



Harper College  
1200 West Algonquin Road  
Palatine, Illinois

## **Regular Board Meeting Agenda**

June 29, 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 - May 23, 2006 Regular Board Meeting Exhibit IX-A.1
    - 2. Bills Payable, Payroll for May 12, 2006, May 26, 2006 and June 9, 2006 ; Estimated Payroll for June 23, 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. Student Service Awards for Spring 2006 Exhibit IX-A.6
  - B. For Information**
    - 1. Financial Statements Exhibit IX-B.1
    - 2. Committee and Liaison Reports Exhibit IX-B.2
    - 3. Grants and Gifts Status Report Exhibit IX-B.3
    - 4. Summary of Items Purchased from State Contracts, Consortiums or Cooperatives 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: The Resource Allocation and Management Plan for Community Colleges (RAMP) Exhibit X-A
- B. RECOMMENDATION: Preliminary Budget for Fiscal Year 2006-2007 Exhibit X-B
- C. RECOMMENDATION: Resolution to Establish the 2006-2007 Budget Hearing Date Exhibit X-C
- D. RECOMMENDATION: Resolution to Approve Strategic Long-Range Plan 2006-2009 Exhibit X-D
- E. RECOMMENDATION: Educational Service Providers Exhibit X-E
- F. RECOMMENDATION: Administrative Employment Contract Exhibit X-F
- G. RECOMMENDATION: Classified, Food Service and Supervisory/Confidential Salary and Fringe Benefits Exhibit X-G
- H. RECOMMENDATION: Affiliation Agreement between Harper College and Centegra Health System for Nursing and Phlebotomy Programs Exhibit X-H
- I. RECOMMENDATION: Approval to Purchase Natural Gas from Lowest Responsible Bidder Exhibit X-I
- J. RECOMMENDATION: Amended and Restated Memorandum of Understanding between Harper College Board of Trustees and the Harper College Educational Foundation Board of Directors Exhibit X-J

**XI. Announcements by the Chair**

- A. Communications
- B. Calendar Dates

**On-Campus Events**

(Note: \* = Required)

- |                    |  |
|--------------------|--|
| <b>July 4</b>      | <b>HOLIDAY - COLLEGE CLOSSES - CLASSES NOT IN SESSION</b>                    |
| July 18-20, 25, 26 | 8:00 p.m. - Harper Ensemble Theatre Company - The Laramie Project Bldg. L    |
| *July 25           | 7:00 p.m. - Regular Board Meeting - W214-215                                 |
| *August 22         | 7:00 p.m. - Regular Board Meeting - W214-215                                 |
| September 6        | 5:30 p.m. - Village of Barrington Community Night - Wojcik Conference Center |
| *September 26      | 7:00 p.m. - Regular Board Meeting - W214-215                                 |

**Off-Campus Events**

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

**XIII. Adjournment**

**Minutes of the Regular Board Meeting and Board Organizational Meeting  
of Tuesday, May 23, 2006**

<u>INDEX</u>	<u>PAGE</u>
ROLL CALL - Regular Board Meeting .....	1
APPROVAL OF AGENDA .....	2
PRESENTATIONS .....	3
STUDENT TRUSTEE REPORT .....	3
PRESIDENT'S REPORT .....	3
- Hospital Partnerships .....	3
- Energy Conservation Grant.....	6
- Enrollment.....	9
- Miscellaneous.....	9
HARPER EMPLOYEE COMMENTS.....	9
CITIZEN COMMENTS.....	11
CONSENT AGENDA	
Minutes, Bills Payable, Payrolls, Financial Statements,	
Grants/Gifts Report .....	11
Bid Awards.....	12
Purchase Orders.....	13
Personnel Actions.....	16
Academic Calendar .....	17
NEW BUSINESS	
- ProStart Hospitality Management Certificate .....	19
- Prevailing Wage Act .....	19
- Agreement with KPMG for ERP-Post-Implementation Review.....	19
- New AAS Degree and Certificate Program in Emergency Management.....	20
- Appointment of Ethics Officer .....	20
ANNOUNCEMENTS BY CHAIR .....	21
Communication .....	21
Calendar Dates .....	21
OTHER BUSINESS.....	21
ADJOURNMENT .....	21
SUMMARY OF BOARD REQUESTS .....	22

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, May 23, 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, May 23, 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 (7:35 p.m. arrival), Hill, Hoffman, Kelley, Murphy and Stone; Student Member Kudia  
Absent: None

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the President; Judy Thorson, V.P. Administrative Services; Cheryl Kisunzu, Associate V.P. Diversity/Organizational Development; Colleen Murphy, V.P. Enrollment and Marketing; David McShane, V.P. Information Technology; Sheila Quirk-Bailey, Associate V.P. for Strategic Planning and Alliances; Catherine Brod, V.P. for Development; Joe Accardi; Cathy Albergo; Mike Alsup; Vicki Atkinson; Mike Barzacchini; Carol Blotteaux; Barb Bowker; Dave Braunschweig; Arlene Bublick; Phil Burdick; Helen Burroughs; Orlando Cabrera; Maria Coons; Daniel Corr; Laura Crane; David Dwyer; John Eliasik; Denise Evans; Terence Felton; Robert Getz; Tom Goetz; Sally Griffith; Vickie Gukenberger; Paul Guymon; Cheryl Harris; Travaris Harris; Greg Herriges; Mia Igyarto; Thea Keshavarzi; Laura LaBauve; Kathy LaBeau; Jim Ma; Jennifer Mathes; Pam McLaughlin; Russ Mills; Maria Moten; Michael Nejman; Sue Overland; William Pankey; Shari Pergricht; Janie Petersen; Alice Roberts; Michelé Robinson; Judith Sallee; Diana Sharp; Craig Stettner; Renate von Keudell; Jessica Walsh; Dennis Weeks and Deanna White.

Guests: Tim Kane, Chicago Tribune; Cindy Guymon.

Maria Coons led everyone in the Pledge of Allegiance.

Chair Stone thanked everyone who worked so hard to make the Convocation and Graduation Commencement ceremonies so memorable for the students, families, guests, the faculty and Trustees who were able to attend. It was a

wonderful evening. It reminded her why they, as Trustees, do what they do. The reason that all of them are involved, and the reason that they give the time that they do, was shown to her very clearly in the faces of the graduates Friday night.

Chair Stone noted that they will acknowledge faculty members who are present tonight - some of whom have recently received promotions and some of whom have elected to retire at the end of this school year. She invited them to come up one-by-one to the podium and introduce themselves. The following faculty were present and recognized by the Board for their efforts: Dave Braunschweig, Travaris Harris, Michelé Robinson, Helen Burroughs, Greg Herriges, Tom Goetz, Barbara Bowker, Pam McLaughlin, Paul Guymon, Bill Pankey, Renate von Keudell, Sue Overland, Kathleen LaBeau, Alice Roberts, Shari Pergricht, Vicki Atkinson, Judith Sallee, Craig Stettner, Jessica Walsh.

Member Hill stated that the faculty just explained why he is so enthusiastic about Harper College. Board members congratulated them and thanked them.

Chair Stone asked John Eliasik, who will be retiring from Harper College after 35 years, to come forward. Mr. Eliasik noted that he taught PE and was football coach for many years. He read an excerpt from a note he received from a former player and graduate of Harper College: "Congrats on your unbelievable career. You saw some potential and refused to allow me to waste that potential. You refused to allow a lazy, smart-mouthed 19-year-old kid to waste his potential, and it still means a lot to me. I have no question in my mind that I would not be where I am today - a patent attorney, husband and father of two, graduate of Northern Illinois University, graduate of Notre Dame Law School - without the belief that you and other coaches had in me. Thanks for being such a grouchy, demanding coach. It was just what the doctor ordered, in my case." Board members wished Mr. Eliasik well.

Chair Stone acknowledged that this has been her favorite Board meeting.

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

In a voice vote, the motion carried.

EDUCATIONAL  
PRESENTATIONS

There were no educational presentations.

STUDENT TRUSTEE  
REPORT

Student Member Kudia noted that there are over 600 reasons to be proud of Harper College as they celebrate that 160 students received awards at the Convocations, 62 students were presented Club awards, 35 students were given sports awards, and an additional 25 student athletes were awarded with academic awards. With 340 students receiving degrees, it was another successful year, promoting academic excellence. At the 39th annual Student Awards Banquet, 62 students from over 50 clubs and organizations were honored. Award winners were chosen by club advisors for showing exceptional leadership and commitment in their club. He thanked various Trustees, administrators and faculty who attended the Banquet. The support was greatly appreciated by the award winners. Student Member Kudia listed many activities planned for the summer.

PRESIDENT'S  
REPORT

Hospital Partnerships

Dr. Breuder noted that, at the previous request of the Board, Sheila Quirk-Bailey will share information regarding hospital partnerships. Ms. Quirk-Bailey explained that Harper embarked in a new pilot program last June to train hospital incumbent workers to be nurses. Long-time hospital employees who were in a job not medically related embarked on an educational path to advance in the medical field. She invited Dean Vickie Gukenberger to give the status of that pilot.

Dean Gukenberger explained that partnering for excellence in health careers education is the mission of the health careers program at Harper College. They took advantage of a grant opportunity to provide incumbent worker training both in the nursing profession as well as entry-level courses in health careers. She is happy to announce that 87 percent of the participants at hospitals who had chosen to participate in the health foundation courses did complete three or more of the five courses.

She gave the following statistics:

- The weekend cohort of nurses that began in March 2005 is now completing the third semester of their program.
- 20 students started in March, and 17 continue, for an 85 percent retention rate.
- Vacancies were filled by admitting returning students who were seeking the opportunity for readmission.

- For the first year of the program, which concluded in January, students were eligible for candidacy in the Licensed Practical Nurse (LPN) exam while they continued in the RN program. As of this morning, it has been confirmed that 18 of the 18 students who took the exam have passed. The other two students are taking their exam in the next several weeks.
- According to the surveys done by Laura Crane and the Office of Research, students are most satisfied with the schedule, the learning that is taking place, the instruction and the instructors themselves. When supervisors or employees of incumbent workers were asked similar questions, they responded that they felt morale, motivation and skill had indeed improved. Additionally, 96 percent of the employers said they wanted the program to continue.

Ms. Quirk-Bailey noted that Harper College took a chance to pilot what was being done in other places nationwide, to implement a theory that people who currently work in the healthcare industry in non-nursing related fields (admissions clerks, patient care technicians, secretaries) know the industry and want to continue working in the industry. If there is a shortage of healthcare workers, why not take those dedicated people, give them the support services they need and help retrain them to be nurses. There were a series of pilot programs around the State, and many of them did not work out well. Those partnerships had to return money to the State because they could not meet their established benchmark for success. In each case, the State came to Harper and said, "As our premier leader, could you find a way to use this money to increase what you are doing with your cohort? You are setting the standard in the State of Illinois." Based on the success Harper has seen so far, they have made some decisions regarding the future with these partnerships. The pilot was done with two hospitals - Northwest Community Hospital (NCH) and St. Alexius. They will have these 20 current employees graduate in December and become nurses. The hospitals are extremely pleased and want to continue and make this a standard part of operating procedure. Good Shepherd has now gotten wind of this and, although they did not want to be a part of it initially, they are now clamoring to get in.

Ms. Quirk-Bailey described future plans for the program:

- They will increase the amount of students in the nursing cohort by 40; moving from currently 120 (in the traditional day program) to 160 nursing students.

- These additional 40 students will start in January, as opposed to August, and that program will run on a non-traditional schedule, evenings and weekends.
- With approval of the Board tonight, they will enter into negotiations with their hospital partners and make this a permanent part of the nursing program.

Chair Stone noted that they are doing exactly what the Board has expected them to do. They appreciate all the work that has gone into the program and the success that it has produced.

Member Murphy stated that the update is extremely impressive, and he congratulated them. The administration brought the need to the Board, they found an extremely creative way to fulfill that need for more nurses, and they got it done within the framework and limitations of Harper's plan. This will be a tremendous help to the community.

Member Murphy added that this is their first Board meeting after the announcement of Harper's agreement with Northern Illinois University (NIU) regarding nursing. He commended everyone involved with that agreement, as well. This fall, Harper will have NIU students on this campus working toward a four-year degree in nursing. That 30-year-old typical student with kids in school does not have to leave this area anymore to get a nursing degree.

In response to Member Kelley, Ms. Quirk-Bailey stated that the 30 students with NIU who will complete the baccalaureate program are in addition to the 160 nursing program students mentioned above. In response to Member Hill, Ms. Quirk-Bailey stated that the NIU students will be on an evening schedule, with two nights per week in nursing courses at the 300 level or above with NIU faculty, and the other two nights per week in general education classes continuing from Harper. They have negotiated that all the general education requirements can be met with current Harper courses to both save money and to make it far more efficient for those students. There is only one clinical held in the last two years, so it does not present much of a challenge in terms of labs or clinical scheduling with the hospital.

In response to Member Gillette, Dean Gukenberger explained that they do work hard at filling "vacancies" left by students who had to exit the program for whatever reason. Each semester, they have a number of students who seek to



re-enter the program. Specifically with the LPN population, they allow those students to come in as second-year students in the nursing program. Part of it is dependent on if the student is in the right place at the right time with their personal choice to come back to school. They currently have as many as 14 seats open going into the second year of the program. The invitation to return has been extended to eight individuals. As far as taking an additional number of the traditional students, at this point, they want to try the mechanism of the alternative dual admission process with the 40 students. They will see how that goes and determine if there is an opportunity to increase on that venue. Dean Gukenberger explained that, to increase more in a traditional schedule becomes more of a challenge in terms of other resources available, such as clinical sites and faculty.

Member Graft entered the meeting at 7:35 p.m.

