



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

April 22, 2003

7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Educational Presentations**
 - Cheryl Kisunzu: PeopleAdmin System
 - Judy Thorson, Sara Gibson, Mike Alsup, Thea Keshavarzi: Emergency Planning Update
- V. Student Trustee Report**
- VI. President's Report**
- VII. Consent Agenda*** (Roll Call Vote)
 - A. For Approval**
 - 1. Minutes – March 25, 2003 Regular Board Meeting and April 7, 2003 Canvass Board Meeting Exhibit VII-A.1
 - 2. Bills Payable, Payroll for March 21, 2003 and April 4, 2003; Estimated payrolls for April 5, 2003 through May 2, 2003 Exhibit VII-A.2
 - 3. Bid Awards Exhibit VII-A.3
 - 4. Purchase Orders Exhibit VII-A.4
 - 5. Personnel Action Sheets Exhibit VII-A.5
 - 6. Review of Executive Session Minutes Exhibit VII-A.6
 - 7. 2004-2005 Academic Calendar Exhibit VII-A.7
 - 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: Proposed Fee Changes for the 2003-04 Academic Year Exhibit VIII-A
- B. RECOMMENDATION: Proposed Tuition Increase for the the 2003-04 Academic Year Exhibit VIII-B
- C. RECOMMENDATION: Affiliation Agreement Between Harper College and University of Chicago Hospitals Exhibit VIII-C
- D. RECOMMENDATION: Bid for Roofing Removal and Replacement Work Exhibit VIII-D

IX. Citizen Participation

X. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

On-Campus Events

- April 26, 2003 7:30 p.m. - Concert - Goran Ivanovic & Fareed Hague, Guitarist Duo - Performing Arts Center
- April 29, 2003 7:30 p.m. - Harper Guitar Ensemble - Performing Arts Center
- May 4, 2003 3:00 p.m. - Harper Festival Chorus Concert - Performing Arts Center
- May 6, 2003 7:30 p.m. - Harper Steel Band - Performing Arts Center
- May 7, 2003 7:30 p.m. - Harper Jazz Band and Combo - Performing Arts Center
- May 9, 2003 7:30 p.m. - Harper Choir and Camerata Singers - Performing Arts Center
- May 9, 2003 8:00 p.m. - Harper Fashion Show - Wellness and Sports Center
- May 13, 2003 7:30 p.m. - Harper Piano Ensemble - Theatre - J143
- May 15, 2003 7:30 p.m. - Harper Wind Symphony - Performing Arts Center
- May 17, 2003 7:30 p.m. - Harper Symphony Orchestra Spring Concert - Theatre - J143
- *May 27, 2003 7:00 p.m. - Regular Board Meeting - Room W214-215
- May 30, 2003 5:30 p.m. - Convocation - Performing Arts Center
- May 30, 2003 7:30 p.m. - Graduation - Wellness and Sports Center
- *June 24, 2003 7:00 p.m. - Regular Board Meeting - Room W214-215

Off-Campus Events

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

XII. Adjournment

Minutes of the Regular Board Meeting of Tuesday, March 25, 2003

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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, March 25, 2003

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, March 25, 2003 at 7:06 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

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

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the President; David McShane, V.P. Information Technology; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Linda Kolbusz, Associate V.P. Development, Government Relations; Sheila Quirk, Associate V.P. for Strategic Alliances; Joe Accardi; Patrick Beach; Carol Blotteaux; Michael Brown; Phil Burdick; Steve Catlin; Daniel Corr; Laura Crane; Lori Danaher; Rob Dix; Jim Edstrom; Terry Engle; Terence Felton; AJ Fleck; Sally Griffith; Vickie Gukenberger; Michael Harkins; Michael Held; Julie Hennig; Jeff Howard; Thea Keshavarzi; Roberta Lindenthaler; Jeannine Lombardi; Jim Ma; Don Malzahn; Michael Nejman; Sheryl Otto; Jeanne Pankanin; Kevin Perez; Janie Petersen; Dennis Weeks and Denise Yurik.
Students: Megan Matta; Pete Munnich; Joe Sagala; Arpan Shah; William Sheppard, Jr. and Stacey Vest.

Guests: Terry Riesterer, Hoffman Estates Sister Cities; Tim Kane, Chicago Tribune; Chad Brooks, Daily Herald; Michael Lundeen, Legat Architects; Rick Wise, Gilbane Construction; William Kelley, citizen.

