

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

July 23, 2002

7:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Educational Presentations
 - Sheila Quirk: Master of Engineering Management Program Partnership (MEM)
Northwestern University:
Barry L. Nelson - MEM Program Director/Professor
Jeanne J. Husain - MEM Associate Director
- V. Student Trustee Report
- VI. President's Report
- VII. Consent Agenda* (Roll Call Vote)
 - A. For Approval
 - 1. Minutes – June 25, 2002 Regular Board Meeting Exhibit VII-A.1
 - 2. Bills Payable, Payroll for June 14, 2002 and Exhibit VII-A.2
June 28, 2002; Estimated payrolls for June 29,
2002 through July 26, 2002
 - 3. Bid Awards Exhibit VII-A.3
 - 4. Purchase Orders Exhibit VII-A.4
 - 5. Personnel Action Sheets Exhibit VII-A.5
 - B. For Information
 - 1. Financial Statements Exhibit VII-B.1
 - 2. Committee and Liaison Reports Exhibit VII-B.2
 - 3. Grants and Gifts Status Report Exhibit VII-B.3

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

VIII. New Business

- A. RECOMMENDATION: Affiliation Agreement Between William Rainey Harper College and Glenbrook Hospital Exhibit VIII-A
- B. RECOMMENDATION: Award Bid for Temperature Control Systems for Science, Emerging Technology and Health Careers Center Exhibit VIII-B
- C. RECOMMENDATION: Renewal of Purchase Order for Strategic Media Buying Exhibit VIII-C

IX. Citizen Participation

X. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

On-Campus Events

- July 23, 2002 7:30 p.m. - Concert - An Evening with Frank Orrall & Friends - Theatre - J143
- *August 22, 2002 7:00 p.m. - Regular Board Meeting - Room A242
- August 26, 2002 Most Credit classes begin this week. Many Continuing Education classes and Credit classes begin on other dates. Check class schedule.
- September 2, 2002 LABOR DAY HOLIDAY - CAMPUS CLOSED
- *September 24, 2002 7:00 p.m. - Regular Board Meeting - Room A242
- *October 24, 2002 7:00 p.m. - Regular Board Meeting - Room A242

Off-Campus Events

XI. Other Business (including executive session, if necessary)

XII. Adjournment

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WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #512
COUNTIES OF COOK, KANE, LAKE AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Tuesday, June 25, 2002

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Howard on Tuesday, June 25, 2002 at 7:06 p.m. in the Student and Administration Center (Room A-242), 1200 W. Algonquin Road, Palatine, Illinois.

Chair Howard asked for a moment of silence for Dr. Paul Thompson, former President of Harper College from 1988 to 1998, who passed away on May 21. It was noted that Dr. Thompson was instrumental in helping Harper College become one of the models in technology among community colleges, and he increased charitable giving to the College through the Harper College Educational Foundation.

On behalf of the Board of Trustees, Chair Howard expressed sympathy for Peg Lee, President of Oakton Community College, whose husband Don passed away last week.

ROLL CALL: Present: Members Barton, Botterman, Gillette, Howard, Kolze, Shure and Stone
Absent: Student Member Chartrand

Also present: Robert Breuder, President; Bonnie Henry, V.P. Human Resources and Internal Affairs; Joan Kindle, V.P. Student Affairs; David McShane, V.P. Information Technology; Marge Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Linda Kolbusz, Special Assistant to the President; Joe Accardi; Della Allen; Mike Alsup; Sharon Alter; Mike Barzacchini; Pat Beach; Larry Bielawa; Carol Blotteaux; Edward Bockman; Frances Brantley; Catherine Brod; Phil Burdick; Steve Catlin; Harley Chapman; Laura Crane; Lori Danaher; Laurie Dietz; Dave Dluger; Jim Edstrom; Bob Getz; Sara Gibson; Michael Harkins; Tom Johnson; Charles Johnston; Thea Keshavarzi; Craig Marscin; Stephanie McLoughlin; Bo Lynn Modzelewski; Mark Neubecker; Sheila Quirk; Marie Regan; Greg Rogers; Susanne Starck; Steve Suvada; Deanna White and Andrew Wilson. Students: Jennifer Ernst; Corrie Unger.

Guests: Mike Nugent, Nugent Consulting; Tim Kane, Chicago Tribune; Michael Lundeen, Legat Architects; Gary Clair, resident; J. Sampler, Ace; Barb and Bill Ernst, parents of student.

Chair Howard noted that a vendor was added to Exhibit VIII-A. Additionally, there was a construction schedule date change in Exhibit VIII-E, the RAMP document.

APPROVAL OF AGENDA Member Kolze moved, Member Stone seconded, approval of the agenda as modified.

Upon roll call, the vote was as follows:

Ayes: Members Botterman, Gillette, Howard, Kolze,
Shure and Stone
Nays: None

Motion carried.

PRESENTATIONS

Resolution of
Appreciation: Retirees
of 2001-2002

Chair Howard read a Resolution of Appreciation to honor the 53 people retiring from William Rainey Harper College this year. It was noted that these retirees have provided 1,205 years of dedicated service to the College.

Member Barton moved, Member Gillette seconded, approval of the Resolution of Appreciation for the 2001-2002 retirees, as outlined in Exhibit VIII-K (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard,
Kolze, Shure and Stone
Nays: None

Motion carried.

Chair Howard noted that the College would not be one of the outstanding community colleges in the country without the contributions of so many of these individuals throughout the years. She distributed a copy of the Resolution to the following retirees who were present at the meeting: Steve Catlin, Harley Chapman, Sharon Alter, Frances Brantley and Bill Howard.

Member Gillette noted that the booklet profiling each of the retirees was a great idea. He added that the campus will be

a different place without each of these individuals. It was noted that Vice President Bonnie Henry, Joe Accardi and Tom Johnson were responsible for creating the booklet.

Steve Suvada: Student
Jennifer Ernst

Steve Suvada, from the Music Department, introduced Jennifer Ernst, Harper College Music Academy student. He listed Ms. Ernst's many accomplishments, which included: First Place in the Music Teachers' National Association Technique Festival; Illinois String Teachers' Association State Champion - Guitar; Second Place in the Society of American Musicians national competition; American String Teachers' Association Regional Champion. Mr. Suvada explained that, because of Jennifer Ernst, Harper College was mentioned in the same sentence as such prestigious music institutions as Peabody Conservatory of Music, Johns Hopkins University, San Francisco Conservatory of Music and Florida State University. He added that her phenomenal success is made all the greater because Jennifer has not yet reached the age of 15. Board members were given a copy of her CD. Ms. Ernst thanked Harper College and Mr. Suvada for guiding her on the right path.

Pat Beach and Students-
Mary Domino and Corrie
Unger: Hospitality
Students Honored

Pat Beach, Associate Professor, introduced Corrie Unger, Harper College Hospitality student. Mr. Beach listed Corrie's activities on and off-campus, which include part-time employment in the BUS/SS division office; representing Harper at the International Food Service Executive Association National Conference; active participation in the Food Service Club; helping to host professional meetings on campus; helping to provide students with pizza; and helping to feed the homeless on a monthly basis during the cold winter months. Mr. Beach nominated Ms. Unger to participate in activities related to the National Restaurant Association's Annual Meeting. While there, Corrie gained valuable insight and direction from the Restaurant Association's Board members, including Richard Melman, CEO of Darden Restaurants (Red Lobster, Ruth's Chris Steak House).

Ms. Unger gave a detailed presentation on her recent participation in a daylong event called "Salute to Excellence." She, along with Patrick Beach and fellow student Mary Domino, took part in the event, which was presented by the National Restaurant Association Educational Foundation in conjunction with the National Restaurant Association Show. During that day, students were able to meet with and learn from a few of the hospitality industry's finest leaders, which included: Joe R. Lee, Chairman and CEO of Darden

Restaurants (Red Lobster, Olive Garden, Bahama Breeze and Smoky Bones Barbeque); Richard Melman, Chairman and Founder of Lettuce Entertain You Enterprises; Joseph K. Fassler, Chairman of Glacier Park, Inc. and Richard K. Smucker, President and Co-CEO of Smucker Co. Representatives from other companies, such as Buca di Beppo, Coca Cola and General Mills, also participated in the event.

Ms. Unger thanked the Board for their continued support of programs throughout the school, and thanked Mr. Beach for giving her the chance to experience all she did that day. Opportunities such as this are invaluable to students.