#### Energy Conservation Grant

Dr. Breuder explained that they recently received notification of a consequential grant in energy conservation. He asked Jim Ma to talk about energy volatility and its implications to Harper. Mr. Ma explained how Harper's physical plant is coping with energy issues.

#### **Conservation Measures**

Harper has taken conservation measures with the following: steam traps, pipe insulation, HVAC controls, lighting retrofit project; they added lighting controls to put in motion sensors, daylight sensors and timers. For one year, they saved \$153,000 just by changing the incandescent lighting.

#### **How Harper is purchasing energy**

Mr. Ma explained that buying energy is very complex. For a large user like Harper College, they cannot just call ComEd to start up electricity and pay what it costs. They are a 5 megawatt user - they use 26 million kilowatt hours per year. Electricity expenses were \$1.5 million this year, and the College budgeted for \$1.85 million next year. This is not because Harper is using more power, but because prices are going up.

Mr. Ma explained that, prior to 2003, Harper bought from ComEd and bundled the rate. In 2003, they found out that power was cheaper from other suppliers, so they solicited bids. Constellation New Energy became Harper's new electrical power supplier for two years from 2003 to 2005. Last year, Mr. Ma found out that a new supplier could not beat the ComEd PPO price, and they were lucky to be

allowed to participate in the program. They enjoyed significant savings; however, this year they were not permitted to stay in the ComEd PPO, so they solicited the bid again. American Energy will become Harper's new supplier, providing power for 31 months through December 2008. He discussed various slides in the presentation. The total yearly savings is greater than \$350,000. The price of electricity has already gone up 2.4 percent since the Board approved the purchase of electrical power two months ago. He believes the College is in a very good position right now.

### **Natural Gas Market**

Mr. Ma explained that the natural gas market is different from the electrical power market, so they use a different purchasing method. He showed various slides. He noted that, in the general trend, prices increased over time. Currently, the 2007 price is estimated at \$10.52 per decatherm, while in 2002, the price was only \$3.22 per decatherm. They can buy natural gas any given trading day for future delivery, up to 72 months in advance. They can buy one year, two years, one summer, or one winter; just like the stock market, the prices vary depending on the day. Mr. Ma noted the difference between the Summer 06 price (\$8.12) and the Winter 06/07 price (\$11.46), which is more than a \$3 difference.

For natural gas, in addition to the production problem, there are three conditions that affect the prices:

- global demand for fuel;
- middle east political conditions;
- weather (if there is one hot summer or if there is a hurricane, prices will rise).

He discussed the future forecast of hurricanes and other storms. He noted that they are not as bad off as last year, but they are still higher than the 50-year average, which means that the price will go up.

He explained the steps to purchasing natural gas:

- Spot purchase - they grab opportunities as they become available; buy when prices are low.
- They use the storage capacity to their advantage. They buy gas during the summer when prices are low and use gas in the winter months. It is a typical natural gas deposit and withdrawal plan - deposit from April through October (summer months) and withdraw from November through March. He discussed various slides showing the

plan. Before December begins, the College will purchase all of the gas needed for that month.

- They use the hedging method to average out the price.

### **Illinois Clean Energy Community Foundation Grant**

Mr. Ma stated he is pleased to report that they have just been approved for the lighting retrofit grant for which they applied, in the amount of \$83,000. The Illinois Clean Energy Community Foundation was established in December 1999, when it began with \$225 million from ComEd. Harper received the financial support through their competitive applications in energy efficiency.

Mr. Ma stated that they first were approved for a grant of this kind in 2003 in the amount of \$36,000. He noted that this time he became greedy and applied for the full amount (\$83,000) in January. Harper will be a T12-free campus throughout. In conclusion, Mr. Ma stated that his three goals of Harper energy management are to buy cheap, use less and get someone else to pay for it.

In response to Member Hill, Mr. Ma stated that they are not hedging yet. They were with the consortium ITC, and they were not doing well, so they are in the process of getting out. In response to Member Hill, Mr. Ma stated that storage capacity for Harper is approximately 230,000 therms, which is a little more than one winter month. During the winter months, the campus uses 170,000-190,000 therms. He added that they cannot increase storage capacity, because the storage capacity is allocated by NICOR.

In response to Member Gillette, Mr. Ma stated that they do not start all chillers at the same time; they stagger it out every half hour. They are approximately a 5 megawatt user now in the heaviest month. He added that the reason they have not looked into small cogeneration is because they do not own the wire throughout the campus. ComEd has their wire into the campus and into each building. At this time, cogen is questionable. Many people who have the cogen machine do not run it, because the gas price is so high. The gas price used to be \$2 a decatherm; now it is \$10 a decatherm. It would take approximately 0.80 to produce electricity, so they need to calculate. With the Board's permission, he will take a look at it further.

In response to Member Kelley, Mr. Ma stated he has not looked into hiring an energy consultant. He is a Certified Energy Manager and has a lot of passion about energy. He

started looking at it approximately 10 years ago. If he comes across a good consultant, he is not opposed to using one. However, many times they give some report and want \$3,000 and then they walk away.

In response to Member Kelley, Mr. Ma stated that ComEd uses what they call a PPO. There was no way they could have locked in a lower price. Last year ComEd made a mistake; they picked up a wrong period of time. In the end of January and beginning of February, they looked at 15 days and decided the PPO price for the whole year. It turned out that price was really low. Harper jumped on it as an opportunity. But this year, they did not offer it again. The price went up approximately 10 percent.

Member Hoffman stated that Mr. Ma's priorities are right in line. He agrees with Mr. Ma's comment regarding cogen. Member Hoffman has a customer on cogen, and he does not use it right now because of the gas prices. The prices must drop substantially. He also agrees with Mr. Ma's comment regarding consultants. He feels Mr. Ma is doing a great job with his knowledge of energy and suppliers, etc.

#### Enrollment

Dr. Breuder stated that, according to Maria Moten, credit FTE enrollment unofficially grew this year by 1.95 percent overall, which is nice growth. He introduced Bob Parzy, the new Director of Student Recruitment and Outreach.

#### Miscellaneous

Dr. Breuder noted that Tammy Russ is the new Controller, replacing Roberta Lindenthaler. The audit awaits her. He noted that Board members received Harper's latest edition of the Strategic Long-Range Plan for 2006-2009. He asked Board members to review it and share thoughts with Dr. Breuder on or before June 1, 2006. They will bring the document to the Board at the June meeting for affirmation. He added that the Strategic Long-Range Plan is updated every year; it is the work of many and reflects the disposition of the entire institution. Board members will see the Annual Plan and Outcomes before summer is out. The Fact Book will come out sometime in the fall.

#### HARPER EMPLOYEE COMMENTS

Cathy Albergo stated that Dave Braunschweig, Travaris Harris and she were speaking on behalf of the Academic and Student Affairs Committee, which was introduced to the Board at the April Board meeting. She clarified that the charge of the Committee is to re-establish regular contact, open productive lines of communication and facilitate

dialogue with the Board of Trustees. They are not a negotiating team. They distributed several packets of information to the Board and encouraged Board members to use the information to reach out to the Committee. Two other members of the committee could not be at the Board meeting, Rich Johnson and Andrew Wilson.

She added that tonight's communication and efforts will show the Committee's desire to communicate and share information with the Board. They hope to meet soon with the Chair and Vice Chair of the Board to explore other opportunities to communicate.

Dave Braunschweig read the following cover letter from the information packet. "At the April meeting of the Board of Trustees, several members indicated that they would be interested in knowing more about the faculty whom they voted to recognize with promotion or emeritus status. The Academic and Student Affairs Committee has solicited and compiled this information for your perusal. The biographies have been composed by the faculty members themselves and are presented to you here with very little editing. Various rhetorical and formatting styles reflect the diversity of academic disciplines and personalities among the faculty. We hope that these biographies will serve in some small measure to give you a glimpse of the accomplishments and dedication of the faculty of Harper College." He noted that the pictures and bios will soon be posted on the faculty website at [Harperfaculty.org](http://Harperfaculty.org). Mr. Braunschweig stated that he hopes the Board will continue to reach out and continue to invite faculty on appropriate occasions. The Committee also has plans to reach out to the Board on a regular basis.

Travaris Harris gave an update of recent faculty accomplishments:

- Marcia Litrenta, retiring faculty member, was recently presented with an award for National Service for 27 years of service to students and her organization.
- Jeff Pryzbylo was the recipient of a national coaching fellowship award.
- Barb Bowker has had an article accepted for publication in the *Newsletter for the College of Music Society*.
- Dr. Rich Johnson recently published a book entitled, *St. Michael the Archangel in Medieval English Legend*.
- Gregory Clemons was recently a guest conductor for the Festival of Music in Chicago;

- Sue Bajt earned her Microsoft Specialist Certification and Expert Certification.
- John Clark and Colleen Burns presented *The Simpsons: A Learning Community* at an inservice for Kansas Community College.
- Julie D'Agostino is going to be the moderator for an audio conference on osteoporosis.
- Several faculty members are going to be presenting next week at the National Conference on Race and Ethnicity, and they are going to be presenting their Faculty Fellows Program at Harper College. It is a collaboration between Student Affairs (Janet Westney and Kris Conroy) and Academic Affairs (Jennifer Bell, Elizabeth Minicz, and Kelly Page).

CITIZEN  
COMMENTS

There were no citizen comments.

CONSENT AGENDA

Chair Stone noted that there is a Revised Exhibit IX-A.5, personnel action sheets.

Member Gillette asked that Exhibit IX-A.3b be removed from the Consent Agenda for further discussion.

With regard to Exhibit IX-A.3.d, Member Kelley asked for benchmarks for media purchasing, i.e., what other colleges have spent and what Harper has spent over the past few years. Mike Barzacchini explained that they use an independent resource known as VoiceTrack, which tracks media spending by industry and by market. Looking at the Chicago market and education spending for the calendar year 2005, Harper's spending equals approximately 0.6 percent of the total spending in colleges and universities in the Chicago market. Over the same period of time, Triton's spending equals 0.6 percent; College of Lake County's spending equals 0.5 percent; and College of DuPage's spending equals 1.7 percent. Looking at private and larger public colleges (Robert Morris or the University of Phoenix who serve the same students) are capturing between 10 and 15 percent of that market in terms of spending. It is a highly competitive marketplace. He noted that Chicago is the second or third most expensive media market in the nation. Downstate Illinois media is less expensive; their media dollar goes a lot farther.

In response to Member Kelley, Mr. Barzacchini stated that they try to look at the year's goals (lead generation, awareness of events, such as Avanté opening) and plan

accordingly. Last year, the Board approved media spending of approximately \$302,000; for 2004/2005 it was \$348,000; and for 2003/2004 it was \$330,000. They look at the marketing budget, goals, what performed well last year and how to plan for this year. He added that they are trying some different types of media mix this year, on which they hope to report success.

Member Kelley moved, Member Hoffman seconded, approval of the minutes of the April 25, 2006 regular Board meeting; bills payable; payrolls for April 14, 2006 and April 28, 2006; estimated payroll for May 12, 2006; bid awards; purchase orders; personnel action sheets; 2008-2009 academic calendar; financial statements, committee and liaison reports, grants and gifts status report, and summary of items purchased from state contracts, consortiums or cooperatives, as outlined in Revised Exhibits IX-A.1 through IX-B.4, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Accounts Payable &	
Tuition Refunds (Oracle)	\$2,726,636.80

The payroll of April 14, 2006 in the amount of \$1,649,261.44; and April 28, 2006 in the amount of \$1,680,069.19; and estimated payroll of May 12, 2006 in the amount of \$1,664,665.32.

#### Bid Awards

- |              |  |
|--------------|--|
| Ex. IX-A.3.a | Award bid Q00465 to P&P Press, Inc., the low bidder for printing of the Fall 2006 Continuing Education Course Schedule, which is a major publication promoting enrollment, in the amount of \$34,449.15.   |
| Ex. IX-A.3.c | Award request for proposal Q00456 for a three-year agreement for Strategic and Creative Communication consultation and services related to brand image and enrollment growth to Tom, Dick and Harry Advertising (TDH) in amounts not to exceed \$71,888 for 2006/07, \$98,500 for 2007/08 and \$98,500 for 2008/09 for a total of \$268,888. |
| Ex. IX-A.3.d | Award request for proposal Q00457 for a three-year agreement for consultation  |

and services related to Media Planning, Placing of Media Orders and New Student Recruitment Initiatives to Performance Communications Group in amounts equal to or less than \$355,090 for 2006/07, \$372,845 for 2007/08 and \$391,487 for 2008/09 for a total of \$1,119,422.

Ex. IX-A.3.e Award bid Q00464 to Donahue Elevator, Inc., the low bidder for elevator maintenance for three years and the option to renew for an additional two years at the same or lower price, subject to the discretion of the administration, in the amount of \$28,500 per year for a three-year total of \$85,500.

Ex. IX-A.3.f Award bid Q00467 to Bourbon Tile & Marble, Inc., for repair and regrouting of the Harper College Pool in the amount of \$69,031.

#### Purchase Orders

Ex. IX-A.4.a Approve issuance of a change order to increase purchase order number 500665 issued to Onyx Waste Services, Inc. for Trash Removal Service for the main campus by \$10,000 from \$40,000 to a new total of \$50,000 for fiscal year 2005/06, and for renewal of the agreement for fiscal year 2006/07 in the amount of \$50,000.

Ex. IX-A.4.b Approve issuance of a purchase order to AT&T (formerly SBC/Ameritech-Illinois CABS) for a three-year contract to provide a transportation highway (physical connection) for ICN redundant Internet access during the period of July 1, 2006 through June 30, 2009 in the amount of \$18,600 per year for a total amount of \$55,800. In addition, approve authorization for the Vice President of Information Technology to sign the contract agreement with AT&T.