Chair Howard noted that Revised Exhibit VIII-C was distributed to Board members. The revision reflects a correction to the amount, from \$280,023 to \$208,023.

APPROVAL OF AGENDA Member Kolze moved, Member Barton seconded, approval of the agenda.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Chartrand voted aye.

PRESENTATIONS

Culinary Students

Patrick Beach, Associate Professor of Hospitality Management, noted that the Hoffman Estates Sister Cities Commission has a long-standing relationship with Harper College, and they have been very gracious. They have sent chefs to Harper over the years, and several years ago, Mr. Beach was able to teach in France and tour the area. Last November, Harper had an opportunity to send four Harper culinary students and one escort to France. Recent alum Terry Riesterer was selected to escort the students as a member of the Hoffman Estates Sister Cities Commission and Hoffman Estates Chamber of Commerce. Mr. Beach explained how the four students were selected, and how they raised funds for the trip to Angoulême, France, where the students participated in the annual Gastronomade Culinary Competition. He thanked the Hoffman Estates Sister Cities Commission, the IFSCA and the College for helping to make this opportunity possible. Mr. Beach especially thanked Jeff Howard and Tom Johnson, and he commended the students for their hard work in raising the funds and for doing an outstanding job at the competition.

Ms. Riesterer shared a brief visual presentation, which highlighted the students' touring and competition experiences in France. She introduced three Harper culinary students who attended the trip: Joe Sagala, Megan Matta and Pete Munnich. It was noted that Garrett Wolf also participated in the trip; however, he was not present at the Board meeting. Ms. Riesterer noted that the students proudly represented the United States in France. She displayed one of the awards they received for coming in second place.

Chair Howard congratulated the students and thanked them for representing the Harper College Culinary Program so well.

"Lintel"

Chair Howard introduced retired faculty member and artist Mike Brown, who would be explaining his sculpture "Lintel," which resides in front of the Wojcik Conference Center. Chair Howard noted that Mr. Brown was a faculty member at

Harper College for over 30 years, and he directed the set design and building for theatre performances.

Mr. Brown stated that he is pleased to have one of his pieces in front of the new Conference Center. "Lintel" was first shown at the Navy Pier Walk competition in Chicago. Mr. Brown distributed handouts, which included an explanation of the artwork, sketches, an artist's statement and a portion of the catalog from the Navy Pier show. He explained that his idea for Lintel came two years ago, when he traveled out west and visited Mesa Verde. He toured some ruins on the cliff sides and was fascinated by the shape of the doorways and the "lintel" above each of the doors. His work has been accepted in the Navy Pier Walk competition in 2000, 2001 and 2002.

Dr. Breuder noted they will be installing lights and landscaping soon to accent the beautiful sculpture. He added that Mike Brown is a gifted professional, and the College is pleased to have his work on campus in such a prominent place. It was noted that Mr. Brown was instrumental in helping Harper College work with artist John Medwedeff to get the bronze Medwedeff sculpture constructed on time, properly installed and within budget. He thanked Mr. Brown for his efforts.

Referendum Building Update

Michael Lundeen of Legat Architects and Rick Wise of Gilbane Construction addressed the Board with an update on the Science, Emerging Technology and Health Careers Center. Mr. Lundeen noted that they have made a great deal of progress over the past several months. Mr. Wise added that they have stayed on schedule, with completion anticipated for Spring 2004. They have had approximately 300 safe man-days, which is equal to 130,000 man-hours, with no worker injuries. Safety is very important to Gilbane. He noted that the foundations are almost finished, the structural steel is being installed and the fireproofing is almost complete. With regard to the budget, they have depleted only five percent of the contingency fund. This is very positive, considering 95 percent of the contingency remains, with the project being one-third complete. Getting out of the ground is the most difficult part of the project, and most contingency dollars are used during that time. There should be money left over at the end of the project. The planning has worked very well. Mr. Wise noted that there is a very positive working relationship with the school, Dr. Breuder, Board of Trustees, Vice Presidents, Deans,

committee members and with Michael Lundeen and his team.

Board members watched a visual presentation of the building progress. Mr. Lundeen added that they continue to work with the administration to finalize the audio/visual systems, furniture and equipment. Those packages should be out for bid in July, with installation during the spring and summer of 2004.

Chair Howard noted that the Board is pleased to hear such positive reports on construction. She thanked them.

