
March 21, 2006

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 2/28/2006	Market Value
<u>Certificates of Deposits</u>							
PMA/Citizens State Bank	01/25/05	03/02/06	401	3.15	69,463.59	2,000,000.00	
PMA/Mercantile Bank of W Mich	01/25/05	03/16/06	415	3.16	72,125.69	2,000,000.00	
PMA/Cole Taylor Bank	03/08/05	03/30/06	387	3.45	55,065.62	1,500,000.00	
PMA/First NB in Howell	03/08/05	04/13/06	401	3.47	57,425.77	1,500,000.00	
PMA/First NB in Howell	03/08/05	04/27/06	415	3.47	59,444.02	1,500,000.00	
PMA/ISB Community Bank	03/17/05	05/11/06	420	3.62	62,751.38	1,500,000.00	
PMA/Leaders Bank	06/09/05	05/31/06	356	3.66	35,853.86	1,000,000.00	
PMA/Corus Bank	06/09/05	05/31/06	356	3.66	71,690.91	2,000,000.00	
PMA/Inter Savings Bank	06/30/05	06/07/06	342	3.75	17,632.11	500,000.00	
PMA/Bank of Elk River	06/30/05	06/07/06	342	3.75	35,264.21	1,000,000.00	
PMA/Inter Savings Bank	06/30/05	06/21/06	356	3.75	55,069.50	1,500,000.00	
PMA/Associated Bank	10/27/05	07/05/06	251	4.35	44,996.39	1,500,000.00	
PMA/Associated Bank	10/27/05	07/19/06	265	4.40	48,069.05	1,500,000.00	
LaSalle Bank	11/04/05	08/02/06	271	4.48	50,586.67	1,500,000.00	
LaSalle Bank	11/04/05	08/17/06	286	4.48	53,386.67	1,500,000.00	
Harris Bank	02/28/05	08/31/06	549	3.60	222,551.80	4,000,000.00	
PMA/Morton Community Bank	03/17/05	09/14/06	546	3.86	87,514.98	1,500,000.00	
PMA/Am Heritage Natl Bank	09/07/05	09/28/06	386	3.96	63,161.85	1,500,000.00	
PMA/Missouri State B&TC	09/07/05	10/12/06	400	3.96	65,370.64	1,500,000.00	
PMA/Guaranty Bank-MO	09/07/05	10/26/06	414	3.96	67,696.04	1,500,000.00	
PMA/Associated Bank	10/18/05	10/26/06	373	4.43	68,198.55	1,500,000.00	
PMA/Southern New Hampshire	11/04/04	11/09/06	735	2.91	89,448.59	1,500,000.00	
PMA/Corus Bank	11/04/04	11/09/06	735	2.91	88,566.77	1,500,000.00	
PMA/Stratford State	10/28/05	11/21/06	389	4.52	72,478.50	1,500,000.00	
PMA/Associated Bank	10/18/05	11/30/06	408	4.43	124,377.41	2,500,000.00	
Northern Trust	10/21/05	11/30/06	405	4.43	196,619.23	4,000,000.00	
PMA/Associated Bank	10/27/05	11/30/06	399	4.50	49,432.68	1,000,000.00	
PMA/Natl Bank of Commerce	11/10/04	11/30/06	750	3.07	95,592.63	1,500,000.00	
Northern Trust	11/21/05	12/07/06	381	4.65	74,458.58	1,500,000.00	
PMA/American Enterprise Bank	11/21/05	01/04/07	409	4.67	78,761.86	1,500,000.00	
Northern Trust	12/07/05	01/18/07	407	4.72	80,900.56	1,500,000.00	

Northern Trust	12/07/05	02/01/07	421	4.72	83,758.57	1,500,000.00	
Harris Bank	01/12/06	02/15/07	400	4.76	96,381.60	1,800,000.00	
Harris Bank	01/12/06	03/01/07	414	4.76	99,846.86	1,800,000.00	
Harris Bank	01/12/06	03/15/07	428	4.76	103,318.45	1,800,000.00	
Harris Bank	01/12/06	03/29/07	442	4.76	106,796.39	1,800,000.00	
Weighted Average: 4.04						60,200,000.00	60,200,000.00

Agencies

Fed Home Loan Bank Callable	11/10/04	05/23/06	559	2.87	66,244.79	1,500,000.00	1,490,160.00
FNMA Notes	12/22/04	12/22/06	730	3.50	105,000.00	1,500,000.00	1,481,715.00
Weighted Average: 2.87						3,000,000.00	2,971,875.00