Ex. IX-A.4.c Approve issuance of a purchase order to Aastra Intecom, Inc. for renewal of a



maintenance agreement covering the digital phone switch system hardware and software, in the amount of \$128,067. In addition, approve authorization for the Vice President of Information Technology to sign the contract agreement with Aastra Intecom, Inc.

Ex. IX-A.4.d Approve issuance of a purchase order to AVAYA, Inc. for a service and maintenance agreement for AVAYA voice messaging hardware and software in the amount of \$15,219,24. In addition, approve authorization for the Vice President of Information Technology to sign the contract agreement with AVAYA, Inc.

Ex. IX-A.4.e Approve issuance of a purchase order to Comcast (formerly AT&T Cable) for continued Internet access through DS3 facility (physical connection) in the amount of \$30,000. In addition, approve authorization for the Vice President of Information Technology to sign the contract agreement with Comcast.

Ex. IX-A.4.f Approve issuance of a purchase order to Peregrine Systems, Inc. for renewal of a maintenance agreement for software and related licenses for the Peregrine application system for \$64,794. In addition, approve authorization for the Vice President of Information Technology to sign the contract agreement with Peregrine Systems, Inc.

Ex. IX-A.4.g Approve issuance of a purchase order to EMC Corporation for renewal of a maintenance agreement covering hardware for a data storage device in the amount of \$35,317.20. In addition, approve authorization for the Vice President of Information Technology to sign the contract agreement with EMC Corporation.

- Ex. IX-A.4.h Approve issuance of a purchase order to IKON Office Solutions for renewal of a maintenance and support agreement for the OCE high-speed printer in the amount of \$38,798. In addition, approve authorization for the Vice President of Information Technology to sign the contract agreement with IKON Office Solutions.
- Ex. IX-A.4.i Approve issuance of a purchase order to Autodesk, Inc. for a three-year contract for the Autodesk Design Institute (ADI) 2007 - Campus Pack software license and maintenance of the period of July 1, 2006 through June 30, 2009 in the amount of \$15,525 per year for a total of \$46,575. In addition, approve authorization for the Vice President of Information Technology to sign the contract agreement with Autodesk, Inc.
- Ex. IX-A.4.j Approve issuance of a purchase order to Blackboard, Inc. for renewal of a course management software site license, support and hosting in the amount of \$45,200. In addition, approve authorization for the Vice President of Information Technology to sign the contract agreement with Blackboard, Inc.
- Ex. IX-A.4.k Approve issuance of a purchase order to Hewlett-Packard Corporation (HP) for renewal of a maintenance agreement for UNIX hardware and operating system software in the amount of \$66,268.52.
- Ex. IX-A.4.l Approve issuance of a purchase order to South Suburban College for the purchase of ACT COMPASS Test Units in the amount of \$22,264.
- Ex. IX-A.4.m Approve issuance of a purchase order to Kraft Paper Sales Co., Inc. and the option to renew for one additional year

at the same or lower pricing, subject to the discretion of the administration, for standard size roll toilet tissue, junior jumbo roll toilet tissue, jumbo roll toilet tissue, multifold paper towels and roll paper towels, in the amount of \$52,590.

## Personnel Actions

### Administrator Appointments

Robert Parzy, Director, Student Recruitment & Outreach, SRO, 05/22/06, \$88,500/year

Tammy Rust, Controller, ACCT SRV, 06/19/06, \$115,000/year

### Faculty Appointments

Margaret Bilos, Instructor-Speech, LIB ARTS, 08/15/06, \$45,016/year (to be adjusted FY 06/07)

Bhasker Moorthy, Assistant Professor-Astronomy/Physical Science, TM/S, 08/15/06, \$44,449/year (to be adjusted FY 06/07)

### Professional/Technical Appointments

Chris George, Student Activities Coordinator/Program Board, STU ACT, 05/24/06, \$44,500/year

Richard Kellerman, Local Area Network Specialist, IT/TS, 05/15/06, \$67,290/year

Gloria Yui, ESL CALL Resources Coordinator, AE/LS-ESL, 05/01/06, \$44,000/year

### Harper #512 IEA-NEA Appointment

Carl Bernard, Custodian/Groundskeeper, PHY PLT, 04/24/06, \$21,923/year

### Public Safety-ICOPS Appointment

Jose Hernandez, Police Officer, HCP, 05/01/06, \$36,566/year

### Professional/Technical Retirements

Ronald Greenburg, Manager, Facilities & Recreational Program Coordinator, WHP, 06/30/06, 17 years

Jane Harris, ESL International Student Advising Coordinator, AE/LS-ESL, 06/30/06, 22 years

### Classified Staff Retirements

Melanie Frieburg, ESL Associate, AE/LS-ESL, 07/28/06, 12 years

Geraldine Resner, Head Cashier, Bursar's Office, 09/29/06, 24 years

Administrator Resignations

Bruce Foote, Director, Scholarships & Financial Assistance,  
OSFA, 05/26/06, 2 years 7 months

Peggy Gallagher, Director of Grants & Strategic Initiatives,  
SPA, 05/26/06, 8 years 9 months

Faculty Resignation

John Curran, Assistant Professor-Speech/Theatre, LIB  
ARTS, 07/27/06, 4 years

Professional/Technical Resignations

David Webster, Desktop Integration Analyst, IT/CS,  
04/07/06, 6 months

Anna Weiss, Chemistry Laboratory Technician, p/t, TMS,  
07/21/06, 1 year 6 months

Supervisory/Confidential Resignation

Roberto Garcia, Custodial Foreman, PHY PLT, 03/13/06, 1  
year 2 months

Classified Staff Resignations

Jim Hahn, Library Assistant I, LIB SER, 05/19/06, 2 years 11  
months

Joseph Scrima, Clerk/Receptionist, p/t, Admissions  
Processing, 01/13/06, 1 year 10 months

Kathy Wright, Laboratory Assistant, Fashion & Interior  
Design, LIB ARTS, 05/26/06, 6 years 8 months

## Academic Calendar

Adoption of the calendar for the 2008-2009 academic year.

With regard to Exhibits IX-A.3c and IX-A.3d, Member Gillette asked if the Board could see a summary of what the two consulting groups have done for Harper College. Chair Stone asked Dr. Breuder if he could schedule an educational presentation that would focus on how the message was developed and the contribution made by the consultants.

With regard to Exhibit IX-A.4a, Member Gillette observed that the 25 percent increase from \$40,000 to \$50,000 is very large. Member Murphy stated that the campus does have more square footage.

In response to Member Gillette's questions regarding Exhibits IX-A.4b and IX-A.4e, Vice President McShane explained that Harper has two paths to this campus - one is delivered through Illinois Century Network (ICN). By the time the campus went into the internet business, ICN was not an available resource, so Harper had made contracts

with UUNet to provide internet service, and the facility to get to the internet was SBC. Those contracts were coming close to their closure.

Member Gillette made an observation that, when the budget was prepared a year ago, the administration knew they had to fix the pool. Yet, they only went out for bid recently and found they could only get one bidder, because everybody was tied up. They should not have waited until the last minute to go out to bid.

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 Kudia voted aye.

Ex. IX-A.3.b

In response to Member Gillette, Vice President McShane explained that Oracle is a database. Harper is site licensed to have the ability to have Oracle databases around campus. This is an application for a particular function, and it has its own protection and requirements. From a technical perspective, they will be using the Oracle database structure; it does reside on that and it was written for that purpose. They will be writing interfaces for real-time purposes so that the interaction from the data on the student side of the equation will be real-time.

Member Gillette moved, Member Hill seconded, to award request for proposal Q00397 for the purchase, installation, training and maintenance pertaining to a practice management system (PMS) and a clinical management system (EMR) to Media Highway, the lowest responsible bidder meeting specifications, in the amount of \$41,881, as outlined in Exhibit IX-A.3b, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Hoffman, Vice President McShane noted he is not sure if the interface writing is part of this price. He believes there is an option; however, he does not know to what extent that will be. It is not a simple thing; they will have to work with Harper's development team. Member Hoffman stated he hopes they would not come back with another large expenditure on top of that. Vice President McShane stated he would hope not, as well.

In a voice vote, the motion carried.

NEW BUSINESS:

ProStart Hospitality  
Management  
Certificate

Member Kelley moved, Member Murphy seconded, approval of the new ProStart Hospitality Management Certificate for implementation in the 2006-2007 academic year, as outlined in Exhibit X-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Prevailing Wage Act

Member Kelley moved, Member Hoffman seconded, adoption of the Prevailing Wage Act resolution and authorization of the Secretary of the Board to file a certified copy thereof with both the Secretary of State and the Department of Labor of the State of Illinois, as outlined in Exhibit X-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Stone noted that this is a standard item which appears on the Agenda on an annual basis.

In a voice vote, the motion carried.

Agreement with KPMG  
for ERP Post-  
Implementation  
Review of System

Member Hill moved, Member Hoffman seconded, approval of the Level One proposal from KPMG for a price not to exceed \$35,000 and authorization for the President to sign the agreement, as outlined in Exhibit X-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Stone noted that this is the focused review.

In response to Member Gillette, Vice President Thorson explained that this review is much more to determine that the basic, internal controls that have been set up in this new software package meet KPMG standards. It is much more focused on internal control issues; not on whether or not the software has met Harper's requirements. She reminded everyone that they are only halfway implemented. They will have to go through another review after they implement the student system; they are talking about a more extensive review once the entire Oracle product is implemented. KPMG wants to feel confident the internal controls are in place on the financial side. In response to Member Kelley, Vice President Thorson explained that they have had extensive conversation with KPMG about this and decided

that, at this point, a more minimal effort was probably the appropriate thing to do. They will look at a more comprehensive one next year after the entire system is up. In response to Member Kelley, Vice President Thorson stated that the Board can receive the entire report from KPMG.

Dr. Breuder stated that this review is in response to earlier management letters from KPMG, in which they made observation that this is something Harper should do as a best practice.

In a voice vote, the motion carried.

New AAS Degree and Certificate Program in Emergency Management

Member Gillette moved, Member Hill seconded, approval of the requirements for the Emergency Management Associate Degree and the Emergency Management Certificate program. 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, 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.

Appointment of Ethics Officer

Member Hoffman moved, Member Kelley seconded, appointment of Cheryl Kisunzu as the Harper College Ethics Officer, as outlined in Exhibit X-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Stone explained that, in keeping with a mandate from the Attorney General's Office, it has been recommended that they appoint Cheryl Kisunzu as the Harper College Ethics Officer. In response to Member Gillette, Dr. Breuder stated that the appointment is for an indefinite period of time, until there is a need to make a change.

Member Graft stated that he realizes they do not have a choice on this, but he finds it abhorrent that it may take another Attorney General to have a different opinion. Vice President Thorson stated that there is a general feeling around the State among Trustees and among Presidents, that this is a real concern, because it is an issue of local control. The Trustees Association is looking at possible legal action on this particular item. She added that the Board will hear a lot more about this in the future. Member Graft noted that this is significantly worse than an unfunded mandate.

In a voice vote, the motion carried.

Chair Stone congratulated Cheryl Kisunzu on her appointment.

ANNOUNCEMENTS BY  
CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. Chair Stone pointed out that the next Board meeting will be Thursday, June 29, 2006. On June 21, Harper will host the Village of Schaumburg Community Night, and on September 6 Harper will be host the Village of Barrington Community Night. Chair Stone encouraged everyone to support the Foundation Golf Open, which will be held on June 5 at Boulder Ridge Country Club.

OTHER BUSINESS

Member Gillette asked if he could have the summary of changes made in the negotiation. He received the entire 42 pages, but he would like to see the changes highlighted for easier comparison. Chair Stone stated they will make sure everything will be fully explained.

ADJOURNMENT

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

In a voice vote, the motion carried at 8:43 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary



## BOARD REQUESTS

### MAY 23, 2006 REGULAR BOARD MEETING

1. With regard to Exhibits IX-A.3c and IX-A.3d, Member Gillette asked if the Board could see a summary of what the two consulting groups have done for Harper College. Chair Stone asked Dr. Breuder if he could schedule an educational presentation that would focus on how the message was developed and the contribution made by the consultants.
2. Member Gillette asked if he could have the summary of changes made in the negotiation. He received the entire 42 pages, but he would like to see the changes highlighted for easier comparison. Chair Stone stated they will make sure everything will be fully explained.

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I. BILLS PAYABLE

Accounts Payable & Tuition Refunds (Oracle) \$ 3,953,510.80

II. PAYROLL

05/12/2006 \$ 1,720,895.97

05/26/2006 1,626,359.84

06/09/2006 1,294,101.31

III. ESTIMATED PAYROLL

06/23/2006 \$ 1,547,119.04

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

June 29, 2006

SUMMARY OF BIDS

- Exhibit IX – A.3.a The administration recommends that the Board award bid request Q00469 for the purchase and installation of carpet for the second and third floors of the K Wing in Building A to Jemrick Carpet, Inc., the low bidder, in the amount of \$53,512 plus a contingency for unforeseen floor preparation in an amount not to exceed \$1,000 for a total award of \$54,512.
- Exhibit IX – A.3.b The administration recommends that the Board award Q00492 for general printing services for various cost centers for the period of July 1, 2006 through June 30, 2007, in the amount of \$20,000 each to RGC Communications and Tukaiz, LLC for Class A printing projects for a total of \$40,000; and in the amount of \$30,000 each to Elk Grove Graphics, K & M Printing Co., and RGC Communications for Class B printing projects for a total of \$90,000, and approximately \$70,000 to be assigned among the vendors throughout the year based on cost, service and print capabilities for a total award of \$200,000.
- The administration also recommends that the Board extend this approach for up to two additional years in an amount not to exceed \$200,000, per year, subject to the discretion of the administration.
- Exhibit IX – A.3.c The administration recommends that the Board award Q00470 for cut-size paper including bond, cover stock, carbonless paper and stationery boxes to be used in the Print Shop and in the campus copiers, laser printers and duplicators to Unisource for 20# bond and cover stock paper in the amount of \$108,754.52 and to Midland Paper for 24#

bond, carbonless paper and stationery boxes in the amount of \$6,444.20 for a total award of \$115,198.72.