Chair Howard noted that these students make the Board very proud. Mr. Beach distributed a copy of two articles recently published in the *Daily Herald*, which profiled two former Harper College hospitality students – one is an entrepreneur who opened up several restaurants in town and one is a chef from Royal Melbourne Country Club.

Mike Barzacchini,
Susanne Starck:
Website Revamp

Mike Barzacchini, Director of Marketing Services, introduced Susanne Starck, Web Content Manager, who has been instrumental in revamping the Harper College Website with regard to communications. Ms. Starck gave a brief presentation, which demonstrated how the new features have taken a very slow, tedious and inefficient process and created a streamlined, efficient process with a professional outcome.

She gave the following example of the new process.

- If the Music Department wants to put their information on the web calendar and produce a flyer, someone from that department will contact Susanne Starck.
- Susanne will give the individual a very brief training session and set them up with a password (this can be done over the telephone in ten minutes).
- The individual can then access the internet with any web-based computer and, using their password, they can enter a page which will bring up a form.
- The individual can enter the title of the event, a description and ticket information. The form is set up with defaults which help with brand consistency and institutional identity (i.e. by typing in an "A" for the building location, the formal name "Student and Administration Center" will appear).

- The data will automatically appear on the calendar grid. The grid is available to anyone accessing the Harper Website – student, community member, faculty, staff, etc.
- From the original entry, someone is now able to print out a professional flyer which meets all of the Harper College institutional standards. Additionally, someone can email information about the event to a friend.

Ms. Starck was pleased to note that these enhancements were made possible through a Harper College Educational Foundation grant. Because of the Foundation's generosity, they have improved the turnaround time, reduced the number of employees involved and given more power to their clients. Departments can print things when they need them. Ms. Starck explained a similar streamlined process for producing press releases.

Mr. Barzacchini gave a brief demonstration of future enhancements to the website, which communicate the brand of "Go Forward." He scrolled through various screens. Their department will be updating the site continuously, adding interesting visual views of new buildings, etc. He highlighted the links of Learning, Living, Working and Giving. Mr. Barzacchini noted that there has been wonderful collaboration with faculty and staff members who have taken time to visit with Susanne, view page designs and navigational structure and give input. He also noted that the expertise of the Information Technology (IT) department has been extremely valuable. He encouraged Board members to visit the website and email their feedback to either Susanne or him. They want to make sure that the content and how it is organized and presented reflects the excellence of Harper College.

In response to Member Stone, Mr. Barzacchini affirmed that press release information will be reviewed by Phil Burdick, Director of Communications. Ms. Starck explained that different people are set up with different "rights" – some are only allowed to enter the information and some are allowed to enter and approve it. Mr. Burdick would determine which individuals have which rights.

STUDENT TRUSTEE REPORT

Chair Howard noted that Student Member Chartrand would not be attending the Board meeting. Board members had received a written copy of his report. Chair Howard listed several upcoming events from the report.

PRESIDENT'S

Dr. Breuder noted that Harper College has taken

REPORT

possession of the Conference Center, and they have begun the process of moving in. The College should take possession of the Performing Arts Center sometime in August. The two buildings will allow Harper to better serve the community and students.

The College recently received a letter from the Government Financial Officer's Association (GFOA) which announced that William Rainey Harper College has received the GFOA's Distinguished Budget Presentation Award once again. The letter explained that the budget reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as a policy document, a financial plan, an operations guide and a communications device. Dr. Breuder noted that much of the credit goes to Vice President Judy Thorson and her colleagues, who work long hours to make sure that a very cumbersome document is crafted in a way that is understandable by many.

As of this morning, FTE for the summer term is up 3.24 percent, representing approximately 2,385 FTE; the headcount is 8,700. This growth helps start the revenue on the tuition side of the new budget ahead by approximately \$40,000.

In response to Member Shure, Dr. Breuder stated that there will be a dedication ceremony for the new buildings on October 10. Receipt of the two new buildings will be celebrated, as well as the advent of the Science, Emerging Technology and Health Careers Center.

CONSENT AGENDA

Member Kolze moved, Member Barton seconded, approval of the minutes for the May 21, 2002 regular Board meeting; bills payable; payroll for May 17, 2002 and May 31, 2002; estimated payrolls for June 1, 2002 through June 28, 2002; bid awards; purchase orders; personnel action sheets; student service awards – spring 2002; faculty tenure status report; and for information: financial statements, committee and liaison reports and grants and gifts status report; as outlined and modified in Exhibits VII-1 through VII-10 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

| | |
|-----------------|----------------|
| Operating Fund | \$3,647,178.90 |
| Tuition Refunds | 40,020.77 |

The payrolls of May 17, 2002 in the amount of \$1,964,402.13 and May 31, 2002 in the amount of \$1,414,174.31; and estimated payroll of June 1, 2002 through June 28, 2002 in the amount of \$3,291,844.72.

Bid Awards

- Ex. VII-3a Award bid Q00231 to Creasey Printing Services for printing of the 2002/03 Student Handbook/Datebook, which informs students of campus activities, student services, and policies and procedures governing student conduct, as well as providing a full year's calendar/planner pages, in the amount of \$12,610.
- Ex. VII-3b Award bid Q00230 for cut-size paper to be used in the Print Shop and in the campus copiers, laser printers and duplicators, to Midland Paper Co., the low bidder meeting specifications, for \$80,076.90.
- Ex. VII-3c Award bid Q00238 for interior signage for the Wojcik Conference Center and the Performing Arts Center to Visual Entities, Inc., the low bidder, in the amount of \$26,097.00.
- Ex. VII-3d Award bid Q00240 To Wal-Tek, Inc., the vendor that submitted the lowest proposal for the knockdown, moving, reconfiguring and reinstallation of furniture coming from various locations on campus to the Wojcik Conference Center, in the amount of \$14,592.
- Ex. VII-3e Award bid Q00222 to KMI Supplies, Inc., the low bidder for Spartan Cleaning Products, in the amount of \$19,472.55.
- Ex. VII-3f Award bid Q00227 for lighting equipment to be used in the Performing Arts Center to Grand Stage Lighting, Inc., the low bidder, in the amount of \$66,733.28.

| | | |
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| | Ex. VII-3g | Award bid Q00237 for exterior signage for the Wojcik Conference Center and the Performing Arts Center to Quantum Graphics, the low bidder, in the amount of \$61,420. |
| | Ex. VII-3h | Award bid Q00218 to The Standard Companies, the low bidder for Toilet Tissue, in the amount of \$22,505.50. |
| Purchase Orders | Ex. VII-4a | Approve issuance of a purchase order to Cisco Systems, Inc. for maintenance of hardware and software, and remote technical support for routing equipment, in the amount of \$37,170. |
| | Ex. VII-4b | Approve issuance of a purchase order to the College of Lake County, for maintenance support of Interactive Video Network Operations, in the amount of \$14,000. |
| | Ex. VII-4c | Approve issuance of a purchase order to Blackboard, Inc. for a course management software site license, and support, hosting, and consulting services necessary for continued usage conforming to Harper network (HCCN) standards, in the amount of \$37,500. |
| | Ex. VII-4d | Approve issuance of a purchase order to Computer Associates International, Inc. for a software maintenance agreement for fiscal years 2002/03, 2003/04 and 2004/05, in the amount of \$42,807 per year. |
| | Ex. VII-4e | Approve issuance of a purchase order to Open Text, Inc., to renew the annual license and maintenance agreement, and to purchase 350 additional licenses, for the OnTime® Enterprise system, in the amount of \$21,060.00. |
| Personnel Actions | <u>Faculty Appointments</u> | |
| | David Braunschweig, Instructor-CIS, BUS/SS, 08/20/02, \$41,999/year | |

John Curran, Jr., Assistant Professor-Speech/Theatre, LIB ARTS, 08/20/02, \$42,796/year
Joyce Farrell, Assistant Professor-CIS, BUS/SS, 01/15/03, \$42,796/year
Travaris Harris, Instructor-Counselor, STU DEV, 08/20/02, \$34,766/year
Judy Kaplow, Instructor-Humanities, LIB ARTS, 08/20/02, \$41,999/year
Larry Lasko, Instructor-Counselor, STU DEV, 08/20/02, \$40,697/year
Jeannine Lombardi, Instructor-Education, BUS/SS, 08/20/02, \$39,435/year
Pamela McLaughlin, Instructor-Biology, LS/HS, 08/20/02, \$40,697/year
Kathi Nevels, Instructor-Counselor, STU DEV, 08/20/02, \$43,343/year
Sean Noonan, Assistant Professor-Sociology, BUS/SS, 08/20/02, \$40,183/year
Ross Olmos, Assistant Professor-Criminal Justice, LS/HS, 08/20/02, \$45,578/year
Michele Robinson, Instructor-Early Childhood Education, BUS/SS, 08/20/02, \$38,212/year
LaVonya Williams, Instructor-Counselor, STU DEV, 08/20/02, \$37,027/year