Illinois Funds

	Monthly Average			4.36		5,431,674.68	5,431,674.68
TOTALS AS OF:	2/28/2006					\$ 68,631,674.68	68,603,549.68

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

February 28, 2006

March 21, 2006
Exhibit IX-B.1

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Institutional						
Institutional	13,881,644.00	7,759,839.00	4,787,885.00	71,921.00	35.01%	9,021,838.00
Sub-Total	\$13,881,644.00	\$7,759,839.00	\$4,787,885.00	\$71,921.00	35.01%	\$9,021,838.00
President						
Development Office	559,097.00	312,535.22	334,869.00	168,908.00	90.11%	55,320.00
Pres/Brd of Trustees	374,935.00	209,588.67	267,016.00	103,520.00	98.83%	4,399.00
Strategic Alliance	635,226.00	355,091.33	379,858.00	171,899.00	86.86%	83,469.00
Assoc VP Development	55,174.00	30,842.27	42,854.00	0.00	77.67%	12,320.00
Media Comm & Gov Rel	210,231.00	117,519.13	115,119.00	58,285.00	82.48%	36,827.00
Sub-Total	\$1,834,663.00	\$1,025,576.62	\$1,139,716.00	\$502,612.00	89.52%	\$192,335.00
Student Affairs						
Student Activities	457,473.00	255,727.41	246,270.00	121,170.00	80.32%	90,033.00
Student Development	2,960,858.00	1,655,119.62	1,748,898.00	688,270.00	82.31%	523,690.00
Wellns & Human Perf	1,912,322.00	1,068,988.00	1,154,424.00	373,170.00	79.88%	384,728.00
VP Student Affairs	349,083.00	195,137.40	213,139.00	107,590.00	91.88%	28,354.00
Access & Disability	679,418.00	379,794.66	388,480.00	136,937.00	77.33%	154,001.00
Sub-Total	\$6,359,154.00	\$3,554,767.09	\$3,751,211.00	\$1,427,137.00	81.43%	\$1,180,806.00
VP Academic Affairs						
Acad Enrich/Lang Std	3,714,649.00	2,076,488.79	2,070,774.00	869,033.00	79.14%	774,842.00
VP Academic Affairs	1,418,163.00	792,753.12	191,675.00	36,096.00	16.06%	1,190,392.00

Assoc VP Transfer Prog	336,708.00	188,219.77	192,176.00	92,314.00	84.49%	52,218.00
Bus & Soc Sciences	5,572,274.00	3,114,901.17	3,359,713.00	1,027,955.00	78.74%	1,184,606.00
Continuing Education	532,852.00	297,864.27	327,778.00	142,509.00	88.26%	62,565.00
Liberal Arts	6,416,452.00	3,586,796.67	3,767,026.00	1,295,066.00	78.89%	1,354,360.00
Hlth Car & Public Safety	3,763,731.00	2,103,925.63	2,122,091.00	793,385.00	77.46%	848,255.00
Resources for Learning	2,889,191.00	1,615,057.77	1,722,533.00	627,642.00	81.34%	539,016.00
Tech, Math & Science	6,163,921.00	3,339,832.00	3,947,329.00	1,311,039.00	85.31%	905,553.00

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Assoc. VP Career Prog	173,857.00	97,186.06	119,178.00	32,899.00	87.47%	21,780.00
Sub-Total	\$30,981,798.00	\$17,318,825.08	\$17,820,273.00	\$6,227,938.00	77.62%	\$6,933,587.00
VP Admin Services						
Admin Services	1,811,511.00	1,012,634.65	1,111,485.00	534,635.00	90.87%	165,391.00
Sub-Total	\$1,811,511.00	\$1,012,634.65	\$1,111,485.00	\$534,635.00	90.87%	\$165,391.00
VP Diversity/Org Dev						
Assoc VP Diversity/Org	1,103,326.00	616,759.23	582,531.00	134,286.00	64.97%	386,509.00
Sub-Total	\$1,103,326.00	\$616,759.23	\$582,531.00	\$134,286.00	64.97%	\$386,509.00
VP Info Technology						
Info Technology	6,461,779.00	3,612,134.46	4,049,768.00	1,491,543.00	85.76%	920,468.00
Sub-Total	\$6,461,779.00	\$3,612,134.46	\$4,049,768.00	\$1,491,543.00	85.76%	\$920,468.00
VP Mktg & Enrollment						
VP Enroll & Marketing	1,402,211.00	783,835.95	844,748.00	356,889.00	85.70%	200,574.00
Enrollment Svcs	1,391,098.00	777,623.78	870,876.00	403,014.00	91.57%	117,208.00
Pub & Comm Services	1,544,465.00	863,355.94	909,262.00	522,329.00	92.69%	112,874.00
Sub-Total	\$4,337,774.00	\$2,424,815.67	\$2,624,886.00	\$1,282,232.00	90.07%	\$430,656.00
Grand Total:	\$66,771,649.00	\$37,325,351.79	\$35,867,755.00	\$11,672,304.00	71.20%	\$19,231,590.00