Exhibit IX – A.3.d The administration recommends that the Board award bid request Q00473 to Cardinal Cartridge, Inc., the low bidder for remanufactured laser toner cartridges for printers, in the amount of \$26,221.00, and to Corporate Express Office Products, Inc., the low bidder that submitted a complete bid for new color laser toner cartridges, drum kits and transfer kits for printers in the amount of \$46,897.43 for a total award of \$73,118.43.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00469 for the purchase and installation of carpet for the second and third floors of the K Wing in Building A as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$54,512 will be provided in the Education and Operations and Maintenance Restricted Fund budgets, under account numbers 0001-8060-039-5804000-5512 and 0003-8060-039-5015000.

III. INFORMATION

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

Jemrick Carpets, Inc.	\$53,512
Libertyville Tile & Carpet, LTD	58,497

This request includes the purchase and installation of carpet tiles and base cove for the hallway, the Human Resources Office and the Development Office on the third floor of Building A and the Registrar's Office, lobby and Administrative Services area on the second floor of Building A.

This is Phase Four of the campus carpeting project. Jemrick Carpets, Inc. was the successful bidder for Phase One, Building P and the second floor of Building L, and for Phase Two, Building D. Libertyville Tile & Carpet, LTD was the successful bidder for Phase Three, the first and third floors of Building L. Both vendors' bids were considerably less than those of any of the other vendors.

When the bid documents were released for Phase Four, two of the vendors notified the Purchasing department that they were not going to submit bids as it was not in the best interest of their companies since all other submittals were unsuccessful. A mandatory pre-bid meeting was held and only two vendors were in attendance. In order to try to get additional responses, the Purchasing department scheduled another pre-bid meeting. Two vendors said they would be in attendance. However, only one vendor was in attendance. Of the three vendors that had participated in the mandatory pre-bid meetings, one is not a certified installer and was unable to get pricing from Interface Carpets.

All vendors were again contacted before the bids were opened. Only two were interested in submitting bids.

This recommendation contains a contingency of not to exceed \$1,000 for unforeseen floor preparation.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00469 for the purchase and installation of carpet for the second and third floors of the K Wing in Building A to Jemrick Carpet, Inc., the low bidder, in the amount of \$53,512 plus a contingency for unforeseen floor preparation in an amount not to exceed \$1,000 for a total award of \$54,512.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of request for proposal Q00492 for general printing services for various cost centers as requested by Enrollment and Marketing for Marketing Services.

II. BUDGET STATUS

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

III. INFORMATION

Approximately 75 to 100 print jobs costing less than \$10,000 are required each year, for many cost centers. Through the request for proposal, vendors were sought to provide this printing for the period of July 1, 2006 through June 30, 2007. The purpose of the request for proposal was to identify vendors that can deliver quality printing services in a cost and time efficient manner.

Each individual project will cost under \$10,000. As print jobs costing \$7,500 or more are identified, quotes will be obtained from more than one of the awarded vendors. This will streamline the purchasing and print production processes. The Board approved a similar request, request for proposal Q00290, on July 22, 2003.

A legal request for pre-qualification proposal notice was published and 38 pre-qualification proposals solicited. Sixteen responses were received. Pre-qualification was based on capabilities and samples.

Mandatory Class A capabilities:

- Print stochastic as well as conventional dpi
- Large format high and drum scanning
- 8 color, in-line, UV ink dry trap press
- FTP site for file transfer
- Bindery
- Die cutting
- Fulfillment
- Mail house

Mandatory Class B capabilities:

- Minimum 4 color press with coating tower
- Digital printing capabilities i.e. Docucolor
- High end digital scanning
- FTP site for file transfer
- Bindery
- Fulfillment

Fourteen vendors met the pre-qualification requirements. Proposals were then solicited from those vendors and fourteen responses were received.

The types of printing requests involved are not standard, and they involve a short time line to address the need. There are about seven of these types of jobs each month and the request for proposal was put together in an effort to consolidate and leverage the buying power of the College through an award to two Class A vendors and three Class B vendors.

For the 2005/06 fiscal year there was not a break down between Class A and Class B vendors. Elk Grove Graphics, K&M Printing, Quantum Color Graphics and Vis-O-Graphic were the vendors per bid request Q00290 as approved by Board action August 24, 2004 in the total amount of \$200,000. The amount spent for these types of print jobs during fiscal year 2005/06 has been \$209,803. The overage falls within the 10 percent allowance.

Proposals were first evaluated based on additional samples submitted pertaining to specific Class A and Class B type jobs.



Samples from ten of the vendors were satisfactory. Cost estimates that had been submitted by those ten vendors for four typical Class A and four typical Class B Harper College printing projects were then evaluated.

The following is a recap of the proposal tab sheet:

	<u>Class A</u>
RGC Communications	\$29,640.00
Tukaiz, LLC	33,091.00
Classic Color	36,295.99
Lake County Press	38,590.00

  

	<u>Class B</u>
Elk Grove Graphics	\$4,980.15
K & M Printing Co.	5,035.00
RGC Communications	5,567.00
M & G Graphics	5,834.53
Palmer Printing, Inc.	5,941.00
Lake County Press	5,980.00
Omega Printing, Inc.	6,072.00
Unique Printers and Lithographers	6,245.00
Tukaiz, LLC	7,865.00
Classic Color	8,134.00

The Class A projects for which the vendors submitted cost estimates were:

- 7,000 copies of a Spiral Bound Brochure
- 5,000 copies of an Annual Report
- 8,000 copies of a Tri-Fold Brochure
- 22,000 copies of a Large Post Card with Aqueous coating

The Class B projects for which the vendors submitted cost estimates were:

- 22,000 copies of a 4 color/4 color Large Post Card
- 6,000 copies of a 3 color/2 color Large Post Card
- 8,000 copies of a Tri-Fold Mailer
- 50 copies of a 2 color Poster

It is anticipated that approximately \$200,000 will be spent on this type of printing and copying during the 2006/07 fiscal year. This recommendation is for awards to the two Class A and three Class B vendors that submitted the lowest quotes on the printing projects.

Each Class A vendor will be assigned \$20,000 to cover Class A printing as needed:

RGC Communications  
Tukaiz, LLC

Each Class B vendor will be assigned \$30,000 to cover Class B printing as needed:

Elk Grove Graphics  
K & M Printing Co.  
RGC Communications

The additional \$70,000 in estimated print expenditures will be assigned among the above vendors throughout the year based on cost, service and print capabilities.

IV. RECOMMENDATION

The administration recommends that the Board award Q00492 for general printing services for various cost centers for the period of July 1, 2006 through June 30, 2007, in the amount of \$20,000 each to RGC Communications and Tukaiz, LLC for Class A printing projects for a total of \$40,000; and in the amount of \$30,000 each to Elk Grove Graphics, K & M Printing Co., and RGC Communications for Class B printing projects for a total of \$90,000, and approximately \$70,000 to be assigned among the vendors throughout the year based on cost, service and print capabilities for a total award of \$200,000.

The administration also recommends that the Board extend this approach for up to two additional years in an amount not to exceed \$200,000, per year, subject to the discretion of the administration.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00470 for cut-size paper including bond, cover stock, carbonless paper and stationery boxes to be used in the Print Shop and in the campus copiers, laser printers and duplicators, as requested by Enrollment and Marketing for the Print Shop.

II. BUDGET STATUS

Funds in the amount of \$115,198.72 will be provided in the 2006/07 Education Fund budget, under account number 0001-8040-127-5402005.

III. INFORMATION

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

Lewis Paper Place	\$ 22,428.92	No Bid 19 Items
Ricoh Corporation	108,491.60	No Bid 17 Items
Unisource	117,487.96	
Midland Paper	120,565.20	

Lewis Paper Place was not the low bidder for any of the items for which it did submit a bid.

While Ricoh Corporation was the low bidder for white 20# bond, the paper did not meet bid specifications. The majority of the paper to be purchased is white 20# bond and the quality of the sample paper from Ricoh is not as good as the paper to be supplied by the second low bidder, Unisource. It has a more uneven, mottled appearance by comparison.

The paper is for use in the Print Shop and in the campus copiers, laser printers and duplicators. It is anticipated that this paper will fulfill approximately 75 percent of the total needs for the year. The additional 25 percent of annual paper purchases consist of smaller quantities of specialized paper for specific projects. These purchases are handled through orders from a variety of vendors depending on the type of paper needed for each particular project.

The award will be split per item in order to provide the best pricing for the College. The 20# bond and cover stock paper will be awarded to Unisource in the amount of \$108,754.52. Unisource is the second-lowest overall bidder and the lowest qualified bidder for this type of paper. The 24# bond, carbonless paper and stationery boxes will be awarded to Midland Paper in the amount of \$6,444.20. Midland Paper is the lowest bidder for these items. The total award is \$115,198.72.

For fiscal year 2005/06, the award was to Unisource for all bond and cover stock paper in the amount of \$89,748.20 and to Midland Paper for carbonless paper and stationery boxes in the amount of \$4,079.70. The total award for 2006/07 of \$115,198.72 is \$21,378.82, or 22.3 percent, more than last year's total of \$93,827.90. This is due to increases in pricing caused by a tight supply of paper in the market and because of increased energy pricing which affects paper production costs as well as delivery costs.

IV. RECOMMENDATION

The administration recommends that the Board award Q00470 for cut-size paper including bond, cover stock, carbonless paper and stationery boxes to be used in the Print Shop and in the campus copiers, laser printers and duplicators to Unisource for 20# bond and cover stock paper in the amount of \$108,754.52 and to Midland Paper for 24# bond, carbonless paper and stationery boxes in the amount of \$6,444.20 for a total award of \$115,198.72.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00473 for remanufactured laser toner cartridges, new color laser toner cartridges, drum kits and transfer kits for printers as requested by Information Technology/Technical Services.

II. BUDGET STATUS

Funds in the amount of \$73,118.43 will be provided in the 2006/07 Educational Fund budget, under account number 0001-8080-245-54001004.

III. INFORMATION

A legal bid notice was published and 27 bids solicited. Sixteen responses were received. The following is a recap of the bid tab sheet:

	<u>Remanufactured Toner Cartridges</u>
Cardinal Cartridge, Inc.	\$26,221.00
eReplacements, LLC	28,766.79
Toner Plus, Inc.	30,912.05
Noble Stationery	30,949.93
Midwest Computer Products, Inc.	34,091.65
Corporate Express Office Products, Inc.	34,619.89
Office Max	36,208.25
Boss Online, Inc.	36,977.25
Express Cartridge & Toner Service, LLC	40,534.55
CompUSA, Inc.	40,699.31
Cartridge World	41,950.00
Advanced Technology Services	53,682.50
OnPoint Direct	76,945.94

En Pointe Technologies Sales, Inc.	No Bid
Kahlon, Inc.	No Bid
Custom Computer Specialists, Inc.	No Bid

	New Color Toner <u>Cartridges</u>	Printer Maintenance <u>Kits</u>
Corporate Express Office Products, Inc.	\$42,128.57	\$4,768.86
En Pointe Technologies Sales, Inc	42,404.10	5,167.30
Custom Computer Specialists, Inc.	42,798.69	6,156.46
Kahlon, Inc.	43,530.70	5,330.70
Noble Stationery	43,914.64	5,627.00
Midwest Computer Products, Inc.	44,189.56	4,880.30
Office Max	44,797.70	5,151.13
Toner Plus, Inc	45,342.22	5,360.17
Cardinal Cartridge, Inc.	47,018.85	5,680.95
Boss Online, Inc.	47,141.25	5,606.57
Express Cartridge & Toner Service, LLC	48,576.10	5,536.00
Advanced Technology Services	48,844.75	5,626.25
Cartridge World	48,977.00	6,120.00
CompUSA, Inc.	45,763.63	Incomplete
OnPoint Direct	51,693.07	Incomplete
eReplacements, LLC	No Bid	Incomplete

The laser toner cartridges, drum kits and transfer kits are for use for laser printers throughout the College during fiscal year 2006/07.

The bids from CompUSA, Inc., OnPoint Direct and eReplacements, LLC did not include all laser toner cartridges or maintenance kits requested.

In order to obtain the best pricing for the College, the award will be split to Cardinal Cartridge, the low bidder for remanufactured laser toner cartridges for printers in the amount of \$26,221.00, and to Corporate Express, the low bidder that submitted a complete bid for new color laser toner cartridges for \$42,128.57 and for drum kits and transfer kits for printers for \$4,768.86 for a total of \$46,897.43. The overall total award is \$73,118.43.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00473 to Cardinal Cartridge, Inc., the low bidder for remanufactured laser toner cartridges for printers, in the amount of \$26,221.00, and to Corporate Express Office Products, Inc., the low bidder that submitted a complete bid for new color laser toner cartridges, drum kits and transfer kits for printers in the amount of \$46,897.43 for a total award of \$73,118.43.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

June 29, 2006

SUMMARY OF PURCHASE ORDERS

- Exhibit IX – A.4.a The administration recommends that the Board approve the issuance of a purchase order to Computing Options Company for renewal of a standard licensing and maintenance agreement covering Regent Integrated Application System software in the amount of \$77,225.

It is also recommended that the Vice President of Information Technology be authorized to sign the contract agreement with Computing Options.