Professional/Technical Appointments

Margaret Franks, Business Development Sales Consultant, CORP SRV, 07/01/02, \$50,000/year
Carol Yanik, Retention Specialist, p/t, ADS, 06/03/02, \$26,728/year

Supervisory/Confidential Appointments

David Bernal, Assistant Production Supervisor, FD SER, 07/01/02, \$44,000/year
Jeffrey Howard, Assistant Supervisor, FD SER, 07/01/02, \$43,000/year
Deanna White, Public Relations Specialist, MKT/ADV, 06/24/02, \$43,000/year

Classified Staff Appointments

Rebecca Brandt, PST/PGM Laboratory Assistant, p/t, LS/HS, 05/28/02, \$18,616/year
Lori Dalbello, Clerk/Receptionist, Admissions, 05/20/02, \$24,200/year
Pamela Dluger, Office Assistant II, WHP, 06/11/02, \$25,000/year
Leticia Guitierrez, Clerk Typist Outreach, p/t, AE/LS-AED, 05/28/02, \$14,300/year

David Pinson, Evening Shipping/Receiving Clerk, BKST,
06/17/02, \$20,700/year
Stephen Schwertfeger, Print Shop Assistant, MSC, 06/10/02,
\$30,500/year
Kelly Strossner-Green, Buyer II, BKST, 05/20/02,
\$28,800/year

Public Safety – ICOPS Appointment

Stephan Liggio, Public Safety Officer, PUB SAF, 06/01/02,
\$37,773/year

Faculty Resignation

Manivong Ratts, Instructor-Counselor, STU DEV, 08/09/02,
3 years

Supervisory/Confidential Resignations

Mark DuPee, Network Technician, Illinois Century Network,
06/05/02, 1 year 10 months
Erik Jacobsen, Network Specialist, Illinois Century Network,
06/05/02, 1 year 6 months

Classified Staff Resignations

Yoomi An, Program Assistant, TECH, 06/21/02, 11 months
Naomi Brandner, Administrative Assistant, Illinois Century
Network, 06/05/02, 11 months
Karen Cutlan, Program Specialist, TECH, 06/21/02, 7 years
11 months
Cecilia Karaganis, Clerk Typist II, WHP, 05/31/02, 2 years 6
months
Yukari Newlin, Collections/Cashier, Bursar, 05/30/02, 7
years
Maritza Rivera, Receptionist, p/t, REG OFF, 06/07/02, 10
months

Approval of the Spring 2002 Student Service Awards in the
amount of \$8,555.00 from Account No. 0538-858-59900-
0000, \$3,001.50 from Account No. 0536-841-59900-0000
and \$5,568.00 from Account No. 0134-125-592.4.

Approval of the Faculty Tenure Status Report.

Member Barton gave a brief report from the Legislative
Committee. The Governor called a joint session and
presented a budget on Memorial Day. Revenues have been
down and, despite initial cuts, expenditures were higher than
revenues. Budget cuts affecting community colleges were in
several areas. The impact on Harper will be discussed by

Vice President Thorson during the budget item of the Board agenda.

The following two Bills are the most significant affecting community colleges and are awaiting the Governor's signature. House Bill 2370, SURS 30 and Out Retirement Option amends the State University Retirement System Act to make permanent a currently temporary 30 and Out retirement provision. This change will allow retirement from the State University Retirement System at any age if the participant has accrued 30 years of service. This has been in existence – the Bill has just made the temporary law now a permanent law. Senate Bill 1756, Open Meetings Act was modified from a 72-hour meeting notice requirement to the current 48 hours. The Bill now amends the Open Meetings Act to require that a public body post its meeting notices, agendas and minutes on its website if the public body maintains its own website. We are going to be doing that in the future, as soon as the Bill is signed and becomes a law.

Member Kolze gave a brief update on the ICCTA meeting held in June in Springfield, Illinois, which he, Chair Howard, Student Member Chartrand and Linda Kolbusz attended. With regard to the annual awards banquet, Member Kolze noted that numerous awards are given at the State level for people (students, Board members, community members) who have made significant accomplishments. He suggested that Harper make an effort to nominate people for these awards. Many outstanding people at Harper would be in the running.

He pointed out highlights of a Strategic Plan adopted for ICCTA. One of their goals is to increase Trustee involvement in the ICCTA. Another goal, within a three- or four-year period, is to replace Gary Davis, who will be retiring.

Member Shure requested that legal counsel review the amendments to the Gift Ban Act and give the Board a presentation. Chair Howard stated that she will make a note of it.

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

Ayes: Members Barton, Botterman, Gillette, Howard,
Kolze, Shure and Stone
Nays: None

Motion carried.

NEW BUSINESS:

Educational Service
Providers and Rental
Facilities

Member Kolze moved, Member Gillette seconded, approval of the list of Educational Service Providers for Fiscal Year 2002-03, as outlined in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard,
Kolze, Shure and Stone

Nays: None

Motion carried.

Prevailing Wage Act

Member Stone moved, Member Kolze 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 VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard,
Kolze, Shure and Stone

Nays: None

Motion carried.

Preliminary Budget for
FY2002-2003

Dr. Breuder explained that the long, challenging budgeting process begins in the Fall. Members of President's Council devote countless hours making sure that the expenses and revenues line up. As President, his responsibility is to provide President's Council with parameters, and give them the go-ahead to make sure that the numbers work out. This is not easy, especially in a year when revenue is not what they would like it to be. He noted that there will be a budget hearing in September, which will give the public an adequate opportunity to review the budget and express concerns. He asked Vice President Thorson to give an overview of the budget.

Vice President Thorson explained that it has been an interesting and challenging year to prepare the budget. She expects there will be a number of changes between the preliminary budget and the final budget, because many decisions at the State level were not made by the time the preliminary budget had to be finished.

The preliminary budget incorporates expectations from the Board Budget Guidelines and addresses the priorities found in the Strategic Long-Range Plan. Budget revenue is approximately \$124M, up 7.1 percent over last year. Most of the increase is due to the collection of \$8M a year on the referendum bonds that were sold several years ago. Additionally, the new \$4,250,000 State grant Harper received for infrastructure improvements, and a plan to sell \$4M in limited tax bonds later on in the year, were both a part of the 7.1 percent increase. None of these are real revenue items. Total expenses in the preliminary budget are approximately \$173M, up 22 percent over last year. The major increase is due to the money that will be spent on the construction of the new referendum building. Other projects, such as Life Safety, account for some of the increase in expenses.

Vice President Thorson pointed out that the budget does include planned use of fund balance in the capital fund. The budget is in line with the Board's philosophy of "save before you spend." The money is there, and now they are going to spend it.

Vice President Thorson listed some circumstances which made it difficult to prepare the budget: funding decisions were volatile and unpredictable at the State level; the College is negotiating four labor contracts this year – faculty, Pro/Tech, ICOPS and IEA/NEA group. Since negotiations are not complete, they had to make predictions and incorporate those in the budget.

Board members watched a slide presentation which illustrated Harper's revenue and expense history and predictions.

Revenue Highlights

- The projected State revenue decrease for next year is almost as great as the increase received last year. There is a \$1M downward swing from 2002 to 2003.
- Property tax revenue goes in three-year cycles that are tied to the triennial assessment of property, which create

a low year, a medium year and a high year for Harper College. Next year will be one of the low years in the triennial assessment.

- Property Tax Appeal Board (PTAB) refunds have been growing since 1998, when they revamped the way that businesses could appeal their assessed values.
- There is a Supreme Court decision currently pending that relates to a constitutional issue of whether any property tax payer can pay more than two and one-half times any other property tax payer. Currently, homeowners pay approximately 10 percent of their assessed value, and businesses are paying approximately 36 percent. They do not know how that decision will impact Harper College; however, they are aware of it.
- Investment revenue is down due to September 11 and the falling interest rates. Interest income is expected to be down again next year, as well.
- Tuition revenue shows consistent increases due to the Board's planned \$4 per credit hour yearly increases and enrollment growth.