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

WILLIAM RAINEY HARPER COLLEGE

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: March 21, 2006

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
FY2006 Illinois Community College Tech Prep Support Grant AE/LS D. Corr	Fund innovative activities initiated by Illinois community colleges in support of the overall goals & objectives of the federal Tech Prep grant.	ICCB \$47,143	07/01/05 06/30/06
New Look Project: Career Services for Deaf/HH Students ADS M. Sacks Botto	Career services for deaf/hh students.	ISU – Illinois Center for Specialized Professional Support \$1,000	12/01/05 06/30/06
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
<u>CONTINUATION</u> Northern Illinois Regional Consortium ETIP Grant Harper College for Businesses M. Coons	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
<u>CONTINUATION</u> 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
<u>RENEWAL</u> Business/Industry Workforce Preparation Harper College for Businesses M. Coons	State Allocation Grant to assist with local economic development efforts within Business & Industry Centers.	ICCB \$92,303	07/01/05 06/30/06

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<u>RENEWAL</u> P-16 Initiative Career Programs D. Corr	State Allocation Grant to pay for tuition for high school students taking college credit.	ICCB \$134,551	07/01/05 06/30/06
<u>RENEWAL</u> Perkins III Career Programs D. Corr	Career and Technical education	ICCB \$318,978	07/01/05 06/30/06
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
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
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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<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>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 12/31/06
Advancing Through Literacy: Workforce ESL for Hospital Employees Harper College for Businesses M. Coons	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 Harper Police 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
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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
CSSI (Critical Skill Shortages Initiative) Addressing Manufacturing Shortages D. Corr	Provides training to underemployed or unemployed workers in manufacturing occupations in the Northwest suburbs.	WBMC \$100,000	10/01/05 09/30/06
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 March 21, 2006

\$2,271,131

DESCRIPTION OF ABBREVIATIONS

AE	Academic Enrichment	TMS	Technology, Math & Sciences
LS	Language Studies	USDE	United States Department of Education
AED	Adult Education Development	USDJ	United States Department of Justice
COPS	Community Oriented Policing Services	WBMC	The Workforce Boards of Metropolitan of Chicago
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		

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

Appeal Description	Gift Count	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
FY06 Year End Direct Mail	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Golf Open 2006	1	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
Harper Symphony Orchestra Memorial	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Pacesetter Campaign FY06	3	\$250.00	\$2,000.00	\$0.00	\$0.00	\$2,250.00
Scholarship Stewardship	2	\$8,250.00	\$0.00	\$0.00	\$0.00	\$8,250.00
Special Initiatives	2	\$5,670.00	\$0.00	\$0.00	\$0.00	\$5,670.00
Stewardship	2	\$2,025.00	\$0.00	\$0.00	\$0.00	\$2,025.00
Unsolicited	5	\$1,200.00	\$0.00	\$5,495.00	\$0.00	\$6,695.00
Grand Totals	18	\$21,470.00	\$2,000.00	\$5,495.00	\$0.00	\$28,965.00

The Power of Giving: Helping People Go Forward

Harper College Educational Foundation
Year to Date Fundraising Report (as of 02/28/2006)

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	79	\$17,890.00	\$0.00	\$231.00	\$0.00	\$18,121.00
Golf Open 2006	2	\$3,000.00	\$5,000.00	\$0.00	\$0.00	\$8,000.00
Harper Symphony Orchestra	3	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Kolbusz-Kosan Wedding	88	\$7,630.00	\$5,000.00	\$0.00	\$0.00	\$12,630.00
James McGrath Scholarship	56	\$9,890.00	\$0.00	\$0.00	\$0.00	\$9,890.00
Jim McGuire Golf Open	28	\$3,540.00	\$0.00	\$0.00	\$0.00	\$3,540.00
Memorial	55	\$3,810.25	\$0.00	\$0.00	\$0.00	\$3,810.25
Margaret Scott	39	\$2,730.00	\$0.00	\$38.33	\$0.00	\$2,768.33
Personal Solicitation	20	\$24,501.50	\$211,250.00	\$19,000.00	\$205,000.00	\$459,751.50
Proposal	2	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00
Pacesetter Campaign FY06	34	\$18,300.00	\$8,559.60	\$0.00	\$0.00	\$26,859.60
Resources for Excellence Employee Campaign FY04	1	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00
Resource for Excellence Campaign FY05	29	\$51.50	\$78.00	\$0.00	\$0.00	\$129.50
Scholarship Stewardship	18	\$25,100.00	\$3,125.00	\$0.00	\$0.00	\$28,225.00
Special Initiatives	7	\$9,695.00	\$0.00	\$0.00	\$0.00	\$9,695.00
Stewardship	3	\$3,025.00	\$0.00	\$0.00	\$0.00	\$3,025.00
Unsolicited	26	\$3,670.00	\$0.00	\$7,373.00	\$0.00	\$11,043.00
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
Grand Totals:	500	\$171,181.21	\$233,012.60	\$26,642.33	\$205,000.00	\$635,836.14