- Exhibit IX – A.4.b The administration recommends that the Board approve issuance of a purchase order to Iron Mountain, Inc. for renewal of the agreement covering offsite storage for daily, weekly and archival tapes for one year in an amount not to exceed \$14,218 with the option to renew the agreement for one additional year, subject to the discretion of the administration, at the same or lower price.

It is also recommended that the Vice President of Information Technology be authorized to sign the contract agreement with Iron Mountain, Inc.

- Exhibit IX – A.4.c The administration recommends that the Board approve issuance of a change order to increase purchase order number 500982 issued to Shaker Recruitment Advertising and Communications for placement of employee recruitment advertising by \$63,980 from \$126,020 to a new total of \$190,000 for fiscal year 2005/06, and for renewal of the agreement for fiscal year 2006/07 in the amount of \$190,000.



Exhibit IX – A.4.d The administration recommends that the Board approve issuance of a purchase order to R. J. Galla, Inc. for renewal of the treasurer’s bond, the building fund bond and the working cash fund bond as well as the liquor liability, sports accident, pollution liability, travel accident and preschool accident policies and the broker’s fee for the period of July 1, 2006 through July 1, 2007 in the amount of \$100,592.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Computing Options Company for renewal of a standard licensing and maintenance agreement covering Regent Integrated Application System software, as requested by Information Technology/Applications Systems.

II. BUDGET STATUS

Funds in the amount of \$77,225 will be provided in the 2006/07 Educational Fund budget, under account number 0001-8080-231-530401.

III. INFORMATION

The standard licensing and maintenance agreement entitles the College to receive regular software releases, as well as modifications for Regent Integrated Application System software to assure conformity with Federal and State regulations. It also entitles the College to unlimited telephone consultation regarding product capabilities and use. The renewal period is from July 1, 2006 through June 30, 2007.

Computing Options is the sole provider for standard licensing and maintenance for Regent Integrated Application System software. The \$77,225 cost is \$45,850, or 37 percent, less than the current fiscal year's amount of \$123,075. The decrease is due to the reduction in maintenance needed. The agreement will provide coverage for only the Student Systems modules as Financials, HR and Payroll are now in full production in the Oracle eBusiness Suite.

This purchase complies with State Statute, Board Policy and Administrative Procedures.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Computing Options Company for renewal of a standard licensing and maintenance agreement covering Regent Integrated Application System software in the amount of \$77,225.

It is also recommended that the Vice President of Information Technology be authorized to sign the contract agreement with Computing Options.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Iron Mountain, Inc. for renewal of the agreement covering offsite storage for daily, weekly and archival tapes for one year with the option to renew the agreement for one additional year, subject to the discretion of the administration, at the same or lower price, as requested by Information Technology/Technical Services.

II. BUDGET STATUS

Funds in the amount of \$14,218 will be provided in the 2006/07 Operations and Maintenance Fund budget, under account number 0002-8080-256-5309001.

III. INFORMATION

The award of bid request Q00305 for offsite storage for daily, weekly and archival tapes as a component of an overall disaster prevention plan resulted in the issuance of a purchase order in the amount of \$10,976 for fiscal year 2003/04, 12,074 for fiscal year 2004/05 and 13,281 for fiscal year 2005/06, as approved by Board action August 26, 2003.

Offsite tape management is a key component of an overall disaster prevention plan as well as being important for ongoing business continuity. Iron Mountain currently provides the security, environment, transport and management of 1,032 offsite backup tapes for the College. A rotation of two boxes daily during the week and four boxes each weekend is included.

During the next fiscal year there will be an evaluation regarding the implementation of newer technology, including migrating to

electronic vaulting. With this new technology under evaluation, the College is recommending renewal of the current agreement with Iron Mountain.

The \$14,218 cost is \$937, or seven percent, more than the current fiscal year's amount of \$13,281. This is due to an increase in trip charges caused by increases in gas prices plus a one percent contingency for volume anticipated with the student implementation of the ERP, for both number of trips and number of tapes.

This request is for a one year contract from August 1, 2006 through July 31, 2007 with the option to renew the agreement for one additional year, subject to the discretion of the administration, at the same or lower price.

This purchase complies with State Statute, Board Policy and Administrative Procedures.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Iron Mountain, Inc. for renewal of the agreement covering offsite storage for daily, weekly and archival tapes for one year in an amount not to exceed \$14,218 with the option to renew the agreement for one additional year, subject to the discretion of the administration, at the same or lower price.

It is also recommended that the Vice President of Information Technology be authorized to sign the contract agreement with Iron Mountain, Inc.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a change order to increase purchase order number 500982 issued to Shaker Recruitment Advertising and Communications for placement of employee recruitment advertising by \$63,980 from \$126,020 to a new total of \$190,000 and for renewal of the agreement for fiscal year 2006/07 as requested by the HR Diversity and Organizational Development department.

II. BUDGET STATUS

Funds in the amount of \$63,980 are provided in the 2005/06, and funds in the amount of \$190,000 will be provided in the 2006/07 Educational Fund budget, under account number 0001-8040-053-5407004.

III. INFORMATION

The College issued a request for proposal Q00344 to find a company to assist the College in employee recruitment advertising. Employee recruitment advertising consists of display ads which involve posting on the Internet, design, placement and printing and classified ads which involve placement and printing. Shaker was chosen based on cost effectiveness, expertise in creative design and experience in higher education.

The award of request for proposal Q00344 for placement of employee recruitment advertising resulted in the issuance of a purchase order in the amount of \$126,020 for fiscal year 2004/05 plus an option to renew for fiscal years 2005/06 and 2006/07 at the same rate, as approved by Board action June 22, 2004.

Due to unforeseen increases in retirements and resignations during the current fiscal year, advertising costs have increased far more than projected. This is directly related to the type and frequency of advertising required to recruit qualified candidates for administrative and faculty positions. Examples of positions that required extensive advertising are: Dean of Resources for Learning, Dean of Wellness and Campus Activities, three new Associate Deans, Director of Student Recruitment, Director of Scholarships and Financial Assistance, Director of Human Resources, Controller and twenty full-time Faculty. The College anticipates the same increase for fiscal year 2006/07 due to ongoing searches as well as additional upcoming administrative and faculty retirements.

Purchase order number 500982 was issued in the amount of \$126,020 for fiscal year 2005/06. This request is for the approval of an additional \$63,980 for the months of April, May and June 2006 for a new total of \$190,000, and for renewal for fiscal year 2006/07 in the amount of \$190,000.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a change order to increase purchase order number 500982 issued to Shaker Recruitment Advertising and Communications for placement of employee recruitment advertising by \$63,980 from \$126,020 to a new total of \$190,000 for fiscal year 2005/06, and for renewal of the agreement for fiscal year 2006/07 in the amount of \$190,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of various insurance policies for the period of July 1, 2006 through July 1, 2007 as requested by the administration and described below.

II. BUDGET STATUS

Funds in the amount of \$100,592 will be provided in the 2006/07 Operations and Maintenance Fund budget and the Liability, Protection and Settlement Fund budget, under account numbers 0002-8060-039-5605002, 0012-8060-039-5250200, 0012-8060-039-5605004, 0012-8060-039-5605004, and 0012-8060-039-5605009.

III. INFORMATION

The College has hired an insurance consultant, Mike Nugent from Nugent Risk Management, Inc., to review the insurance portfolio and make recommendations. The consultant is not affiliated with any insurance company or broker and is, therefore, totally independent.

Coverages that the College must maintain that are not included in the Illinois Community College Risk Management Consortium are the treasurer's bond, the building fund bond and the working cash fund bond as well as the liquor liability, sports accident, pollution liability, travel accident and preschool accident policies.

In preparation for this renewal, the College asked R. J. Galla, Inc., the broker maintaining these remaining policies, to secure alternate quotations from several insurance markets for the portion of the insurance program that Galla wrote for the 2005/06 renewal.



Below is a table which compares the costs of the expiring policies with the new policies.

HARPER COLLEGE 2006 RENEWAL SUMMARY

COVERAGE	2005/06	2006/07
Treasurer's Bond	\$10,524	\$ 12,075
Building Fund Bond	3,654	3,430
Working Cash Fund Bond	2,773	2,682
Liquor Liability	1,164	1,195
Sports Accident	60,445	72,269
Pollution Liability	1,200	1,654
Travel Accident	2,200	1,650
Preschool Accident	932	637
Broker Fee	5,000	5,000
Total	\$87,892	\$100,592

This is an increase of \$12,700 over the premiums of last year. The largest increase is in the Sports Accidents policy. The reason for this increase is the large number of claims filed by the College over the past two years. Alternate quotes were received but they were all higher and with less coverage than the current vendor. Given the current insurance market, other premiums are within what was anticipated.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to R. J. Galla, Inc. for renewal of the treasurer's bond, the building fund bond and the working cash fund bond as well as the liquor liability, sports accident, pollution liability, travel accident and preschool accident policies and the broker's fee for the period of July 1, 2006 through July 1, 2007 in the amount of \$100,592.

WILLIAM RAINEY HARPER COLLEGE

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

- A. Ratification of Administrator Appointment.
- B. Ratification of Faculty Appointments.
- C. Ratification of Supervisory/Confidential Appointment.
- D. Ratification of Classified Staff Appointments.
- E. Ratification of Harper #512 IEA-NEA Appointment.
- F. Ratification of Classified Staff Reclassification.
- E. Ratification of Professional/Technical Reclassifications.
- F. Ratification of Classified Staff Retirement.
- G. Ratification of Professional/Technical Resignation.
- H. Ratification of Harper #512 IEA-NEA Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Student Service Awards – Spring 2006.

II. REASON FOR CONSIDERATION

As per Board Policy 3.12, student service awards are presented to students for outstanding contributions in the area of student activities. The authority for giving student service awards requires approval by the Board of Trustees.

III. BACKGROUND INFORMATION

The monetary awards are payments given for students' work for the College through student activities. Harper uses this method of compensation for recommended student leaders in lieu of guaranteeing academic credit, salaries, automatic tuition grants, or other means of payment for particular student positions. This means that students must perform well in their positions in order to be eligible for consideration for these awards. The award is recommended based on performance, position, leadership, and length of service, and participation in *eXcel*, Harper's student leadership training programs. In order to encourage student leaders to complete their classes as well, the amounts of their student service awards are based on credit hours successfully completed. Each student must also meet standards established for satisfactory academic progress. Expenses for student service awards are budgeted in and shared between Student Activities and the Education Fund; \$12,225.00 will be paid by Student Activities (Student Service Awards Account No. 3300-9010-858-5902001), \$8,437.50 will be paid by the Educational Fund (Financial Assistance Account No. 0001-9010-187-5902001). In addition, the Educational Foundation will also contribute \$900.00 for the Student Trustee's award. The 44 awards this semester total \$21,562.50.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the Spring, 2006 Student Service Awards in the amount of \$12,225.00 from Account No. 3300-9010-858-5902001, \$8,437.50 from Account No. 0001-9010-187-5902001, and \$900.00 from Account No. 0001-0000-000-1309011.

Spring 2006

STUDENT SERVICE AWARDS

First Name	Last Name	Org/Club	Full/Half	Comments
Brittany	Grove	Environmental Club	Half	\$262.50
Rachel	Forbes	Environmental Club	Half	\$450.00
Devanshi	Pandya	I.P.S.A.	Half	\$337.50
Hetal	Patel	I.P.S.A.	Half	\$337.50
Leanne	Osmanski	Phi Theta Kappa	Half	\$487.50
Roxana	Batea	Phi Theta Kappa, Honors Society	Half	\$450.00
Eljona	Ceci	Phi Theta Kappa	Half	\$450.00
Sandy	Chen	International Students' Club	Half	\$450.00
Jennifer	Ooi	International Students' Club	Half	\$450.00
Eric	Bobnik	Anime Club	Half	\$187.50
Allison	Conlon	Anime Club	Half	\$450.00
Ankita	Lal	Honors Society	Half	\$450.00
Will	Bryerton	Student Ambassadors	Half	\$450.00
Joyce	Whitchurch	Student Ambassadors	Half	\$450.00
Dan	Ruta	Formulator	Half	\$450.00
Mike	Chikko	Pride Club	Half	\$450.00
Maria	Florencio	Latinos Unidos	Half	\$225.00
Carolyn	Klein	Food Service Club	Half	\$300.00
Matthew	Lapetina	Food Service Club	Half	\$450.00
Sharika	Thompson	Black Student Union	Half	\$187.50
Nathan	Cowan	Black Student Union	Half	\$225.00
Christopher	Brinckerhoff	<i>Point of View</i>	Full	\$450.00
Russell	Schiller	<i>Point of View</i>	Full	\$675.00
Jason	Hopkins	Harbinger	Full	\$525.00
Joe	Hardy	Harbinger	Full	\$900.00
Alyssa	Kulpa	Harbinger	Half	\$450.00
Cassie	Vestweber	Program Board	Half	\$187.50
Christy	Orlick	Program Board	Half	\$450.00
Brian	Leavitt	WHCM	Full	\$525.00
Amy	Gordon	Speech Team	Half	\$450.00
Hilary	Mueller	Speech Team	Half	\$450.00
Mirja	Lorenz	Speech Team	Half	\$412.50
Summer	Kasak	Speech Team	Half	\$300.00
Mariam	Afzal	Speech Team	Half	\$450.00
Jay	Rutherford	Speech Team	Half	\$450.00
Yonato	Axel	Speech Team	Half	\$337.50
Kyle	Jacobs	Theatre	Full	\$900.00
Maggie	Neumayer	Theatre	Full	\$900.00