Expense Highlights

- Salaries are a very big part of the budget. After negotiations, there will be responsible increases with all employee groups, which will result in a major increase in the budget.
- Healthcare costs continue to rise – in 1998 they were approximately \$3M; they are now moving toward \$6M and are predicted to be as high as \$9M in 2004.
- Property, Liability and Workman's Compensation benefits are on the agenda this evening. Next year shows a large increase; September 11 has had a dramatic impact in many areas. They are seeing a 59 percent increase from last year to this year, which equals approximately \$331,000.
- In past years, utilities expenses were lower than budgeted – until 2001, when gas prices skyrocketed. Gas prices have come down this year. However, next year they will experience a spike in utilities when they add the Conference Center and Performing Arts Center, 89,000 additional square feet. In 2004 and 2005, there will be another spike when the 281,000 square foot building is added. They are planning for it now.

Other Highlights

- Fund 01 is balanced, which has been a goal in the Board Budget Guidelines and is a high priority for Dr. Breuder.

- In order to fund reasonable increases in salary and the healthcare costs, they asked people across the College to cut two percent from their budget. Vice President Thorson thanked the faculty, staff and administrators who worked so hard to accomplish that. Additionally, she thanked President's Council, who provided the much needed leadership.
- Fund 02 shows expenses greater than revenue by \$289,000. This is because a number of projects that were budgeted for the current year were not completed by June 30. Some of the payments for these projects in the end roll over into the next fiscal year. This happens every year.
- Education Fund revenue pie chart shows that local government comprises 46% of total revenue; tuition and fees are 34%; state government sources are 17%. The expense pie chart shows salaries are 69% of the budget and employee benefits are 13% -- together, they total 82%.
- State money in Fund 01 was decreased this year when a grant called "Special Populations" (which serves at-risk students with tutoring and writing center help, etc.) was removed from community colleges in the state. Last year the grant was \$342,000. In the end, Harper received \$210,000 of the State's \$5M undesignated money, which can be put toward the same kind of activities. Vice President Skold and her colleagues are working on a plan to readjust service delivery to that population group in order to work with the dollars.
- The Operations & Maintenance Fund (O&M) chart shows that, as the demands on operating funds increase over the years as new buildings are brought online, the amount of money available in the budget to cover new projects or small projects around the campus will decline. Dr. Breuder added that they have been aggressively correcting many of the large deficiencies around campus over the past three or four years.

Vice President Thorson explained that when they negotiated their last contract with the IEA/NEA three years ago, they made some downward adjustments in salaries because market analysis showed that the salaries were too high for the current economy. The plan at the time was that, as people turned over, the high paid maintenance people would go out at one salary and the new people would be brought in at a lower salary. As the Conference Center and the Performing Arts Center are brought online this year, they will

be able to fund approximately five positions out of the savings they have from the negotiated contract. That money has been put in a pool and will be used to hire new staff.

The O&M Restricted Fund holds the referendum money. The Auxiliary Fund shows a negative number, because money has been collected in prior years and is now being spent. The Auxiliary Fund is multi-faceted –Continuing Ed, Food Service, Bookstore and Student Activities are run out of the fund. Restricted Purposes Fund holds the grants, currently at \$3M. The Audit Fund and Liability and Protection Fund are both planned to have some deficits. They have accumulated some fund balance that they believe is best to draw down on. They have had to obtain extra audit help from KPMG, because they are transitioning from the old rules to the new rules in GASB requirements. Therefore, there will be an extra audit expense next year.

Member Gillette asked if they can be provided with a document that shows the budget less the new construction dollars. It would show a balanced budget without the construction that has already been planned for. He wants the information to be very clear to the public, because he is concerned that there will be letters to the editor implying that Harper is going bankrupt because of deficit spending. Vice President Thorson said she could provide such a document, although footnotes were included in the Preliminary Budget to clarify that point.

In response to Member Barton, Vice President Thorson explained that they have been putting scholarships and grants under Student Services – Other.

Vice President Thorson recognized Laurie Dietz and Donna Drake for their efforts in putting together the presentation. Chair Howard thanked them.

Member Barton moved, Member Gillette seconded, acceptance of the preliminary budget as presented and authorization for the administration to begin capital spending from the budget as presented, as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard, Kolze, Shure and Stone

Nays: None

Motion carried.

In response to Member Barton, Vice President Thorson stated that this action gives the administration authority to begin spending money, even before the Final Budget is approved. This has been done for a number of years. Board Members thanked Vice President Thorson and her staff for making the budget much easier to read than in the past.

The fact that it all ties in with the Strategic Long-Range Plan is impressive.

Resolution to Establish
The 2002-03 Budget
Hearing Date

Member Barton moved, Member Stone seconded, adoption of the resolution providing for the annual Budget Hearing and the required public notice, as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Howard noted that the date is set for September 26, 2002, during the Board meeting.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard,
 Kolze, Shure and Stone

Nays: None

Motion carried.

Resource Allocation
and Management Plan
(RAMP)

Member Kolze moved, Member Barton seconded, approval of the capital request section of the RAMP document for submission to the Illinois Community College Board, and approval of the referendum dollars set aside to provide the necessary match, as modified and outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Howard noted that the new handout reflects date changes for work to be accomplished in Buildings G & H.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard,
 Kolze, Shure and Stone

Nays: None

Motion carried.

Strategic Long-Range
Plan

Member Botterman moved, Member Barton seconded, approval of the Strategic Long-Range Plan: 2002-2005, as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Howard noted that Board members received a copy of the document last month. Member Gillette complimented those involved for highlighting the changes from last year, which made the document easy to review.

Member Kolze noted that the NCAA report from 1997 had a great deal of reference to the need for assessment. He asked if the items have been addressed. In the absence of Steve Catlin, Vice President Marge Skold explained that program review is part of the program assessment and outcome process. It is done on a five-year cycle. They responded to NCAA's request for a process. They look at the students' expectations for a course and the course goal and determine if they have met those. They also look at the outcome and determine if that is indeed the outcome that they wanted.

Chair Howard suggested that Vice President Skold, at an appropriate time, bring a presentation to the Board regarding outcomes. Currently, there is a great deal of emphasis on proving whether students are truly benefiting. Member Barton made it clear that this is not reflective of any Harper faculty. Schools in other parts of the country have had teachers who changed the testing so students would test well, teachers would look good and the school would look good. Vice President Skold noted that their program, from the administrative side, uses the support and technology of the data and thought process to make those kinds of judgments.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard,
Kolze, Shure and Stone
Nays: None

Motion carried.

Chair Howard thanked Bill Howard, who has led the strategic planning process with many other people.

Renewal of College
Liability Insurance
Coverage

Member Barton moved, Member Kolze seconded, approval of a purchase order to R.J. Galla Co., Inc. for renewal of all of the College liability insurance coverage for the period of July 1, 2002 through July 1, 2003, in the amount of \$888,756, as outlined in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Board members questioned why the general liability has gone up \$62,000, and the Workers' Compensation has gone up \$210,000. Dr. Breuder explained that he is hearing about the same kind of insurance increases in the corporate sector – increases between 50 and 60 percent. Harper is experiencing a 59 percent increase. He asked Sara Gibson, Manager of Regulatory Compliance, to give a brief update on how they plan to curtail the escalating growth of Workers' Compensation expenses.

Ms. Gibson explained she has put together a compliance program to address safety and environmental issues on campus since she came to Harper College over a year ago. After reviewing incident rates and looking at Workers' Compensation, she has found that Harper College is average for the Nation's Average Safety Incident Rate across the board in all colleges and universities.

Ms. Gibson has completed the Environmental Health and Safety Procedure Manual, which covers 22 sections, including OSHA required safety programs, hazard communications, blood borne pathogens, forklift safety and guidelines for the entire College. They are currently gearing up for training throughout the College. They have identified safety hazards throughout the College, fall protection and additional safety equipment in some areas. Additionally, they have just implemented a modified duty program for physical plant employees.

Ms. Gibson stated that she looks forward to working with the new insurance company to get them involved in helping to reduce the Workers' Compensation numbers. The numbers have been staying consistent and not real high, but her goal is to get the numbers down to zero. Safety is a team effort with the whole college. Vice President Thorson added that Sara has been a great addition to the College. She has been able to go into every segment of the campus – from the Art Department over to the Theatre and into the Physical Plant – and work collaboratively with all the people to increase the level of safety. She thanked Sara for her efforts.

Vice President Thorson introduced Mike Nugent, Harper's insurance consultant. In response to Member Stone, Mr. Nugent stated that they did not receive a credit from insurance for the safety procedures put into effect. However, he feels that the result will be fewer losses in the coming years. The credit will come in two ways: from the insurer who will insure the College the next year; and the possibility of self-insuring Workers' Compensation, which could mean significant savings. Once they see evidence that the Safety Plan is working, and he believes it will, there will be a greater possibility of self-insuring the Workers' Compensation in future years.