Dr. Breuder reminded everyone that the referendum building is three times the size of the Performing Arts and Conference Center buildings, and it is almost one-third of the total size of the current campus. Dr. Breuder noted that the success of this construction project is due to the detailed planning that went into it. Faculty and staff spent many months on educational specifications, planning every square inch of space. The College is extremely happy with the performance of HOK/Legat and Gilbane.

Enterprise Resource Planning System

Vice President Dave McShane gave a presentation on the Enterprise Resource Planning System (ERPS), which outlined future technology needs.

Vice President McShane noted that the Board ventured into a new technical arena at Harper College 11 years ago. Many committees helped formulate a Technology Plan, which outlined three major initiatives: building the network infrastructure, providing desktop technology to all workstations and replacing a very aged mainframe environment. After Board approval, they proceeded with the plan using available dollars. A technology fee was implemented to provide sufficient dollars for some of the major projects. They replaced the mainframe with limited dollars and went into a partnership with Computing Options to provide an ERP system. That company took care of the server end of the environment, and Harper College handled the client side. That system brought the College into the future and allowed them to move along significantly. However, we are now at a point where that product and that particular company can no longer support the College needs.

Vice President McShane introduced the Review and Research Team: Terence Felton, Director of Administrative

Systems (Project Lead); Don Malzahn, Manager of Applications Support and DBA Administrator; and Kevin Perez, Manager of Enterprise Applications. He noted that Melissa Williams will keep them all on track with record-keeping.

What is an ERP?

Enterprise Resource Planning was developed in the manufacturing and production planning world. Software solutions are used to integrate the information and business processes, so information can be better used throughout the organization. Data is integrated with human resources, financials and asset management within the organizations. Hardware is tied into this particular software system.

Why now?

One of the roles of Information Technology is to support institutional goals. They have to look at technology as a solution to help support the expansion on campus. Administrative processes will be reevaluated and redesigned to increase productivity. They want to "do more with less." Enrollment growth of 8.6 percent is expected by 2005 and 13.5 percent by 2008. Technology will play a bigger role in supporting the growth.

Additionally, the current vendor does not have a strategic plan for Harper to move forward into the web-centric environment in which they need to be. The vendor is a relatively small development team with limited resources; the same team that does the development also does the marketing and supports how the product is shown to future customers. Harper has outgrown what the vendor can deliver. Vice President McShane listed other shortcomings of the current vendor, software and hardware.

Why a new ERP system?

Harper currently has a financial information system, student information system and a human resource system. They must be able to provide business intelligence for institutional strategy and decision-making in a more efficient manner than they are today. They sometimes must go to many subsystems, many different databases, to bring that all together, due to the growth that has occurred over the past 10 years. More critically, with the new system, they can reduce the number of software licenses and leverage that to reduce the overall costs.

They will be able to improve productivity, minimize a great deal of redundancy and prevent duplicate efforts in different offices. They need to make access available 24 hours per day, seven days per week. Support might be available six days per week, ten hours per day.

What's in it for the Harper College student, staff, administration and teaching/learning?

- Student - ability to utilize the portal, anytime/anywhere access, single web entry point, customization for specific needs, self-service applications and enhanced systems.
- Teaching/Learning - better support for teaching methods, real-time links from registration to online course management to faculty records, assessment facilitation, continuous course improvement, ease of improving instructional programs.
- Staff/Administration - ability to utilize the portal with a single point of entry, access to self-service applications (allowing them to look up vacations, sick-day banks, benefit packages, etc.), support business functions, reduce manual operations through automated means, improve productivity, share the cost to the institution.

Future expectations?

- Make it simple for the whole organization (students, faculty and staff) to gain access to a single sign-on and authentication process.
- Improve productivity at the desktop by unifying all the various communication means, such as voicemail, email and faxing
- Improve calendaring and electronic meeting ability.
- Improve portal expansion and add more portlets.
- Improve various functions as more services are added online.
- Empower the user with self-service applications.
- Make it available 24x7.

Vice President McShane summarized that the current system and vendor can no longer support Harper's strategic direction. The current ERP and hardware is beyond its life expectancy. The next ERP will meet future growth and expansions in the area of student enrollment. They must have a system in place in order to compete and attract students to Harper College. They want to improve program offerings by being able to change or deliver instruction via different styles and methods - anytime/anywhere. In addition, they want to improve service to students, enhance

and improve reporting and business efficiency and productivity.

With regard to the systems currently online through the web, there was a 92 percent increase in online applications from Summer '02 to Summer '03, and a 71 percent increase from Fall '01 to Fall '02. It is not an integrated system, but simply the ability to fill out and apply to Harper College without having to actually come to the campus.