Spring 2006

STUDENT SERVICE AWARDS

<b>First Name</b>	<b>Last Name</b>	<b>Club/Organization</b>	<b>Full/Half</b>	<b>Amount</b>
Cale	Hauptert	Theatre	Full	\$900.00
Sharon	Cash	Student Senate	Full	\$750.00
Jase	Whiston	Student Senate	Full	\$900.00
Jordan	Prager	Student Senate	Half	\$450.00
Brian	Bellows	Student Senate, Literature and Creative Writing Club, Harper College Democrats	Full	\$900.00
Sean	Hurtubise	Student Trustee	Full	\$900.00

**Total    \$21,562.50**

WILLIAM RAINEY HARPER COLLEGE  
Preliminary Schedule of Investments  
As of May 31, 2006

Consent Agenda  
Exhibit IX-B.1  
June 29, 2006

		<u>Outstanding Investments</u>	<u>FY06 Budget</u>	<u>Earned To Date</u>
EDUCATION FUND	\$	35,756,601	550,000	1,038,590
OPERATIONS, & MAINT. FUND		10,389,663	200,000	340,440
OPERATIONS, & MAINT. FUND (Restricted)		7,759,434	60,000	233,964
BOND & INTEREST		6,552,636	90,000	175,598
AUXILIARY ENTERPRISES		2,132,733	45,000	70,256
RESTRICTED FUNDS		2,057,945	90,000	146,581
WORKING CASH FUND		13,577,382	270,000	452,221
AUDIT FUND		352,232	5,200	10,385
LIABILITY, PROTECTION & SETTLEMENT		<u>919,609</u>	<u>7,000</u>	<u>26,500</u>
Total	\$	<u><u>79,498,235</u></u>	<u><u>1,317,200</u></u>	<u><u>2,494,534</u></u>

WILLIAM RAINEY HARPER COLLEGE  
Schedule of Investments  
As of May 31, 2006

Exhibit IX-B.1  
June 29, 2006

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 5/31/2006	Market Value
<u>Certificates of Deposits</u>							
PMA/Inter Savings Bank	6/30/2005	6/7/2006	342	3.75	17,632.11	500,000.00	
PMA/Bank of Elk River	6/30/2005	6/7/2006	342	3.75	35,264.21	1,000,000.00	
LaSalle Bank	04/26/06	06/08/06	43	4.79	4,004.97	700,000.00	
PMA/Inter Savings Bank	6/30/2005	6/21/2006	356	3.75	55,069.50	1,500,000.00	
LaSalle Bank	04/26/06	06/22/06	57	4.79	5,308.92	700,000.00	
PMA/Associated Bank	10/27/2005	7/5/2006	251	4.35	44,996.39	1,500,000.00	
LaSalle Bank	04/26/06	07/06/06	71	4.86	7,668.00	800,000.00	
PMA/Associated Bank	10/27/2005	7/19/2006	265	4.40	48,069.05	1,500,000.00	
LaSalle Bank	04/26/06	07/20/06	85	4.86	9,180.00	800,000.00	
LaSalle Bank	11/4/2005	8/2/2006	271	4.48	50,586.67	1,500,000.00	
LaSalle Bank	04/26/06	08/03/06	99	4.96	10,912.00	800,000.00	
LaSalle Bank	11/4/2005	8/17/2006	286	4.48	53,386.67	1,500,000.00	
PMA/Associated Bank	3/15/2006	8/30/2006	168	4.91	11,319.06	500,000.00	
Harris Bank	2/28/2005	8/31/2006	549	3.60	222,551.80	4,000,000.00	
PMA/Morton Community Bank	3/17/2005	9/14/2006	546	3.86	87,514.98	1,500,000.00	
PMA/Am Heritage Natl Bank	9/7/2005	9/28/2006	386	3.96	63,161.85	1,500,000.00	
PMA/Missouri State B&TC	9/7/2005	10/12/2006	400	3.96	65,370.64	1,500,000.00	
PMA/Guaranty Bank-MO	9/7/2005	10/26/2006	414	3.96	67,696.04	1,500,000.00	
PMA/Associated Bank	10/18/2005	10/26/2006	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	11/4/2004	11/9/2006	735	2.91	88,566.77	1,500,000.00	
PMA/Stratford State	10/28/2005	11/21/2006	389	4.52	72,478.50	1,500,000.00	
PMA/Associated Bank	10/18/2005	11/30/2006	408	4.43	124,377.41	2,500,000.00	
Northern Trust	10/21/2005	11/30/2006	405	4.43	196,619.23	4,000,000.00	
PMA/Associated Bank	10/27/2005	11/30/2006	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	
PMA/Associated Bank	03/06/06	04/12/07	402	5.00	110,677.35	2,000,000.00	
LaSalle Bank	03/06/06	04/26/07	416	4.97	114,862.22	2,000,000.00	
PMA/Flagstar Bank	03/06/06	05/10/07	430	5.05	119,346.17	2,000,000.00	
PMA/Flagstar Bank	03/06/06	05/24/07	444	5.05	123,243.26	2,000,000.00	
Northern Trust	03/16/06	06/07/07	449	5.10	129,213.67	2,000,000.00	
PMA/Flagstar Bank	03/06/06	06/07/07	458	5.05	127,141.02	2,000,000.00	
Northern Trust	03/16/06	06/21/07	463	5.10	133,373.13	2,000,000.00	
PMA/Flagstar Bank	03/06/06	06/21/07	472	5.05	131,039.46	2,000,000.00	
PMA/Associated Bank	03/22/06	07/05/07	470	5.06	130,973.98	2,000,000.00	
PMA/Heritage Bank of Central II	03/22/06	07/19/07	484	5.06	54,131.48	800,000.00	
PMA/Heritage Bank of Central II	03/30/06	08/02/07	490	5.11	152,296.49	2,200,000.00	
	Weighted Average: 4.49					<u>72,500,000.00</u>	72,500,000.00
Agencies							
FNMA Notes	12/22/2004	12/22/2006	730	3.50	105,000.00	<u>1,500,000.00</u>	1,482,660.00
	Weighted Average: 3.5					<u>1,500,000.00</u>	1,482,660.00
Illinois Funds		Monthly Average		4.75		<u>5,498,235.55</u>	5,498,235.55
TOTALS AS OF:	5/31/2006			\$		<u><u>79,498,235.55</u></u>	79,480,895.55



**WILLIAM RAINEY HARPER COLLEGE**  
**FY2005/2006 BUDGET AND EXPENDITURES**  
 May 31, 2006

June 29, 2006  
 Exhibit IX-B.1

**EDUCATION FUND**

<b>DIVISION</b>	<b>BUDGET</b>	<b>BUDGET YTD</b>	<b>EXPENDITURES YEAR TO DATE</b>	<b>FUTURE COMMITMENTS</b>	<b>% PAID OR COMMITTED</b>	<b>UNCOMMITTED BALANCE</b>
<b>Institutional</b>						
Institutional	13,802,599.00	11,124,618.74	6,328,862.00	133,387.00	46.82%	7,340,350.00
<b>Sub-Total</b>	<b>\$13,802,599.00</b>	<b>\$11,124,618.74</b>	<b>\$6,328,862.00</b>	<b>\$133,387.00</b>	<b>46.82%</b>	<b>\$7,340,350.00</b>
<b>President</b>						
Development Office	559,179.00	450,687.09	494,916.00	37,837.00	95.27%	26,426.00
Pres/Brd of Trustees	389,935.00	314,279.81	356,426.00	22,201.00	97.10%	11,308.00
Strategic Alliance	636,527.00	513,028.03	560,335.00	47,195.00	95.44%	28,997.00
Assoc VP Development	43,029.00	34,680.51	42,854.00	0.00	99.59%	175.00
Media Comm & Gov Rel	210,231.00	169,441.98	190,340.00	12,497.00	96.48%	7,394.00
<b>Sub-Total</b>	<b>\$1,838,901.00</b>	<b>\$1,482,117.43</b>	<b>\$1,644,871.00</b>	<b>\$119,730.00</b>	<b>95.96%</b>	<b>\$74,300.00</b>
<b>Student Affairs</b>						
Student Activities	457,473.00	368,714.09	367,014.00	30,349.00	86.86%	60,110.00
Student Development	2,947,558.00	2,375,672.80	2,493,241.00	144,029.00	89.47%	310,288.00
Wellns & Human Perf	1,933,233.00	1,558,147.13	1,671,327.00	73,522.00	90.26%	188,384.00
VP Student Affairs	339,083.00	273,294.12	304,238.00	23,440.00	96.64%	11,405.00
Access & Disability	681,418.00	549,209.28	562,221.00	22,211.00	85.77%	96,986.00
<b>Sub-Total</b>	<b>\$6,358,765.00</b>	<b>\$5,125,037.41</b>	<b>\$5,398,041.00</b>	<b>\$293,551.00</b>	<b>89.51%</b>	<b>\$667,173.00</b>
<b>VP Academic Affairs</b>						
Acad Enrich/Lang Std	3,639,327.00	2,933,224.78	3,106,977.00	251,463.00	92.28%	280,887.00
VP Academic Affairs	1,394,493.00	1,123,933.47	232,339.00	14,957.00	17.73%	1,147,197.00

Assoc VP Transfer Prog	334,708.00	269,767.95	271,315.00	15,516.00	85.70%	47,877.00
Bus & Soc Sciences	5,570,939.00	4,490,065.42	5,038,938.00	222,738.00	94.45%	309,263.00
Continuing Education	532,852.00	429,468.05	453,769.00	53,888.00	95.27%	25,195.00
Liberal Arts	6,413,830.00	5,169,418.70	5,645,419.00	309,110.00	92.84%	459,301.00
Hlth Car & Public Safety	3,762,706.00	3,032,665.78	3,231,337.00	159,333.00	90.11%	372,036.00
Resources for Learning	2,891,189.00	2,330,240.51	2,428,757.00	121,605.00	88.21%	340,827.00
Tech, Math & Science	6,184,719.00	3,339,832.00	5,805,959.00	425,382.00	100.75%	-46,622.00

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EDUCATION FUND						
DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Assoc. VP Career Prog	252,236.00	203,297.17	212,725.00	12,800.00	89.41%	26,711.00
<b>Sub-Total</b>	<b>\$30,976,999.00</b>	<b>\$24,966,841.65</b>	<b>\$26,427,535.00</b>	<b>\$1,586,792.00</b>	<b>90.44%</b>	<b>\$2,962,672.00</b>
<b>VP Admin Services</b>						
Admin Services	1,838,867.00	1,482,090.02	1,573,131.00	123,683.00	92.27%	142,053.00
<b>Sub-Total</b>	<b>\$1,838,867.00</b>	<b>\$1,482,090.02</b>	<b>\$1,573,131.00</b>	<b>\$123,683.00</b>	<b>92.27%</b>	<b>\$142,053.00</b>
<b>VP Diversity/Org Dev</b>						
Assoc VP Diversity/Org	1,134,267.00	914,196.52	942,676.00	57,569.00	88.18%	134,022.00
<b>Sub-Total</b>	<b>\$1,134,267.00</b>	<b>\$914,196.52</b>	<b>\$942,676.00</b>	<b>\$57,569.00</b>	<b>88.18%</b>	<b>\$134,022.00</b>
<b>VP Info Technology</b>						
Info Technology	6,461,779.00	5,208,064.64	5,690,705.00	391,760.00	94.13%	379,314.00
<b>Sub-Total</b>	<b>\$6,461,779.00</b>	<b>\$5,208,064.64</b>	<b>\$5,690,705.00</b>	<b>\$391,760.00</b>	<b>94.13%</b>	<b>\$379,314.00</b>
<b>VP Mktg &amp; Enrollment</b>						
VP Enroll & Marketing	1,412,466.00	1,138,419.35	1,218,800.00	89,979.00	92.66%	103,687.00
Enrollment Svcs	1,403,391.00	1,131,105.08	1,241,366.00	81,541.00	94.27%	80,484.00
Pub & Comm Services	1,543,615.00	1,244,122.82	1,320,544.00	134,106.00	94.24%	88,965.00
<b>Sub-Total</b>	<b>\$4,359,472.00</b>	<b>\$3,513,647.24</b>	<b>\$3,780,710.00</b>	<b>\$305,626.00</b>	<b>93.73%</b>	<b>\$273,136.00</b>
<b>Grand Total:</b>	<b>\$66,771,649.00</b>	<b>\$53,816,613.66</b>	<b>\$51,786,531.00</b>	<b>\$3,012,098.00</b>	<b>82.07%</b>	<b>\$11,973,020.00</b>

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

**WILLIAM RAINEY HARPER COLLEGE  
FY2005/2006 BUDGET AND EXPENDITURES  
May 31, 2006**

June 29, 2006  
Exhibit IX-B.1

OPERATIONS AND MAINTENANCE FUND					
DIVISION	BUDGET	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
<b>Institutional</b>					
Institutional	2,824,420.00	1,664,660.00	427,708.00	74.08%	732,052.00
<b>Sub-Total</b>	<b>\$2,824,420.00</b>	<b>\$1,664,660.00</b>	<b>\$427,708.00</b>	<b>74.08%</b>	<b>\$ 732,052.00</b>
<b>VP Admin Services</b>					
Admin Services	149,388.00	133,186.00	9,500.00	95.51%	6,702.00
Physical Plant	9,831,212.00	8,115,823.00	662,491.00	89.29%	1,052,898.00
<b>Sub-Total</b>	<b>\$9,980,600.00</b>	<b>\$8,249,009.00</b>	<b>\$671,991.00</b>	<b>89.38%</b>	<b>\$ 1,059,600.00</b>
<b>VP Info Technology</b>					
Info Technology	1,473,683.00	1,030,199.00	385,785.00	96.08%	57,699.00
<b>Sub-Total</b>	<b>\$1,473,683.00</b>	<b>\$1,030,199.00</b>	<b>\$385,785.00</b>	<b>96.08%</b>	<b>\$ 57,699.00</b>
<b>VP Student Affairs</b>					
Student Affairs	689,591.00	489,146.00	28,680.00	75.09%	171,765.00
<b>Sub-Total</b>	<b>\$689,591.00</b>	<b>\$489,146.00</b>	<b>\$28,680.00</b>	<b>75.09%</b>	<b>\$ 171,765.00</b>
<b>Grand Total:</b>	<b>\$14,968,294.00</b>	<b>\$11,433,014.00</b>	<b>\$1,514,164.00</b>	<b>86.50%</b>	<b>\$ 2,021,116.00</b>