In response to Member Barton, Mr. Nugent explained that September 11 has had an impact on pricing on every line of insurance. It has created an awareness within the insurance companies that they were losing money. The market started to turn around before September 11, with the down turn of the Stock Market in 2000. When insurance companies underwrite Workers' Compensation, they are normally thinking of one individual getting hurt. September 11 was never in anyone's forecast, in terms of the catastrophic potential for Workers' Compensation.

In response to Member Gillette, Mr. Nugent explained that, although terrorism is excluded from the liability and property policies, terrorism is not excluded from the Workers' Compensation policy. The State of Illinois dictates that insurers cannot exclude terrorism from the Workers' Compensation policy. Additionally, Workers' Compensation has a death benefit to it. The individuals who died had access to Workers' Compensation.

In response to Member Stone, Mr. Nugent affirmed that, prior to the events of September 11, Workers' Compensation rates were flat for awhile and were predicted to jump.

In response to Member Botterman, Mr. Nugent explained that the reduction in the Treasurer's Bond and the Workman's Cash Fund Bond is due to a legislative change. The required percentage on what needed to be bonded has gone down. Because of that advantage, they have bought lower limits as required.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard,
Kolze, Shure and Stone
Nays: None

Motion carried.

ICCB Project Application
Request for Approval
to Upgrade Utility
Infrastructure

Member Kolze moved, Member Barton seconded, approval of the application to ICCB for approval to upgrade Campus Utility Infrastructure, as outlined in Exhibit VIII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Gillette, Vice President Thorson stated she did not know why the attachment (the standard ICCB application) was not included in the packet. She will make sure Board members receive a copy of the application.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard,
Kolze, Shure and Stone
Nays: None

Motion carried.

Purchase of Desk Top
Equipment

Member Barton moved, Member Stone seconded, to award request for proposal Q00235 to Omni Tech Corporation, the vendor that submitted the lowest proposal meeting specifications for desktop computers, in the amount of \$631,800, and printers, in the amount of \$53,749; and to Dell Computer Corporation, the vendor that submitted the lowest proposal for laptop computers, in the amount of \$119,940; plus a ten percent contingency of \$80,549 to be used with either of the two vendors as requirements change throughout the year, for a total award of \$886,038, as outlined in Exhibit VIII-I (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder explained that Dell Computer Corporation was eliminated because they did not meet the specifications, and Ace Computers was eliminated because they are not a Tier 1 provider. Omni Tech was chosen for \$631,800.

Member Gillette explained that the difference is approximately \$18,000 (for 600 machines), and with a Tier 1 provider, all of the software vendors have qualified their software on the computer. The other machines (at \$18,000

less) may or may not be in the same condition. It would cost Harper College more than \$18,000 to do it themselves.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard,
Kolze, Shure and Stone
Nays: None

Motion carried.

Purchase of Audio
Visual Equipment for
Performing Arts Center
and Conference Center

Member Stone moved, Member Gillette seconded, to award bid request Q00233 for audio visual equipment for the Wojcik Conference Center and the Performing Arts Center to Roscor Corporation, the low bidder, in the amount of \$1,568,612, as outlined in Exhibit VIII-J (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard,
Kolze, Shure and Stone
Nays: None

Motion carried.

CITIZEN PARTICIPATION

Andrew Wilson, Faculty Senate, addressed the Board. He read a prepared statement which explained that negotiations between the Harper College Faculty Senate and the Board of Trustees have stopped after three months. The Faculty Senate seeks to develop a contract that is fair and equitable, while enabling Harper College to meet its students' educational needs and to serve its community well. An agreement was made between the Faculty Senate, the Chair of the Board of Trustees and President Breuder that contract negotiations would reach conclusion by May 15. However, negotiations seem to be at an impasse. He urged the Board to direct its team to negotiate in good faith.

ANNOUNCEMENTS BY CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information.

OTHER BUSINESS

There was no other business.

EXECUTIVE SESSION

Member Barton moved, Member Stone seconded, that the meeting adjourn into executive session for the purpose of discussing personnel issues.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard,
Kolze, Shure and Stone
Nays: None

It was noted that there would not be a vote taken following executive session.

The motion carried at 9:10 p.m.

Chair Howard noted that there would be a brief recess prior to executive session. She added that she does not expect a vote to be taken as a result of the discussion.

Following executive session, the Board reconvened the Regular meeting at 11:04 p.m.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 11:05 p.m.

Chair

Secretary

BOARD REQUESTS

JUNE 25, 2002 REGULAR BOARD MEETING

1. With regard to the annual awards banquet at the ICCTA Conference and Representatives Meeting, Member Kolze noted that numerous awards are given at the State level for people (students, Board members, community members) who have made significant accomplishments. He suggested that Harper make an effort to nominate people for these awards.
2. Member Gillette asked if they can be provided with a document that shows the budget less the new construction dollars. It would show a balanced budget without the construction that has already been planned for. He wants the information to be very clear to the public, because he is concerned that there will be letters to the editor implying that Harper is going bankrupt because of deficit spending. Vice President Thorson said she could provide such a document.
3. Chair Howard suggested that Vice President Skold, at an appropriate time, bring a presentation to the Board regarding outcomes.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

July 23, 2002

SUMMARY OF BIDS

- Exhibit VII – A.3.a The administration recommends that the Board award Q00244 to College Class Schedule Specialists, the low bidder for printing of the Fall 2002 Continuing Education Comprehensive, Personal Enrichment, and Computer Training Course Schedules, which are major publications promoting enrollment, in the amount of \$36,229.01.
- Exhibit VII – A.3.b The administration recommends that the Board award Q00241, for contract custodial services to augment Harper College crews, to Smith Janitorial & Maintenance, the low bidder, in an amount not to exceed \$50,000 for fiscal year 2002/03, with an option to renew for fiscal years 2003/04 and 2004/05 at the same or lower per hour cost.
- Exhibit VII – A.3.c The administration recommends that the Board award Q00243 for a combination steamer/oven for use by the Food Service department to Edward Don & Company, the low bidder, in the amount of \$31,000.
- Exhibit VII – A.3.d The administration recommends that the Board award Q00234 to Wagner Office Solutions, Inc., the lowest responsible bidder for Laser Toner Cartridges, in the amount of \$54,233.96.
- Exhibit VII – A.3.e The administration recommends that the Board award bid request Q00242 for epoxy flooring for the science labs in the Science, Emerging Technology and Health Careers Center to Artlow Systems, Div. of Archem, Inc., the low bidder, in the amount of \$323,698.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00244 for printing of the Fall 2002 Continuing Education Comprehensive, Personal Enrichment, and Computer Training Course Schedules, which are major publications promoting enrollment, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$36,229.01 will be provided, \$25,758.82 in the 2002/03 Education Fund budget, under account number 0181-060-547 and \$10,470.19 in the 2002/03 Auxiliary Enterprise Fund budget, under account number 0548-133-547.

III. INFORMATION

A legal bid notice was published and 17 bids solicited. Four responses were received. The following is a recap of the bid tab sheet for 200,000 copies of the 80-page Fall 2002 Continuing Education Comprehensive Course Schedule, 86,000 copies of the 36-page Fall 2002 Continuing Education Personal Enrichment Course Schedule, and 83,000 copies of the 28-page Summer 2002 Continuing Education Computer Training Course Schedule:

| | |
|------------------------------------|--------------|
| College Class Schedule Specialists | \$ 36,229.01 |
| Castle Printech, Inc. | 47,208.90 |
| Strathmore Printing | 94,082.44 |
| Copy-Mor, Inc. | 152,785.00 |

Harper College Course Schedules are sent to households in the College district. Copies are also sent to out of district students, businesses, libraries and individuals upon request. Each Course Schedule will list the College Continuing Education

Comprehensive, Continuing Education Computer Training, or Continuing Education Personal Enrichment class offerings for the Fall 2002 term.

IV. RECOMMENDATION

The administration recommends that the Board award Q00244 to College Class Schedule Specialists, the low bidder for printing of the Fall 2002 Continuing Education Comprehensive, Personal Enrichment, and Computer Training Course Schedules, which are major publications promoting enrollment, in the amount of \$36,229.01.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00241 for contract custodial services to augment Harper College crews as requested by Physical Plant/Auxiliary Services.

II. BUDGET STATUS

Funds in the amount of \$50,000 will be provided in the 2002/03 Operations and Maintenance Fund budget, under account number 0272-064-534.