In response to Member Barton, Vice President McShane explained that a steering committee, made up of key players across campus, is in the process of defining the requirements. He estimated that the process would take approximately 24 months to get it across campus, from beginning to end.

In response to Member Stone's question regarding the referendum building, Vice President McShane explained that, fortunately, most of the technology infrastructure for that building is incorporated in the project budget. Also, in response to Member Stone, he stated that the system will have a 10-15 year life, if they pick the right product that has flexibility to grow. They are currently looking at grants to help fund the project. However, it is very complex.

Dr. Breuder explained that, earlier this month, Board members received a paper document from Vice President McShane that was a prelude to tonight's presentation. Because it is a big and complex decision for the Board, information is being given to the Board in increments. No major decisions are being made this evening. They are bringing the Board up-to-speed and making them aware of this need. Additional information will be provided, including complete financial documentation, which will help the Board understand how they will pay for this as they move forward.

In response to Member Stone, Vice President McShane explained that they have a very talented staff at Harper College, and he does not feel they will have to work in "crisis mode" with the current vendor before a new system is in place. The agreement written with the vendor stipulates that Harper owns the code. If the vendor no longer exists, Harper could continue to support activities. The same kind of negotiation will be made with any new vendor, so that they can "escrow" the code, or have access to the code. However, once the code is modified, it can present additional problems. For example, for improvements that the company

makes, Harper would have to enhance what they have changed.

In response to Member Barton, Vice President McShane said that the infrastructure is here; the network is going to stay in place physically and go through its normal cycle. The hardware that will hold the information will change.

In response to Member Gillette's question about the Hewlett-Packard computer, Vice President McShane noted that, by the time they transition to the new system, that particular unit will be very close to being at the end of its useful life. They will continue to operate with the old system as they move to the new.

Member Kolze complimented Vice President McShane and the IT staff for bringing the College to the point they are right now. Many people on campus were impatient, and it was a difficult task.

Vice President McShane noted that the dollar figure presented was found by taking a survey in the market with colleagues that have replaced their systems. Until Harper actually ventures into the market with their specific requirements, they will not know the exact cost. The administration will bring information to the Board at each phase. The estimate was approximately \$8M.

STUDENT TRUSTEE REPORT

Student Member Chartrand announced upcoming events on campus. He noted that an article in the March 25, 2003 edition of the *Daily Herald* reaffirmed that the Student Senate has decided to support two incumbent Board members - Barbara Barton and Patrick Botterman, and one challenger - William Kelley.

PRESIDENT'S REPORT

Dr. Breuder recognized and welcomed Dennis Weeks, the newly-hired Dean of Liberal Arts. He announced that Steve Catlin would be leaving, after serving as Interim Dean of Liberal Arts. He explained that Mr. Catlin was supposed to retire last year; however, they asked him to cover the vacancy during the search process. The Board thanked Mr. Catlin for his 30+ years of service to Harper.

Dr. Breuder announced that Greg Rogers, Director of Technical Services, will be leaving Harper College to become Chief Information Officer for Blackhawk Community College. The College is sorry to lose Mr. Rogers; they are currently on a search to replace him.

He announced that Mike Held was recently promoted to Director of Admissions Outreach.

With regard to enrollment, Dr. Breuder noted that FTE increased from last spring to current spring by 6.14 percent, and from Fall '01 to Fall '02 by 3.79 percent. The great enrollment growth shows that the community has confidence in Harper College, in spite of the unfortunate work stoppage last fall. The Marketing Department is beginning to see the fruits of their work.

Approximately 80-90 percent of the new signage has been installed on campus. It will make it easier for people to access the campus. Next month, the Board will have the opportunity to act on a purchase order to replace much of the campus lighting with state-of-the-art lighting. It will allow the College to repair what has not been working correctly, and allow them to illuminate the campus for safety purposes. He noted that one of the top five reasons why people choose to attend a particular college or university is the perception of safety. It is very important to project the image of a safe and caring environment. The new light fixtures will have the capability to utilize improved wireless technology; cameras may be added in the future on the perimeter roadway so they can monitor campus safety. He feels they are better off being proactive in trying to avoid negative circumstances.

CONSENT AGENDA

Member Gillette asked that Exhibit VII-A.4.a and VII-A.4.b be removed from the Consent Agenda.