The Power of Giving: Helping People Go Forward

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.

Summary of Items Purchased from State Contracts, Consortiums, or Cooperatives

Source	Vendor	Purchase Date	Items Purchased	Dollar Amount of Purchase	Assessment Attached?*
IPHEC	KI	March-06	Classroom Furniture	\$6,331.53	yes
IPHEC	CDW-G	March-06	Computer Peripheral Equipment	\$5,003.94	yes

*Supporting documentation regarding process followed to award the contract

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Associate in General Studies (A.G.S.) Degree

II. REASON FOR CONSIDERATION

Board Policy 2.3 stipulates that changes in degree requirements shall be approved by the Board of Trustees.

III. BACKGROUND INFORMATION

The Associate in General Studies degree was developed to meet the needs of students who want to complete an individualized associate degree that is tailored to their educational and career interests. The degree meets three specific intents established by the Illinois Board of Higher Education:

- 1) **Intent as a Liberal Studies program.** The Associate in General Studies is designed with a general education core of courses to provide students a breadth of knowledge across traditional general education areas. A minimum of 24 credits out of 60 required degree program credits are in general education areas: liberal arts, humanities, social sciences, mathematics, sciences, and communication. In addition to the general education courses, the degree program allows the students the flexibility to focus a minimum of 35 credit hours in liberal studies coursework, which includes courses across the curriculum in the various disciplines and career areas offered by the college, to complete the degree.
- 2) **Intent to serve as an individualized program meeting needs not met by other degree programs.** The general education course work and focus of study electives in the AGS degree offer students the option to design an individualized degree that

differs from the AA, AS, AFA (Music, Art), AES and AAS degree programs at Harper. As compared with other degree programs, the AGS includes the requirement of 24 credits in general education courses combined with 35 credits or more of liberal studies, certificates, or other electives that are specifically chosen by the students in collaboration with an advisor or counselor to meet individual students' educational goals. The AGS is the only degree program that offers this level of flexibility for individualization of the degree.

- 3) Intent to serve as a capstone for occupational certificate programs.** Several of the certificate programs at Harper College are not embedded in any AAS degree program. The AGS allows students to complete a certificate as part of the 35 or more credit hours in the elective portion of the degree (for example, a student may complete the Sign Language Interpreting Certificate and use those hours towards completion of the AGS degree). In addition, the students may also choose a certificate plus additional electives in other disciplines to design a course of study that more fully meets their educational or career goals. Currently, no program at Harper has this flexibility.

Designed as a terminal degree, the program's primary market is students returning to college with some college credits. The degree allows students the flexibility to draw together newly earned and prior college credit coursework in an individualized degree plan.

Although it is designed as a terminal degree, students who complete the AGS may subsequently decide to pursue a bachelor's degree. There are bachelor of general studies programs available that allow these students transfer opportunities. In an informal survey, eight 4-year institutions indicated they would be interested in articulating transfer agreements for students completing this degree program.

IV. RECOMMENDATION

The administration recommends that the requirements for the Associate in General Studies (A.G.S.) Degree be approved. Upon approval it will be submitted to the Illinois Community College Board and the Illinois Board of Higher Education for approval and implementation in the 2007-2008 academic year.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the approval for the College to Purchase Electrical Power from the lowest responsible vendor submitting a proposal.

II. REASON FOR CONSIDERATION

Last year, starting May of 2005, Harper College had a ComEd CTC (Customer Transition Charge) value that was greater than zero. The CTC number is the number used by ComEd to adjust rates for market conditions. This greater than zero CTC value made Harper eligible for the ComEd PPO (Power Purchasing Option) plan which was the most economical price at that time. As of May 2006, the Harper CTC value will become zero. This zero value will lead to ineligibility to qualify for the PPO plan and has forced the College to seek the purchase of electrical power from a third party.