III. INFORMATION

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

| | |
|--|----------|
| Smith Janitorial & Maintenance | \$50,000 |
| Imperial Service Systems, Inc. | 55,882 |
| Alpha Building Maintenance Service, Inc. | 57,486 |
| The Millard Group, Inc. | 58,823 |
| Corporate Building Systems | 61,497 |
| Comm-Tec Building Service, Inc. | 62,459 |
| The Cleaning Company, Inc. | 64,171 |
| Unlimited Service, Inc | 73,529 |
| Stephen Tek-Direct, Inc. | 74,598 |

Due to temporary vacancies, vacations, illness, and job reassignments, the College is short custodial personnel on a regular basis. The award of this bid will enable the College to contract trained custodial workers to fill in on crews with vacancies.

This request is for personnel on an as needed basis only. Currently the need is for an average of six custodians at any one time.

The request is for fiscal year 2002/03 with an option to renew for fiscal years 2003/04 and 2004/05 at the same or lower per hour cost.

IV.

RECOMMENDATION

The administration recommends that the Board award Q00241, for contract custodial services to augment Harper College crews, to Smith Janitorial & Maintenance, the low bidder, in an amount not to exceed \$50,000 for fiscal year 2002/03, with an option to renew for fiscal years 2003/04 and 2004/05 at the same or lower per hour cost.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00243 for a combination steamer/oven as requested by Physical Plant/Auxiliary Services for the Food Service department.

II. BUDGET STATUS

Funds in the amount of \$31,000 will be provided in the 2002/03 Auxiliary Enterprise Fund budget, under account number 0561-073-587.

III. INFORMATION

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

| | |
|----------------------|----------|
| Edward Don & Company | \$31,000 |
| SYSCO | 31,359 |
| U.S. Foodservice | 39,494 |

A steamer is one of the most important pieces of equipment in the kitchen. With the addition of the Wojcik Conference Center, the existing 30-year-old unit cannot support the demands of the College community. In exploring the market for a suitable replacement, it was determined that a combination steamer/oven would be more versatile and a better use of College funds.

IV. RECOMMENDATION

The administration recommends that the Board award Q00243 for a combination steamer/oven for use by the Food Service department to Edward Don & Company, the low bidder, in the amount of \$31,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00234 for Laser Toner Cartridges as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$54,233.96 will be provided in the 2002/03 Education Fund budget, under account number 0195-245-541.04.

III. INFORMATION

A legal bid notice was published and 25 bids solicited. Sixteen responses were received. The following is a recap of the bid tab sheet:

| | | |
|--------------------------------------|--------------|---------------|
| Wagner Office Solutions, Inc. | \$ 54,233.96 | |
| Imprint Enterprises Inc. | 55,120.65 | No Bid 1 Item |
| IKON Office Solutions | 59,404.70 | |
| Cardinal Cartridge & Supplies, Inc. | 59,583.25 | |
| BestToner | 61,009.90 | |
| Barak Business Services, Inc. | 61,643.00 | |
| Custom Computer Specialists, Inc. | 65,125.77 | No Bid 1 Item |
| Advanced Cartridge Enterprises, Inc. | 65,834.85 | |
| Midwest Computer Products, Inc. | 66,692.95 | |
| Chicago Laser & Computer Service | 69,042.65 | |
| BOSS International Inc. | 70,632.50 | |
| Prestige Office Products, Inc. | 71,388.40 | |
| Corporate Express | 73,987.79 | |
| MCSi | 80,093.75 | |
| dartek.com | 81,698.78 | |
| Opti Color, Inc. | 105,893.11 | |

The laser toner cartridges are for use in laser printers throughout the College, during fiscal year 2002/03.

IV. RECOMMENDATION

The administration recommends that the Board award Q00234 to Wagner Office Solutions, Inc., the lowest responsible bidder for Laser Toner Cartridges, in the amount of \$54,233.96.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00242 for epoxy flooring for the science labs in the Science, Emerging Technology and Health Careers Center as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$323,698 will be provided in the 2002/03 Operations and Maintenance Restricted Fund budget, under account number 0392-039-584.00-9037.

III. INFORMATION

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

| | |
|--------------------------------------|-----------|
| Artlow Systems, Div. of Archem, Inc. | \$323,698 |
| National Terrazzo, Inc. | 619,495 |
| Barrier Corp. | 657,300 |

The epoxy flooring for the science labs in the Science, Emerging Technology and Health Careers Center was originally bid in Release III that was approved by Board Action April 24, 2002. The epoxy flooring was pulled from that release and re-bid. The original specifications were not written tight enough for the College to get good bid results. The original estimate for this work was \$503,660.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00242 for epoxy flooring for the science labs in the Science, Emerging Technology and Health Careers Center to Artlow Systems, Div. of Archem, Inc., the low bidder, in the amount of \$323,698.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

July 23, 2002

SUMMARY OF PURCHASE ORDERS

- Exhibit VII – A.4.a The administration recommends that the Board approve issuance of a purchase order to Danka Office Imaging, for renewal of a maintenance agreement for two Kodak copiers, in the amount of \$31,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Danka Office Imaging for renewal of a maintenance agreement for two Kodak copiers as requested by Marketing and Advancement for the Print Shop.

II. BUDGET STATUS

Funds in the amount of \$31,000 will be provided in the 2002/03 Education Fund budget, under account number 0193-127-534.

III. INFORMATION

This request is for renewal of the maintenance contract for the Kodak 235 and 3100 copiers. The 235 is a walkup machine used by faculty and staff, and the 3100 is a production machine located in the Harper Print Shop.

Danka (Kodak) is the only vendor that offers maintenance for this equipment. Danka gives excellent service which includes an average of two-hour response time, having most of the necessary parts on their truck and an automatic check of the entire machine regardless of the reason for the call. In addition, all upgrades/enhancements are provided automatically at no additional cost.

The renewal period is July 1, 2002 through June 30, 2003. The amount of the maintenance agreement, \$31,000, is the same as last year.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Danka Office Imaging, for renewal of a maintenance agreement for two Kodak copiers, in the amount of \$31,000.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

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 Supervisory/Confidential Appointment.
- C. Ratification of Classified Staff Appointments.
- D. Ratification of Harper #512 IEA-NEA Appointments.
- E. Ratification of Public Safety - ICOPS Appointment.
- F. Ratification of Classified Staff Retirement.
- G. Ratification of Faculty Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE
Preliminary Schedule of Investments
As of June 30, 2002

Exhibit VII-B.1
July 23, 2002

| | <u>Outstanding Investments</u> | <u>Earned To Date</u> | <u>FY02 Budget</u> |
|--|------------------------------------|---------------------------|------------------------|
| EDUCATION FUND | \$ 21,611,817 | 998,773 | 935,000 |
| OPERATIONS, & MAINT. FUND | 6,571,801 | 276,305 | 240,000 |
| OPERATIONS, & MAINT. FUND (Restricted) | 2,793,360 | 107,584 | 60,000 |
| BOND & INTEREST | 5,222,414 | 180,088 | 75,000 |
| AUXILIARY ENTERPRISES | 2,302,888 | 120,409 | 170,000 |
| RESTRICTED FUNDS | 711,080 | 72,176 | 155,080 |
| WORKING CASH FUND | 11,964,043 | 528,189 | 666,000 |
| AUDIT FUND | 182,826 | 7,577 | 5,000 |
| LIABILITY, PROTECTION & SETTLEMENT | <u>2,140,649</u> | <u>106,736</u> | <u>150,000</u> |
| Total | <u>\$ 53,500,878</u> | <u>2,397,837</u> | <u>2,456,080</u> |