Member Kolze moved, Member Chartrand seconded, approval of the minutes for the February 25, 2003 regular Board meeting; bills payable; payrolls for February 21, 2003 and March 7, 2003; estimated payrolls for March 8, 2003 through April 4, 2003; bid awards; personnel action sheets; and for information: financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits VII-A.1 through VII-B.3 (excluding Exhibits VII-A.4.a and VII-A.4.b), (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,715,467.66
Tuition Refunds	1,075,921.94

The payrolls of February 21, 2003 in the amount of \$1,921,429.18 and March 7, 2003 in the amount of \$1,931,683.18; and estimated payroll of March 8, 2003 through April 4, 2003 in the amount of \$3,853,112.36.

Bid Awards	Ex. VII-A.3.a	Award bid Q00272 for brass and woodwind instruments to American Music Company, the low bidder for the trumpet, trombone, and clarinet, in the amount of \$10,528.35, and to The Woodwind and Brasswind, Inc., the low bidder for the bassoon in the amount of \$5,310.00 for a total award of \$15,838.35.
	Ex. VII-A.3.b	Award bid Q00273 for percussion instruments for use in the Performing Arts Center to American Music Company, the low bidder for the timpani, xylophone, marimba, vibraphone, chimes, bass drum, and the two sets of concert toms, in the amount of \$31,398.47, and to The Woodwind and Brasswind, Inc., the only bidder for the glockenspiel, in the amount of \$1,280.00 for a total award of \$32,678.47.
	Ex. VII-A.3.c	Award bid Q00274 for carpet to be installed in the hallways and five classrooms on the third floor of Building F to Jemrick Carpets, Inc., the low bidder, in the amount of \$30,625.34.
	Ex. VII-A.3.d	Award bid Q00275 for the purchase of Steelcase furniture for the Office of Admissions Recruitment and Outreach and the Office of Scholarships and Financial Assistance to Office Equipment Company of Chicago, the low bidder, in the amount of \$24,640.47.
	Ex. VII-A.3.e	Award bid Q00270 for a 2003 Ford E350 One Ton Service/Work Van to Tom Peck Ford of Huntley, Inc., the low bidder, in the amount of \$15,718.38.
	Ex. VII-A.3.f	Award bid Q00276 for carpet to be installed in rooms C101 and C102, space being renovated for the Office of Admissions Recruitment and Outreach and the Office of Scholarships and Financial Assistance to Jemrick Carpets,

Inc., the low bidder, in the amount of \$12,659.

Purchase Orders (Removed from Consent Agenda)

Personnel Actions

Professional/Technical Appointment

Colleen Tomanek, Transfer and Diversity Populations Specialist, STU DEV, 03/01/03, \$37,538/year

Supervisory/Confidential Appointment

Elizabeth Vega, Manager, Data Research Services, OFC/RES, 03/10/03, \$45,410/year

Harper #512 IEA-NEA Appointments

Daniel Battaglia, Custodian/Groundskeeper, PHY PLT, 03/03/03, \$20,384/year

Angelo Gulli, Custodian/Groundskeeper, PHY PLT, 02/24/03, \$20,384/year

Faculty Retirements

Carole Lissy, Professor, BUS/SS, 07/31/05, 29 years

Marjorie Sterrett, Associate Professor, LS/HS, 07/31/05, 16 years

Professional/Technical Retirement

James Blasky, Coordinator-Continuing Education/WHP, CE, 05/30/03, 17 years

Harper #512 IEA-NEA Retirement

Arlen Fowler, Equipment Mechanic, PHY PLT, 04/30/03, 16 years

Classified Staff Resignation

Maria Bevilacqua, Food Service Worker II, FD SER, 02/21/03, 6 years 4 months

Regarding Exhibit VII-A.3.e, Member Stone asked if dealerships within the district bid on the truck. Thea Keshavarzi explained that, for some reason, it is extremely difficult to get vehicle bids. She contacted 15 or 16 in-district dealerships, as well as several dealerships outside the district. It was difficult to get three responses out of 18.

In response to Member Kolze's question regarding Exhibit VII.A.3.d, Dr. Breuder noted that the Office of Admissions Recruitment and Outreach and the Office of Scholarships and Financial Assistance are located in Building C. The space is being renovated. Vice President Murphy noted that

this is the first step in the direction of "one-stop" services. Dr. Breuder added that the next building to be added to campus, as soon as the State releases the money, is the one-stop Campus Life Center.