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

- Dick Hoffman: Foundation Report
- Bill Kelley: ICCTA June 14 Board Highlights

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: June 29, 2006**

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<b>NEW</b> Lighting Upgrade Program Physical Plant J Ma	Provides energy efficient upgrades to indoor lighting systems at Harper.	Illinois Clean Energy Foundation \$83,322	04/20/06 04/19/07
IT Security Grant BSS J. Mathes	Funds operation of a Homeland Security Computer Security Training Center and refinement of coursework in network security and computer forensics.	DCEO \$57,000	03/01/06 03/01/07
<b>RENEWAL</b> Disability Matrics Sub-grant Access & Disability Services T. Thompson	Working with UIUC and other colleges to develop data collection tools.	IBHE/U of I \$22,012	09/01/05 08/31/06
<b>CONTINUATION</b> CSSI (Critical Skill Shortages Initiative – Healthcare Solutions) Partnering for healthcare Systems Solutions Career Program D. Corr	Addressing the shortage of health care workers. Forty incumbent workers enrolled in healthcare core courses and twenty incumbent workers enrolled in nursing program.	WBMC \$150,000	02/01/05 01/31/06
Project Access for Deaf/Hard of Hearing Sub-grant Access & Disability Services T. Thompson	Train faculty on improving access for deaf/hard of hearing students.	DOE Rochester Institute of Technology \$3,000	07/01/05 06/30/06
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 Access & Disability Services T. Thompson	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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<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
<u>RENEWAL</u> P-16 Initiative Career Programs D. Corr	State Allocation Grant to support 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
<u>CARRYOVER</u> Target Hardening – Public Safety Building M. Alsup	Provides for securing a complete building against unauthorized access during emergencies as well as periods when the college is closed.	ILEAS \$30,000	05/05/05 12/31/05



GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
Transportation, Warehousing, And Logistics AE/LS D. Corr	For the development and implementation of “bridge programs” to transition AED and ESL students into electronics-related occupations.	ICCB \$50,250	07/01/04 06/30/06
<u>CONTINUATION</u> FY06 Adult Education & Family Literacy Grant AE/LS D. Corr	Supports Adult Educational Development Programs (Federal Basic, \$183,320 State Basic, \$175,701 State Public, \$18,358 EL/Civics, \$45,773 State Performance, \$169,098)	ICCB \$592,250	07/01/05 06/30/06
<u>RENEWAL</u> Disabled Student Project Access & Disability Services T. Thompson	To provide services to students with disabilities.	IDHS \$134,754	07/01/05 06/30/06
<u>RENEWAL</u> Displaced Homemakers Assistance Act Women’s Program K. Canfield	Career, educational and personal support for Women’s Program participants.	IDOL \$58,410	07/01/05 06/30/06
<u>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

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS-ENDS</b>
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. (March 2006 increased by \$35,000)	WBMC \$110,000	08/01/05 06/30/06
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 June 29, 2006**

**\$ 2,651,465**

***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 May Fundraising Report FY06

Appeal Description	Gift Count	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Football Program Golf Open	72	\$7,565.00	\$0.00	\$520.00	\$0.00	\$8,085.00
FY06 Year End Direct Mail	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Golf Open 2006	36	\$27,810.00	\$22,000.00	\$0.00	\$0.00	\$49,810.00
Harper Symphony Orchestra	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Lifelong Learning Direct Mail	3	\$70.00	\$0.00	\$0.00	\$0.00	\$70.00
Memorial	5	\$160.00	\$0.00	\$0.00	\$0.00	\$160.00
Personal Solicitation	4	\$3,500.00	\$7,000.00	\$0.00	\$0.00	\$10,500.00
Proposal	1	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00
Resource for Excellence Campaign FY05	8	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00
Resource for Excellence Campaign FY06	5	\$75.00	\$702.00	\$0.00	\$0.00	\$777.00
Scholarship Stewardship	3	\$3,100.00	\$0.00	\$0.00	\$0.00	\$3,100.00
Stewardship	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Unsolicited	6	\$40.00	\$0.00	\$1,052.00	\$0.00	\$1,092.00
<b>Grand Totals:</b>	<b>146</b>	<b>\$57,475.00</b>	<b>\$29,702.00</b>	<b>\$1,572.00</b>	<b>\$0.00</b>	<b>\$88,749.00</b>

**Harper College Educational Foundation  
Year to Date Fundraising Report (as of 05/31/2006)**

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
Football Program Golf Open	154	\$13,430.00	\$0.00	\$520.00	\$0.00	\$13,950.00
FY06 Year End Direct Mail	81	\$17,940.00	\$0.00	\$231.00	\$0.00	\$18,171.00
Golf Open 2006	64	\$76,310.00	\$36,000.00	\$250.00	\$0.00	\$112,560.00
Harper Symphony Orchestra	4	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00
Kolbusz-Kosan Wedding	90	\$17,630.00	\$5,000.00	\$0.00	\$0.00	\$22,630.00
Lifelong Learning Direct Mail	4	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00
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	67	\$4,790.25	\$0.00	\$0.00	\$0.00	\$4,790.25
Margaret Scott	39	\$2,730.00	\$0.00	\$38.33	\$0.00	\$2,768.33
Personal Solicitation	27	\$28,501.50	\$229,570.00	\$21,300.00	\$185,000.00	\$464,371.50
Proposal	3	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
Pacesetter Campaign FY06	36	\$19,400.00	\$8,559.60	\$0.00	\$0.00	\$27,959.60
Resources for Excellence Employee Campaign FY04	1	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00
Resource for Excellence Campaign FY05	52	\$195.50	\$78.00	\$0.00	\$0.00	\$273.50
Resource for Excellence Campaign FY06	387	\$8,936.95	\$40,258.28	\$0.00	\$0.00	\$49,195.23
Scholarship Stewardship	24	\$29,200.00	\$3,125.00	\$0.00	\$0.00	\$32,325.00
Special Initiatives	9	\$9,795.00	\$0.00	\$0.00	\$0.00	\$9,795.00
Stewardship	5	\$3,625.00	\$0.00	\$0.00	\$0.00	\$3,625.00
Unsolicited	38	\$3,910.00	\$0.00	\$9,476.00	\$0.00	\$13,386.00
Web Donation	2	\$52.00	\$0.00	\$0.00	\$0.00	\$52.00
Calendar Year-End Direct Mail FY05	3	\$395.96	\$0.00	\$0.00	\$0.00	\$395.96
<b>Grand Totals:</b>	<b>1,179</b>	<b>\$303,317.16</b>	<b>\$322,590.88</b>	<b>\$31,815.33</b>	<b>\$185,000.00</b>	<b>\$842,723.37</b>

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

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

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

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

Source	Vendor	Purchase Date	Items Purchased	Dollar Amount of Purchase	Assessment Attached?*
IPHEC	Dell	May-06	Classroom Furniture	\$25,131.60	yes
IPHEC	CDW-G	May-06	Computer Peripheral Equipment	\$35,308.72	yes
IPHEC	Fisher Scientific	May-06	Chemistry Supplies	\$429.95	yes
IPHEC	Office Concepts	May-06	Office Furniture	\$5,456.42	yes
MHEC	MPC	May-06	Computer Peripheral Equipment	\$41,307.00	yes
E&I	Hewlett Packard Corp.	May-06	Computer Peripheral Equipment	\$110,406.00	yes
E&I	IBM	May-06	Computer Peripheral Equipment	\$213,170.41	yes
State of Illinois Joint Purchasing Agreement	Pitney Bowes Inc.	May-06	Mailroom Equipment	\$22,902.00	yes
				\$454,112.10	

\*Supporting documentation regarding process followed to award the contract

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

The Resource Allocation and Management Plan for Community Colleges (RAMP) document.

II. REASON FOR CONSIDERATION

The planning document is required each year by the Illinois Community College Board and the Illinois Board of Higher Education and is the basis for requests to the legislature for capital funding. It contains the official request for Harper's capital funding.

III. BACKGROUND INFORMATION

The RAMP document has become more comprehensive. The rationale is that the ICCB would like to see fewer projects that are more thoroughly planned, therefore producing a better quality project. Legat Architects have been identified as producing a quality RAMP submission for other community colleges. The College has retained Legat Architects to assist College staff in producing the RAMP document for submission. The College has 3 projects which need completed or updated RAMP documents. They are the Classroom and Laboratory Renovations (G & H Buildings), a Campus Life/One Stop Admissions Center and the Wellness and Sports Center/Building M Renovation and Additions.

In addition, the Board of Trustees must make a commitment the local dollars are available to match the state monies.

The College has set aside referendum dollars for this match.

IV. RECOMMENDATION

The administration recommends the approval of the capital request section of the RAMP document for submission to the Illinois Community College Board. The administration also recommends that the Board approve the dollars set aside in the referendum fund to provide the necessary match.

WILLIAM RAINEY HARPER COLLEGE  
BOARD ACTION

I. SUBJECT

Preliminary Budget FY 2006-2007

II. REASON FOR CONSIDERATION

State law requires that the College submit a preliminary budget to the Board for review. The final budget will be presented to the Board on August 26, 2006, which will allow for a minimum of 30 days of public review.

III. BACKGROUND INFORMATION

Each year the College prepares an annual budget of all College funds for presentation to the Board.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees accept the preliminary budget as presented and authorize the administration to begin spending from the budget as presented.



WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to establish the 2006-07 Budget Hearing Date.

II. REASON FOR CONSIDERATION

In accordance with the Illinois Community College Act, a Budget Hearing must be held annually.

III. BACKGROUND INFORMATION

Each year a Budget Hearing date is established that allows for at least thirty days of inspection of the annual Harper College legal budget. At the end of this thirty-day period, a Budget Hearing is held and the budget is reviewed.

The attached resolution provides for the annual Budget Hearing and the required public notice.

IV. RECOMMENDATION

The administration recommends that the attached resolution providing for the annual Budget Hearing and the required public notice be adopted.

## RESOLUTION

BE IT RESOLVED: That the fiscal year for Community College District 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, be and hereby is established as commencing on July 1, 2006 and ending on June 30, 2007.

BE IT FURTHER RESOLVED: That the public hearing on the tentative budget for the fiscal year beginning July 1, 2006 and ending on June 30, 2007 be set for 7:00 p.m. in the Conference Center – W-214 on August 22, 2006, of said College at 1200 W. Algonquin Road, Palatine, Illinois, and that proper notice of said hearing and of the availability of the budget for public inspection be given by the Secretary of this Board of Trustees by publishing notice thereof at least thirty days prior to August 22, 2006 in the Arlington Heights Herald, Barrington Herald, Buffalo Grove Herald, Des Plaines Herald, Elk Grove Herald, Hanover Park Herald, Hoffman Estates Herald, Mount Prospect Herald, Palatine Herald, Rolling Meadows Herald, Schaumburg Herald, Streamwood Herald, Wheeling Herald, being newspapers published in this College District, which notice shall be in substantially the following form:

## PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, that commencing at 9 a.m. on July 5, 2006 a tentative budget for said College district for the fiscal year beginning July 1, 2006, and ending June 30, 2007, will be on file and conveniently available to public inspection at the Business Office of said College District at 1200 W. Algonquin Road, Palatine, Illinois, during usual and customary business hours.

PUBLIC NOTICE IS FURTHER HEREBY GIVEN that a public hearing will be held on said budget at 7:00 p.m. on the 22nd day of August 2006, in the Conference Center, Room W-214 of said College at 1200 W. Algonquin Road, Palatine, Illinois.

DATED at Palatine, Illinois this 29th day of June 2006.

Board of Trustees of Community  
College District No. 512  
Counties of Cook, Kane, Lake &  
McHenry, State of Illinois

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Richard F. Gillette  
Secretary

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to approve the Strategic Long Range Plan: 2006 - 2009.

II. REASON FOR CONSIDERATION

In accordance with current Board Policy, Section 13.39.00, approval by the Board of Trustees is required of the Strategic Long Range Plan.

III. BACKGROUND INFORMATION

The Institutional Planning Committee (IPC) in consultation with the administration has prepared a comprehensive three-year Strategic Long Range Plan. The Plan has been reviewed and approved by the College Assembly committee and the President. Once approved by the Board of Trustees, the Strategic Long Range Plan is used as the basis for the development of the College's Annual Plan.

IV. RECOMMENDATION

The administration recommends that the Board approve the Strategic Long Range Plan: 2006 – 2009.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Educational Service Providers  
(SEE VENDOR LIST ATTACHED)

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The College has a number of educational service providers it is using to deliver educational programs in both credit and continuing education programs. The attached list represents the Educational Service Providers we anticipate will provide service in Fiscal Year 2006-07.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board approve the attached list of Educational Service Providers for Fiscal Year 2006-07.