WILLIAM RAINEY HARPER COLLEGE
Schedule of Investments
As of June 30, 2002

Exhibit VII-B.1
July 23, 2002

| Depository or Instrument | Date Purchased | Date of Maturity | Term (Days) | Rate (%) | Earnings to Maturity | Principal Invested @ 6/30/2002 | Market Value |
|-----------------------------------|------------------------|-----------------------|----------------|-------------|----------------------------|--------------------------------------|----------------------|
| Certificates of Deposits | | | | | | | |
| PMA/MBNA America NA | 03/27/01 | 07/10/02 | 470 | 4.85 | 93,879.28 | 1,500,000.00 | |
| PMA/MBNA America NA | 03/27/01 | 07/24/02 | 484 | 4.85 | 96,763.18 | 1,500,000.00 | |
| PMA/MBNA America NA | 08/29/01 | 07/25/02 | 330 | 4.00 | 271,244.92 | 7,500,000.00 | |
| LaSalle Bank | 02/28/02 | 09/05/02 | 189 | 1.88 | 19,740.00 | 2,000,000.00 | |
| LaSalle Bank | 03/06/02 | 09/19/02 | 197 | 1.92 | 26,266.67 | 2,500,000.00 | |
| Harris Bank | 10/26/01 | 10/03/02 | 342 | 3.35 | 54,894.80 | 1,700,000.00 | |
| Harris Bank | 10/26/01 | 10/17/02 | 356 | 3.35 | 57,179.34 | 1,700,000.00 | |
| PMA/Capital One Bank | 10/25/01 | 10/25/02 | 365 | 3.00 | 130,487.50 | 3,900,000.00 | |
| PMA/South Trust Bank | 03/05/02 | 10/31/02 | 240 | 2.15 | 19,494.45 | 1,400,000.00 | |
| PMA/South Trust Bank | 03/04/02 | 11/13/02 | 254 | 2.16 | 30,090.13 | 2,000,000.00 | |
| PMA/MBNA America NA | 03/04/02 | 11/27/02 | 268 | 2.24 | 33,011.42 | 2,000,000.00 | |
| LaSalle Bank | 03/06/02 | 12/12/02 | 281 | 2.15 | 41,954.86 | 2,500,000.00 | |
| PMA/CIB Bank | 03/11/02 | 01/03/03 | 298 | 2.18 | 17,859.60 | 1,000,000.00 | |
| PMA/CIB Bank | 03/11/02 | 03/11/03 | 365 | 2.49 | 24,993.00 | 1,000,000.00 | |
| PMA/American Enterprise Bank | 03/11/02 | 03/11/03 | 365 | 2.60 | 26,101.37 | 1,000,000.00 | |
| PMA/MBNA America NA | 09/21/01 | 09/11/03 | 720 | 3.81 | 75,648.93 | 1,000,000.00 | |
| Northern Trust | 09/14/01 | 09/12/03 | 728 | 3.90 | 323,022.32 | 4,000,000.00 | |
| Harris Bank | 10/01/01 | 10/01/03 | 730 | 3.70 | 230,052.66 | 3,000,000.00 | |
| Harris Bank | 10/03/01 | 10/03/03 | 730 | 3.65 | 302,445.43 | 4,000,000.00 | |
| LaSalle Bank | 03/11/02 | 11/14/03 | 613 | 3.30 | 84,287.50 | 1,500,000.00 | |
| LaSalle Bank | 03/11/02 | 11/26/03 | 625 | 3.30 | 85,937.50 | 1,500,000.00 | |
| | Weighted Average: 3.23 | | | | | 48,200,000.00 | 48,200,000.00 * |
| Government Securities | | | | | | | |
| PMA/Federal Farm Credit Bank Note | 10/01/01 | 10/01/03 | 720 | 3.05 | 124,514.32 | 1,995,000.00 | 2,005,593.00 |
| | Weighted Average: 3.05 | | | | | 1,995,000.00 | 2,005,593.00 ** |
| ISDMAX | | 06/02 Monthly Average | | 1.58 | | 2,155.74 | 2,155.74 |
| Illinois Funds | | 06/02 Monthly Average | | 1.73 | | 3,303,722.62 | 3,303,722.62 |
| TOTALS AS OF: | 6/30/2002 | | | | \$ | 53,500,878.36 | 53,511,471.36 |

*Market value not available

** Current market value shows gains or losses depending on the current interest rates and the rates when the securities were purchased. The gains or losses can only occur if the securities are sold before their maturity dates.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

- Harper College Educational Foundation

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Grants and gifts status report.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

WILLIAM RAINEY HARPER COLLEGE
LISTING OF
GRANT PROGRAMS
July 1, 2002 – June 30, 2003

Reported: July 23, 2002

| GRANT NAME DIVISION/DEPARTMENT MANAGER | BRIEF DESCRIPTION | FUNDING SOURCE AWARD AMOUNT | DATES Starts - Ends |
|---|---|--------------------------------|------------------------------|
| Minority Student Transfer Center Student Development F. Solano | Provide counseling & advising services to minority students Continuation Project | IBHE \$70,000 | 09/01/01 08/31/02 |
| Illinois Century Network "Bricks and Clicks" DoIT & TMPS S. Griffith/S.Stark | To support the development of online architecture studies. | IBHE \$33,500 | 04/02/02 06/30/03 |
| Business/Industry Workforce Preparation Corporate Services L. Danaher | State Allocation Grant To provide local economic development in workforce training | ICCB \$149,296 | 07/01/02 06/30/03 |
| Education to Careers Workforce Preparation J. Hennig | State Allocation Grant To promote career development and work based training | ICCB \$ 93,643 | 07/01/02 06/30/03 |
| Welfare to Work Workforce Preparation J. Hennig | State Allocation Grant Workforce Preparation | ICCB \$60,728 | 07/01/02 06/30/03 |
| Current Workforce Training Grants Corporate Services L. Danaher | State Allocation Grant To provide training for workers currently employed | ICCB \$288,799 | 07/01/02 06/30/03 |
| Advanced Technology Information Technology D. McShane | State Allocation Grant To purchase technological resources for instruction {Staff Technical Skills, \$68,163; Advance Tech Support, \$147,363; Tech Support, \$108,228}. | ICCB \$323,754 | 07/01/02 06/30/03 |
| Advanced Technology Online Grants Distance Learning S. Stark | State Allocation Grant To support student services for online students \$12,025 | \$12,025 | 07/01/02 06/30/03 |
| Deferred Maintenance Physical Plant R. Getz | State Allocation Grant Help reduce backlog of neglected maintenance projects. | ICCB \$118,954 | 07/01/02 06/30/03 |
| Accelerated College Enrollment Grants J. Hennig | State Allocation Grant To pay for tuition for H.S. Students taking college credit | ICCB \$ 74,445 | 07/01/02 06/30/03 |
| Health & Safety Physical Plant R. Getz | Installation of ADA accessible Chair lifts in Building "D" | ICCB \$235,808 | 01/01/01 12/31/02 |

| GRANT NAME DIVISION/DEPARTMENT MANAGER | BRIEF DESCRIPTION | FUNDING SOURCE AWARD AMOUNT | DATES STARTS - ENDS |
|--|---|---|------------------------|
| Adult Education & Literacy Adult Educational Development Daniel Corr | Continuation of FY 01 Supports Adult Educational Development Programs (Federal Basic, \$130,773; EL/Civics, \$41,154; State Basic, \$130,772; State Public Aid, \$36,139; State Performance, \$139,473) | ICCB \$478,311 | 07/01/02 06/30/03 |
| Disabled Student Project Access & Disability Services T. Thompson | Continuation of FY 01 To provide services to disabled students | IDHS \$134,754 | 07/01/02 06/30/03 |
| Displaced Homemakers Women's Program S. Otto | Continuation of FY 00 Advising and Job Placement For Women's Program Participants | IDL \$67,000 | 07/01/02 06/30/03 |
| Perkins III J. Hennig | Continuation of FY 01 Award. Career and Technical Education | ISBE \$263,497 | 07/01/02 06/30/03 |
| Program Improvement J. Hennig | Continuation of FY 01 | ISBE \$30,649 | 07/01/02 06/30/03 |
| Federal Tech Prep Education to Careers J. Hennig | Continuation of FY01 Grant Comprehensive Career Development Program | ISBE/USDE \$29,685 | 07/01/02 06/30/03 |
| Federal Tech Prep Education to Careers S. Griffith | Continuation of FY01 Grant Comprehensive Career Development Program | ISBE \$232,272 { \$148,228 [F] & \$84,044 [S] } | 07/01/02 06/30/03 |
| Transitions Grant NSET-Education to Careers S. Griffith | Continuation of FY01 Grant Financial resources for Tech Prep Program | ISBE \$7,500 | 07/01/02 06/30/03 |
| Work Based Learning NSET-Education to Careers S. Griffith | Continuation of FY01 Grant To provide experiences for students of the workplace | ISBE \$13,500 | 07/01/02 06/30/03 |
| Scholarships for Success D. Magno TMPS/ Marketing Services | Scholarship Assistance to support Math, Science, Engineering, & Computer Science students | NSF \$222,449 | 01/01/02 12/31/05 |
| Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavin | Continuation of FY01 Grant Provides technical assistance to A & D Service programs | USDE/ St. Paul Technical College \$15,000 | 07/01/02 09/30/02 |
| Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavin | Continuation of FY01 Grant Provides technical assistance to A & D Service programs | USDE/ St. Paul Technical College \$49,500 | 10/01/02 06/30/03 |

| GRANT NAME DIVISION/DEPARTMENT MANAGER | BRIEF DESCRIPTION | FUNDING SOURCE AWARD AMOUNT | DATES STARTS - ENDS |
|---|--|---|------------------------|
| Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavin | New project. Provides technical assistance to A & D Service Programs | USDE/ St. Paul Technical \$42,000 | 10/01/02 06/30/03 |