Member Barton noted that Board members received a written legislative report. She highlighted several items. On March 14 and 15, Harper College hosted the Illinois Community College Trustee Association (ICCTA) meeting. They held a reception for Senator Peter Fitzgerald. Three students were there to speak of their successes, which they attributed to PELL Grants and/or Perkins Dollars and the support of Harper College. Senator Susan Garrett also visited the campus and met with representatives of the Board Legislative Committee and the administration. The Springfield legislature continues to change; included in the packet is a list of the new representatives and state senators. The Governor's Budget Address is scheduled for April 9. Lobby Day for students is April 16 in Springfield. ICCTA Lobby Day is April 30. Three follow-up letters have been sent to legislators since the federal visits in Washington.

There was discussion regarding Legislative Day and hotel reservations. Chair Howard asked Board members to let her know who would like to go. They will reserve adequate hotel rooms.

Chair Howard noted that she attended the quarterly Educational Foundation Executive Committee meeting in March. The Foundation is continuing to develop a very comprehensive strategic plan, which will be brought to the Foundation Board in May. They hosted a Candidate's Night last Tuesday on campus. They played an active role in the dedication last Thursday of the Performing Arts Center. Chair Howard reminded everyone that the Foundation is responsible for having acquired significant donations. On behalf of the Board, she thanked the Educational Foundation members, who are very dedicated and very active. She thanked Cathy Brod and her staff, as well.

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

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

Motion carried. Student Member Chartrand voted aye.

Exhibit VII-A.4.a

Member Botterman moved, Member Barton seconded, to approve issuance of a purchase order to Cisco Systems, Inc. for hardware, software, remote technical support, and related equipment, in the amount of \$113,055, as outlined in Exhibit VII-A.4.a (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette noted that he would like to see a detailed list of the equipment to be purchased for the \$113,055. He wants to know what the College is getting for that money before he approves it. Vice President McShane stated that he would provide the Board with a list of items. Dr. Breuder stated that it would be helpful to receive a question like that in advance so he could provide Board members with the answer ahead of time. Vice President McShane explained that his staff did a great job in negotiating the percentage discount for the College. The normal educational discount for this is 42 percent; they were able to get a 43.5 percent discount. After Vice President McShane began to read the list of items, it was decided that he would provide a hard copy of the list to Dr. Breuder, who would then distribute it to Board members.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Howard, Kolze
and Stone
Nays: Member Gillette

Motion carried. Student Member Chartrand voted aye.

Exhibit VII-A.4.b

With regard to Exhibit VII-A.4.b, Member Gillette suggested they separate the accounting services from consulting services, and not have the same audit company do both. Vice President Judy Thorson explained that "auditing" by auditing term standards is a very specific activity. Harper would like KPMG to do auditing. In addition to that, they ask KPMG to do more targeted focus reviews of pieces of systems. For example, one year they looked at the adjunct overload payroll system, by tracking it through and making sure that the College's internal controls through the whole system were proper and in place. Last year, Harper asked KPMG to do a targeted look at all of the cash handling procedures in Food Service and the Bookstore. When the administration used the word "consulting" in the exhibit, they were referring to the targeted audits.

In response to Member Gillette, Vice President Thorson explained that the dollar amount in the exhibit reflects the audit only. The extra targeted audits are in addition to that amount. For example, the adjunct and overload targeted focus cost an additional \$11,000. The targeted audits tend to be in the range of \$7,000 - \$12,000, depending on how extensive they are. Harper has done roughly one targeted audit per year. Dr. Breuder reminded Board members that the College prompts KPMG when they would like to have a targeted audit done.

After further discussion, Board members agreed to add a limit to the dollar amount to be given to the auditor for consulting/targeted audits, perhaps 25 percent of the public audit fee. If the College needs consulting which would cost greater than that amount, they would seek the consulting service from another firm. They never want to give the public the perception that the auditor has two hats. Dr. Breuder agreed that it was a good safety valve.

Member Gillette moved, Member Barton seconded to approve identifying KPMG LLP as the College's auditing firm for FY 2003 for \$69,500; FY 2004 for \$73,050 and FY 2005 for \$76,550 for a total award of \$219,100 with the option to renew for an additional two years. The College plans to identify specialized focus audit reviews requiring additional negotiated provider services during the same time period. Consulting/specialized focus audits shall be limited to 25 percent of the budgeted amount for the College audit in any given year, as outlined in Exhibit VII-A.4.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 and Stone
Nays: None

Motion carried. Student Member Chartrand voted aye.