III. BACKGROUND INFORMATION

The 2007 year marks the next stage in the deregulation process for Illinois electrical power users. This means an end to the rate freeze and CTC values. ComEd non-residential bundled rates have not changed since 1994. Starting in 2007, ComEd has proposed an auction process to purchase wholesale electricity for the customers it serves. This means, through an auction process, new electrical rate structures will be in place for all customers. For Harper College, an over three mega-watt user, the only option available in order to continue with ComEd would be to enroll in their hourly energy prices. This pricing is based on the true market price and is unpredictable.

In order to secure a more stable and economical price, the College has issued a two stage Request for Proposal (RFP) for the purchase of electrical power. Since electrical power rates are as volatile as interest rates, vendors will only hold their pricing for one day. The two stage RFP

process has been developed to provide adequate time to evaluate the quality of potential vendors. First, an RFP was issued to potential vendors asking them to provide company information, energy procurement strategy, standard contract, terms, etc in order to pre-qualify the vendors as appropriate for the College. Five vendors submitted credentials. The five vendors are:

Constellation New Energy
Pepco Energy Services
MidAmerican Energy Company
Peoples Energy Services
BlueStar Energy Services, Inc.

This information was due before 10:00 a.m. on February 28, 2006. The second stage of the process will require each pre-qualified vendor to submit a firm price before 10 a.m. on March 21, 2006 (the Board Meeting date). The prices will be firm for a minimum of 24 hours. The College will evaluate these prices and select the successful vendor for presentation to the Board at 7:00 p.m. that night. The approved vendor will be notified before 10 a.m. on March 22, 2006.

IV. RECOMMENDATION

The administration recommends approval for the College to Purchase Electrical Power from the lowest responsible vendor submitting a proposal, to be recommended as a result of price proposals submitted on March 21, 2006.

A chart of proposed prices and a recommendation will be emailed to the Board of Trustees on the afternoon of March 21, 2006.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation agreements between clinical agencies and Harper College are used for students in the Health Career Programs. The Affiliation Agreement between Harper College and *Gottlieb Memorial Hospital* for the Radiology Program is presented for Board review.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The facilities and educational opportunities available at *Gottlieb Memorial Hospital* are consistent with the clinical objectives of the Harper College Health Career Programs.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between Harper College and *Gottlieb Memorial Hospital*, be approved as submitted and authorize the Dean of Health Careers and Public Safety to sign all of the above.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Innovation and New Initiative Focus

II. REASON FOR CONSIDERATION

The expected budget for Fiscal Year 2007 will have no money budgeted for innovative practices and programs to keep the College on the cutting edge of community college education and advance the College's ambitious agenda in a competitive marketplace.

III. BACKGROUND INFORMATION

For the past six years, the College has counted on growing enrollment to generate additional revenue to fund innovative programs and practices that have fueled Harper's academic excellence and its standing as one of the premier community colleges in the country. An expected slowdown in enrollment growth, coupled with the cumulative effects of state cuts, PTAB, the property tax cap and rising costs means the College can no longer nurture and fund innovative programs and practices critical to continued success through the normal budget process.

From Fiscal Year 2003 through Fiscal Year 2007 projections, state cuts, unfunded mandates and PTAB have cost the College nearly \$10 million in revenue. The College has responded to this loss of revenue by aggressively reorganizing, merging duties, cutting costs and pursuing ways to deliver services and instruction more efficiently without compromising quality.

Today, the College has reached its limit on absorbing continuing revenue losses while, at the same time, funding the new programs, practices and opportunities that the Board and our community expect from Harper. Funding these critical initiatives can no longer be on a "business as usual" basis.

Funding new programs is critical to the College, even during a challenging financial environment. Similar to any successful corporation, vitality and viability are created and sustained by constant attention to innovation and introducing new programs and services. Harper must continue to earmark dollars to seed new programs and initiatives if it is to maintain its standing as an innovative and premier institution of higher learning.

Fortunately, the College's conservative budgeting practices and "save before you spend" philosophy have generated additional dollars in the Educational Fund which can be made available across the College for continued research, development and implementation of new and innovative programs.

IV. RECOMMENDATION

The administration recommends that the Board make available \$1,000,000 from the current Educational Fund balance, for each of the next three years, to fund research and development to implement innovative practices and new programs. These funds will be made available and distributed during the budget cycle. Guidelines and final decisions on funding the projects will be made by the President. The President will periodically report to the Board on the initiatives supported through this research and development program.