Total as of July 23, 2002

\$3,047,069

DESCRIPTION OF ABBREVIATIONS

| | |
|------|---|
| DoIT | Department of Instructional Technology |
| IBHE | Illinois Board of Higher Education |
| ICCB | Illinois Community College Board |
| IDHS | Illinois Department of Human Services |
| IDL | Illinois Department of Labor |
| ISBE | Illinois State Board of Education |
| NSF | National Science Foundation |
| NSET | Northwest Suburban Employment and Training Center |
| TMPS | Technical, Math & Physical Science |
| USDE | United States Department of Education |

(F) Federal funds (S) State funds

Harper College Educational Foundation
Gift Summary by Appeal
June 2002 Fundraising

Start Date: 06/01/2002 End Date: 06/30/2002

| Appeal Description | #Gifts | Cash | Stocks/Pledges | In-Kind | Other | Total |
|------------------------------|---------------|--------------------|-----------------------|-----------------|---------------|--------------------|
| Golf Open 2002 | 78 | \$23,525.00 | \$375.00 | \$926.00 | \$0.00 | \$24,826.00 |
| Memorial | 4 | \$245.00 | \$0.00 | \$0.00 | \$0.00 | \$245.00 |
| Proposal | 1 | \$0.00 | \$50,000.00 | \$0.00 | \$0.00 | \$50,000.00 |
| Special Initiatives | 2 | \$50.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 |
| Stewardship | 3 | \$10,400.00 | \$0.00 | \$0.00 | \$0.00 | \$10,400.00 |
| Tradition of Excellence 2001 | 19 | \$89.00 | \$0.00 | \$0.00 | \$0.00 | \$89.00 |
| Unsolicited | 2 | \$4,088.60 | \$0.00 | \$0.00 | \$0.00 | \$4,088.60 |
| TOTAL | 109 | \$38,397.60 | \$50,375.00 | \$926.00 | \$0.00 | \$89,698.60 |

Harper College Educational Foundation
Gift Summary by Appeal
FY02 Fundraising Report (7/1/01 - 6/30/02)

| Appeal Description | #Gifts | Cash | Stocks/Pledges | In-Kind | Other | Total |
|---|---------------|---------------------|-----------------------|--------------------|---------------|---------------------|
| Harvest Ball 2000 | 2 | \$150.00 | \$0.00 | \$0.00 | \$0.00 | \$150.00 |
| Harvest Ball 2001 | 271 | \$74,737.00 | \$19,403.33 | \$6,299.00 | \$0.00 | \$100,439.33 |
| Chapman Retirement | 12 | \$140.50 | \$260.00 | \$0.00 | \$0.00 | \$400.50 |
| Direct Mail | 70 | \$13,106.00 | \$2,059.64 | \$0.00 | \$0.00 | \$15,165.64 |
| Golf 2001 | 7 | \$961.00 | \$0.00 | \$75.00 | \$0.00 | \$1,036.00 |
| Golf 2002 | 111 | \$64,975.00 | \$10,875.00 | \$1,951.00 | \$0.00 | \$77,807.00 |
| Matching | 1 | \$11.00 | \$0.00 | \$0.00 | \$0.00 | \$11.00 |
| Memorial | 112 | \$5,443.35 | \$0.00 | \$0.00 | \$0.00 | \$5,443.35 |
| Personal Solicitation | 3 | \$1,050.00 | \$7,500.00 | \$0.00 | \$0.00 | \$8,550.00 |
| Proposal | 10 | \$52,900.00 | \$240,000.00 | \$0.00 | \$0.00 | \$292,900.00 |
| Special Initiatives | 32 | \$7,614.00 | \$0.00 | \$0.00 | \$0.00 | \$7,614.00 |
| Stewardship | 30 | \$33,650.00 | \$0.00 | \$3,025.00 | \$0.00 | \$36,675.00 |
| Tradition of Excellence Employee Campaign | 355 | \$6,074.14 | \$17,547.50 | \$0.00 | \$0.00 | \$23,569.64 |
| Theatre Seat Campaign | 36 | \$20,050.00 | \$30,883.22 | \$0.00 | \$0.00 | \$50,933.22 |
| Unsolicited | 31 | \$15,113.27 | \$0.00 | \$35,915.14 | \$0.00 | \$51,028.41 |
| Young Artists' Competition | 11 | \$240.00 | \$0.00 | \$0.00 | \$0.00 | \$240.00 |
| TOTAL | 1,094 | \$296,215.26 | \$328,528.69 | \$47,265.14 | \$0.00 | \$671,963.09 |

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and Glenbrook Hospital for use of clinical facilities for students in the Nursing Program.

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.

III. BACKGROUND INFORMATION

The facilities and educational opportunities available at Glenbrook Hospital are consistent with the clinical objectives of the Harper College Nursing Program.

This agreement has been approved by appropriate officers of Glenbrook Hospital.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and Glenbrook Hospital be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00242a for Temperature Controls for the Science, Emerging Technology and Health Careers Center as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of _____ are provided in the 2002/03 Operations and Maintenance Restricted Fund budget, under account number 0392-039-584.00-9037.

III. INFORMATION

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

The Temperature Controls were bid in Release III of the original bid package for the Science, Emerging Technology and Health Careers Center. Only one response was received. The bid specifications were re-written to open up the competition to other providers. In addition, work for alternates to tie the system into all of the other buildings on campus was necessary before the bid could be re-released. The original bid came in at \$1,498,100. The architects estimate for this work is \$1,049,832.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00242a for Temperature Controls for the Science, Emerging Technology and Health Careers Center to _____, the low bidder, in the amount of _____.

Numbers will be provided the night of the Board meeting.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to bvk for strategic media buying, advertising consultation services, and public relations services directly related to enrollment initiatives, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$565,233 will be provided in the 2002/03 budget. In the Education Fund budget, \$117,845 will be provided under account number 0181-060-532, \$214,148 under account number 0181-060-547 and \$46,143 under account number 0193-133-539. In the Auxiliary Enterprise Fund budget, \$76,650 will be provided under account number 0548-133-547 and \$110,447 under account number 0548-528-547.

III. INFORMATION

After a search process was completed, the award of a contract to bvk for institutional advertising was approved by Board action July 25, 2001. The contract covers the period of August 1, 2001 through June 30, 2004, with an option to renew for an additional two years, July 1, 2004 through June 30, 2006. At the beginning of each fiscal year, the amount anticipated to be required for marketing is to be determined and presented to the Board for approval.

The amount for July 1, 2002 through June 30, 2003 is \$565,233, which is \$141,233, or 8.4 percent, more than last year's amount of \$474,000. Among the costs included in the increase is approximately \$117,845 for outdoor (billboard) production and media buy in the spring. This portion of the campaign will be

implemented only if enrollment and business conditions support it. Another part of the increase is for InZone (summer camp) print advertising, which was not included last year.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to bvk, for strategic media buying, advertising consultation services, and public relations services directly related to enrollment initiatives, in the amount of \$565,233 for the period of July 1, 2002 through June 30, 2003. The contract runs from August 1, 2001 through June 30, 2004 with an option to renew for an additional two years, July 1, 2004 through June 30, 2006. The annual amount will be determined at the beginning of each fiscal year and presented to the Board for approval.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Ratification of the four-year 2002/06 Collective Bargaining Agreement with the Professional/Technical Union.

II. REASON FOR CONSIDERATION

Ratification by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute the Agreement.

III. BACKGROUND INFORMATION

Tentative agreement was reached between the negotiating teams on July 15, 2002. The vote taken by the Professional/Technical membership to ratify the Agreement was held on July 22 and July 23, 2002.

The increased costs for fiscal year 2002/03 are \$405,936, for fiscal year 2003/04 the increased costs are \$450,664, for fiscal year 2004/05 the increased costs are \$500,742 and for fiscal year 2005/06 the increased costs are \$562,482.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees ratify the four-year Collective Bargaining Agreement with the Professional/Technical Union effective July 1, 2002 and ending June 30, 2006, and the administration further recommends that the Board Chairman and Secretary be authorized to execute such Agreement on behalf of the Board of Trustees.