Member Gillette noted that the lawyer, auditor and the President work for the Board. He suggested that the administration share with the Board the proposals that the various people have made. Although they have shared their reasons for choosing a certain firm, they have not shared the proposal and asked for Board concurrence. Dr. Breuder stated that the auditors know for whom they work.

NEW BUSINESS:

Teacher
Paraprofessional AAS
Degree and Certificate

Member Barton moved, Member Botterman seconded, approval of the new Teacher Paraprofessional AAS degree and the new Teacher Paraprofessional Certificate programs for implementation in academic years 2003 and 2004, 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 and Stone

Nays: None

Motion carried. Student Member Chartrand voted aye.

Member Kolze stated that he is pleased the College is "stepping up to the plate," because there is a real need for these types of trainees.

Second Reading
Fair Use Policy

Member Stone moved, Member Kolze seconded, approval of the Fair Use Policy, 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 and Stone

Nays: None

Motion carried. Student Member Chartrand voted aye.

ComEd Electrical
Service Agreement

Member Barton moved, Member Kolze seconded, approval of the agreement to provide the electric service required to operate the Science, Emerging Technology and Health Careers Center at a cost of \$208,023, as outlined in Revised 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 and Stone

Nays: None

Motion carried. Student Member Chartrand voted aye.

Faculty Promotions,
2003-2004 Academic
Year

Member Stone moved, Member Gillette seconded, approval of the following promotions for the 2003-2004 academic year, as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

To Assistant Professor

Barbara Anderson – LS/HS
Rebecca Curtin – BUS/SS
Perry Pollock – LIB/ARTS
Derek Collis – TM/PS
John Finan – LIB/ARTS
Regina Rector – LS/HS
Kris Conroy – STU/DEV
Wendy Mertes – BUS/SS

To Associate Professor

Lynn Altfeld – AE/LS
Laura Pulio-Colbert – LIB/ARTS
Pascuala Herrera – STU/DEV
Kathryn Powell – AE/LS
Susanne Bajt – BUS/SS
Deborah Damcott – TM/PS
John Kiener – BUS/SS
Barbara Solheim – LIB/ARTS
Gregory Clemons – LIB/ARTS
Michael Harkins – BUS/SS
Robert Paul – AE/LS

To Professor

Katherine Kniest – LS/HS
Patricia O'Leary – LS/HS
Linda Nelson – AE/LS
Thomas Stauch – LIB/ARTS

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Chartrand voted aye.

Faculty Tenure Status
Report

Member Botterman moved, Member Barton seconded, acceptance of the Faculty Tenure Status Report, as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Howard noted that the Board is authorizing the President to notify all faculty members who shall enter upon tenure at the onset of the subsequent academic year.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Chartrand voted aye.

Sabbatical Leave
Consideration, 2003-
2004 Academic Year

Member Kolze moved, Member Stone seconded, approval of the sabbatical leaves for the following faculty for the requested time period, as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Cathy Albergo	LIB/ARTS	Fall 2003 (\$45,997)
Susan Farmer	AE/LS	Fall 2003 (\$43,189)
Kathi Holper	AE/LS	Spring 2004 (\$35,086)
(Total = *\$124,272)		

*In addition to these costs, the College will hire part-time faculty at a cost of approximately \$31,725 to teach, in the absence of the faculty on leave.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Chartrand voted aye.

Chair Howard added that the Board is pleased to give these faculty members opportunities for professional development.

Mutual Aid Agreement

Member Barton moved, Member Gillette seconded, approval of the Illinois Law Enforcement Alarm System (ILEAS) mutual aid agreement, as outlined in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Barton stated that she applauds the administration for the Mutual Aid Agreement. Vice President Thorson noted that 114 jurisdictions have already approved the Mutual Aid Agreement, and four of the jurisdictions are community colleges in the area. In response to Member

Barton, Vice President Thorson stated that they are getting ready to finalize the campus Emergency Plan, which covers a whole host of events. It will be posted electronically, so people will have easy access to it. They will be producing a "quick reference" guide for staff, which will give them bullet points of what they should do in case of emergencies. They are looking into doing some drills and mock scenarios, both within the College and with the greater northwest suburbs. A safety specialist will be coming to the campus, doing some training and raising awareness about safety. In addition to that, they are reviewing current procedures for crowd control and developing protocols. A great deal of what they are doing to tighten security will be invisible to students.