**WILLIAM RAINEY HARPER COLLEGE**  
**Educational Service Providers and Rental Facilities** (4 pages)

**Organization**

✓	<b>Prentice Hall</b>	Unix Training, Cisco Router Training, Lotus Training, Domino Training
✓	<b>Amazon.com</b>	Unix Training, A+/PC Support Technician, Cisco Router Training, Lotus Training, Microsoft MCSE, MCSD, MCDBA, Oracle DBA, Developer, Network +
✓	<b>Autodesk</b>	Autodesk Training
✓	<b>Comptia</b>	PC Support Technician/Networking + Training Curriculum and Licensing
✓	<b>Microsoft</b>	Microsoft Solution Developer (MCSD) Microsoft 2000 Certified Training (MCSE) Microsoft Certified Database Administrator (MCDBA)
✓	<b>Oracle</b>	Oracle Database Administrator Oracle Developer
✓	<b>Ascent</b>	Autodesk Books Solaris Unix Training
✓	<b>Sun Microsystems</b>	Java Training
✓	<b>Prosoft</b>	Certified Internet Webmaster Training
✓	<b>Lotus</b>	Lotus Training, Domino Training
✓	<b>Pearson Education</b>	Cisco Course Materials
✓	<b>Thomson Learning</b>	Linux Course Materials
✓	<b>Arlington Academy Cosmetology Career Center</b>	Cosmetology Program through Continuing Education
✓	<b>Northwest Community Healthcare</b>	Emergency Medical Technician Paramedic Program

✓ = last year	✗ = new this year	# = last year, not on list this year
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✓	<b>Ascendant Learning</b>	IT Security Certified Professional Program
✓	<b>Element K Press</b>	Microsoft Office Software Training Manuals Microsoft Office Software Training Manuals CompTIA Courseware
✓	<b>Woodcrafters</b>	Woodcrafting instruction and facilities
✓	<b>Maxim Entertainment Group</b>	Sound Record Engineering
✓	<b>ABC Bartending School</b>	<i>Licensing ordinances require exam completion</i>
✓	<b>Bradford Learning</b>	<i>Linux Training and Linux Courseware</i>
✓	<b>CDWG</b>	<i>Course Materials and Supplies</i>
✓	<b>Pro-Act Options (Susan Goodale)</b>	<i>Leadership / Teaching &amp; Learning Consultant</i>
✗	National League for Nursing	Produces entrance exams for our limited enrollment programs (the initial purchase costs are recovered when students pay Test/Assessment Center to take these tests)
✗	Illinois Community College Online (ILCCO)	Lakeland College is fiscal agent for this state-wide organization that offers shared online course access
✗	ACT Testing Corporation	Tests that assess general education outcomes
<b>Research Office entries:</b>		
✗	<i>Comiskey Research, Inc.</i>	Graduate Student Survey and student survey data collection
✗	<i>Scientific Verdicts</i>	Assessments of special focus program needs

**Harper College for Businesses and Continuing Education**

✓	<b>Catwalk Consulting</b>	IT Consulting
✓	<b>Jay Frishkorn</b>	Database consulting & training
✓	<b>Loris Francioni</b>	Desktop application consulting & training
✓	<b>Linda Heneghan</b>	Desktop application consulting & training
✓	<b>Cathy Horwitz</b>	Desktop application consulting & training
✓	<b>Mark Krukowski</b>	IT Consulting and Training
✓	<b>Ellen Lehnert</b>	Desktop application consulting & training
✓	<b>Pam McGinty</b>	Desktop application consulting & training
✓	<b>Deb Pauley</b>	Desktop application consulting & training
✓	<b>Ken Reddy</b>	IT Consulting and Training
✓	<b>Lynne Brooks</b>	Instructional design & training
✓	<b>Nicolle Carfagnini</b>	Management consulting & training
✓	<b>Diane Decker</b>	Management consulting & training
✓	<b>Adelaide O'Keefe</b>	Management consulting & training
✓	<b>Cynthia Rogers</b>	Management consulting & training
✓	<b>Dennis Ryan</b>	Management consulting & training
✓	<b>Cynthia Aaronson</b>	Management/OD consulting & training
✓	<b>Paul Glover</b>	Management/OD consulting & training
✓	<b>Enviser</b>	Energy consulting & training
✓	<b>Steve Notter</b>	Quality consulting & training
✓	<b>Kestral Management</b>	Quality consulting & training
✓	<b>Bob Squires</b>	Quality consulting & training
✓	<b>Jane Melevin</b>	Telemagic consulting
✓	<b>Achieve Global</b>	Training Programs & Courseware
✓	<b>Shadow Box Learning Systems</b>	Computer Courseware
✓	<b>LearnKey</b>	Computer Courseware
✓	<b>Michael Shugarman</b>	Consulting & training
✓	<i>Gary Chanoux</i>	<i>Consulting &amp; training</i>



✓ = last year    **X** = new this year    # = last year, not on list this year

**Harper College for Businesses and Continuing Education** *continued*

<b>X</b>	Nancy Bleeke	Sales Training and Consulting
<b>X</b>	Brock Stout	IT Consulting and Training
<b>X</b>	Eugene Wagner	IT Consulting and Training
<b>X</b>	Marianne Rowe-Dimas	Management Consulting and Training
<b>X</b>	Donna Glade-Tau	Workforce English as Second Language Consultant
<b>X</b>	Judy Oswald	Workforce English as Second Language Consultant
<b>X</b>	Judy Prasil	Workforce English as Second Language Consultant
<b>X</b>	Autodesk The Source	Autodesk Courseware Provider
<b>X</b>	Prosoft Computer Prep	Certified Internet Webmaster and Tech Courseware
<b>X</b>	Thomson Prometric	Prometric Testing Vouchers
<b>X</b>	Certiport, Inc	Certiport Testing Vouchers for Microsoft Office Specialist exams
<b>X</b>	Kaplan IT	Self Test exam prep software
<b>X</b>	Spherion Technology	Software quality assurance program
<b>X</b>	Computer Forensics Investigation	Computer Forensics Program
<b>X</b>	Dennis Rucker	Computer Forensics Instructor
<b>X</b>	TEC Services, Inc.	Consulting and Training
<b>#</b>	Stamco Technology Group	Training in Mocrosoft, Sun Microsystems, Comptia, Cisco, Linux, CIW
<b>#</b>	Citrix	Citrix Training
<b>#</b>	SAP	SAP Training
<b>#</b>	Elk Grove High School	Rental Facilities
<b>#</b>	Fox Creek Stables	Horsemanship
<b>#</b>	Sheila Graven	IT Consulting and Training
<b>#</b>	eConsulting Group Inc (Mike Marco)	Consulting and Training
<b>#</b>	Keith Sorn	Consulting and Training

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Administrative Employment Contracts

II. REASON FOR CONSIDERATION

Approval by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute the Administrative Employment Contracts.

III. BACKGROUND INFORMATION

Discussions were held between the Administration and representatives of the administrators to review and discuss changes in the Administrative Employment Contracts.

Recommended changes include the following:

- A) Up to a 4.7% salary increase and a salary range base increase of 2.5%;
- B) The elimination of the use of taxable professional development expenses at the end of FY 2007 for the purchase of:
  - Stress tests;
  - Computer equipment;
  - Fitness center fees;
  - Financial planning services.
- C) Reduction of dependent continuing education tuition waiver to 75% in FY 2007, 50% in FY 2008, 25% in FY 2009 and no waiver in FY 2010. Dependent child waiver for summer INZONE program shall be at 50%.
- D) Removal of the Early Retirement Plan #1 for administrators from employment contract.
- E) The opportunity for an administrator to propose a post retirement employment contract.
- F) Upon retirement, the retiree and dependents shall change medical and dental insurance coverage to the plans offered through Central Management Services or other comparable benefits.

The increased costs for salary adjustments and changes in the fringe benefit program are \$341,849.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the sum of \$341,849 for adjustments in salaries and fringe benefits, and the administration further recommends that the Board Chairman and Secretary be authorized to execute the Administrative Employment Contracts on behalf of the Board of Trustees for the 2006/2007 fiscal year.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Increase in salaries and fringe benefit expenses for the Classified, Food Service and Supervisory/Confidential employees for 2006/2007.

II. REASON FOR CONSIDERATION

Approval of funds for the increase in salary and fringe benefit expenses is required by the Board of Trustees.

III. BACKGROUND INFORMATION

Suggestions have been received from Classified, Food Service and Supervisory/Confidential employees requesting changes in the salary and fringe benefits program.

Recommended changes include the following:

- A) Up to a 4.7% salary increase and a salary range base increase of 2.5%;
- B) A stipend of up to 2.2% for those employees at the top of the salary range who are in good standing;
- C) Parity increases to the midpoint of the salary range for employees in good standing who have been in their salary range for at least five years;
- D) A \$25 increase in professional development expenses;
- E) The elimination of the use of taxable professional development expenses at the end of FY 2007 for the purchase of:
  - Stress tests;
  - Computer hardware and software.
- F) Reduction of dependent continuing education tuition waiver to 75% in FY 2007, 50% in FY 2008, 25% in FY 2009 and no waiver in FY 2010. Dependent child waiver for summer INZONE program shall be at 50%.
- G) Upon retirement, the retiree shall change medical and dental insurance coverage to the plans offered through Central Management Services or other comparable benefits.

The increased cost for salary adjustments and fringe benefit expenses is \$700,834.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the sum of \$700,834 to implement the increase in salaries and fringe benefit expenses for the Classified, Food Service and Supervisory/Confidential employees effective July 1, 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 *Centegra Health System* for the following programs: Nursing and Phlebotomy, 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, *Centegra Health System*, whereby they require Board or appointed designee signature.

III. BACKGROUND INFORMATION

The facilities and educational opportunities available at *Centegra Health System* 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 *Centegra Health System*, 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

Recommendation for approval for the College to purchase natural gas from the lowest responsible vendor submitting a proposal.

II. REASON FOR CONSIDERATION

Harper College belonged to a local cooperative (Illinois Gas Cooperative) until the end of March 2006. Because of the poor performance of this cooperative, in November 2005 the administration submitted a request and received approval to withdraw its membership from this cooperative.

Because of the deregulation of the natural gas market and the potential savings in price, it is not feasible for a large user like Harper College to purchase its gas supply from Nicor, Inc. The College had to enter the open market to get competitive pricing for its natural gas supply.

III. BACKGROUND INFORMATION

The natural gas market is a NYMEX based market. As a result, the gas price fluctuates based on daily supply and demand. While the College will not be purchasing gas directly from Nicor, Harper does want to use the storage capacity that Nicor has allocated to the College. Storage capacity for natural gas will provide a financial advantage during price fluctuations. The College can use this storage capacity to purchase gas during summer months when prices are traditionally lower and use the gas in winter months when prices are high.

A request for proposal for natural gas supply services was solicited. Responses were received from:

Direct Energy  
CenterPoint Energy Gas Services  
Nicor, Enerchange, L.L.C  
Constellation NewEnergy.

Due to the complex nature of natural gas purchasing, the RFP was written in such way that all vendors would be evaluated based on the following matrix:

<u>Items of Consideration</u>	<u>Weight</u>
Financial Strength	10%
Risk Management Programs	20%
Reference Contacts	5%
Pricing & Terms of Sale	20%
Storage Management	10%
Sample Contract and Sample Invoice	5%
Supply Management and Experience	5%
Variance Pricing	5%
Account Management	10%
Web Based Reporting and Invoicing	10%
Total	100%

The highest total extended score was used to determine the most responsible vendor.

Because of the complexity of this RFP, four people were chosen, based upon their expertise, to evaluate and score different sections of the RFP responses. The evaluators were:

Bob Getz: Financial strength and reference contacts;  
Ken Florey: Sample contracts;  
Rich Costello: Web-based reporting and invoicing; and  
Jim Ma: All remaining items.

All of the respondents were either large companies or subsidiaries of large companies. The RFP specifications stated that all companies responding to the RFP must be suppliers certified by

the Illinois Commerce Commission. No brokers or broker services would be considered.

The vendor scoring highest in the evaluation score, 4.475, was Constellation NewEnergy, a large holding company. Constellation proposed a price based on the NYMEX settlement of \$0.9436 minus (-) a fixed basis of \$0.0391 per therm. This quoted price for natural gas is very competitive. Constellation also proposed the best natural gas risk management program among all of the vendors.

Either party may cancel this agreement upon 30 days written notice.

IV. RECOMMENDATION

The administration recommends that the Board approve the purchase of natural gas from Constellation NewEnergy, the lowest responsible vendor, for a period of three years, July, 2006 through June, 2009, with an option to renew the agreement for an additional two years, at the option of the administration.

WILLIAM RAINEY HARPER COLLEGE  
BOARD ACTION

I. SUBJECT

Amended and Restated Memorandum of Understanding between the Harper College Board of Trustees and the Harper College Educational Foundation Board of Directors.

II. REASON FOR CONSIDERATION

Working with a national task force, the Association of Governing Boards of Universities and Colleges (AGB) and the Council for Advancement and Support of Education (CASE), have jointly recommended revisions for existing Memorandums of Understanding between colleges and foundations.

III. BACKGROUND INFORMATION

A Memorandum of Understanding document has been in effect between Harper College and the Harper College Educational Foundation since August, 2002. This Memorandum of Understanding defines the relationship between the two separate legal entities. AGB and CASE recommend best practices for institutionally related foundations. In 2006, these two organizations, working together through an ad hoc committee, issued recommended revisions to reflect changing times and issues.

Foundation and College administrators worked collaboratively to amend the current Memorandum of Understanding in order to incorporate the recommended revisions. The attached Amended and Restated Memorandum of Understanding was then reviewed and approved by the College President and legal counsel for both the College and the Foundation. The Memorandum is being presented for approval at the June meetings of both the Foundation's Board of Directors and the College's Board of Trustees.

IV. RECOMMENDATION

It is recommended, in accordance with best practices and upon the advice of legal counsel of both Harper College and the Harper College Educational Foundation, that the attached Amended and Restated Memorandum of Understanding be approved and ratified by the College Board of Trustees.