Chair Howard noted that the Board has asked that a formal report be given at the April Board meeting on crowd control and fire safety. She asked that it be expanded to include the items mentioned by Vice President Thorson, and that they have material available in writing that can be given to the press, the public and the students. Vice President Thorson concurred.

Member Gillette explained that the Mutual Aid Agreement gives the College a method to ask for additional law enforcement help if they need it (in the case of emergency); it also gives outside agencies the ability to ask the College to furnish their law enforcement manpower and equipment outside. By approving this agreement, the College will gain help when needed and provide help when asked. Member Gillette suggested that all of the Harper employees involved with this should be trained for HAZMAT First Response, if they have not been trained already. The State provides courses for certification.

As Emergency Services Director for Tower Lakes, Member Gillette shared a concern he recently discovered regarding the Smallpox vaccine. When they offered the vaccine to their police officials, they found it is not covered under the Workman's Compensation policy. Police, emergency room operators and firefighters are first on the list to receive the vaccine. Member Gillette suggested that Harper check to see if their law enforcement professionals are covered. It was noted that Vice President Thorson would follow up on that.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Chartrand voted aye.

CITIZEN
PARTICIPATION

There was no citizen participation.

ANNOUNCEMENTS BY
CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information. Chair Howard asked Board members to add to their calendar the Canvass meeting on April 7 at 5:30 p.m.

Chair Howard noted that many people have spoken to her about an appropriate recognition of past Harper College presidents and for Larry Moats, past member of the Board of Trustees. Chair Howard has met with several current and former administrators to consider various ways of recognition. Harper College has had three presidents, each of whom served approximately 10 years. The discussion phase has produced the following possible ideas:

- **Wall of Honor** in the Wojcik Conference Center - with a photograph of each president and a plaque listing historical highlights of each president's tenure.
- **Endowed Award** - with each president's name (similar to the one already established in honor of James McGrath, which is awarded annually and recognizes community service).

Chair Howard asked Board members to give their input. She would also like to involve former faculty and administrators who worked with the previous presidents.

OTHER BUSINESS

Member Gillette noted that two seminars, Parliamentary Procedure and Paperless Board, were presented at the ICCTA meeting in March. One community college has discontinued the use of a Board Book. Each trustee has been issued a laptop and internet account, if they did not have one. They review the materials on their screens at home. At the Board meeting, they have one hard copy and overhead projection if they need to see a specific page. In an effort for Harper to begin to move in the direction of being paperless, he suggested they publish a section of the Board Book (specifically the bill payments) on the web, and

eliminate the hard copy of that section. He feels this would save a great deal of paper, and it would be easy for Board members to review on their computer. Board members agreed to take that step for the April Board meeting. Vice President McShane noted they would make the bill payment section an electronic document for the April meeting. Chair Howard added that it would be prudent to move toward a paperless packet in the future.

Member Gillette noted that the ICCB announced that Harper and every community college in Illinois had stepped up to the Governor's request for an eight percent reduction in funding for the current year. He feels that eight percent taken from community colleges will hurt many more students than eight percent taken from state university funds, since state university funds are used for teaching and research. Member Gillette noted that he has asked the administration to equip the Board with the true impact of the eight percent reduction, as they hand it back to the State. He stressed that it is very important to point out to the legislators the negative impact this has on Harper students. Community colleges are not just trade schools; they are institutes of great academic learning. Harper is one of the best, with great faculty.

There was discussion regarding other negative impacts to the College budget. The State has asked them to park and reserve five percent of the current budget (approximately \$444,000). In addition, the College is losing money each year because of property tax appeals. Dr. Breuder noted that he will bring to the Board a recommendation for a tuition increase at the next Board meeting. They must take into account the current costs of tuition, honoring the 5 1/4 percent salary increase for all employees, anticipating the negative impact of the PTAB phenomenon, and the diminishing State support.

In response to Member Gillette, Chair Howard noted that Susan Garrett and Terry Link are addressing the concerns regarding the tax cap, rate of inflation and the PTAB phenomenon in Springfield.

ADJOURNMENT

Member Botterman moved, Member Stone seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 9:24 p.m.

Chair

Secretary

BOARD REQUESTS

MARCH 25, 2003 REGULAR BOARD MEETING

1. With regard to Exhibit VII-A.4.a, Member Gillette noted that he would like to see a detailed list of the equipment to be purchased for the \$113,055. After Vice President McShane began to read the list of items, it was decided that he would provide a hard copy of the list to Dr. Breuder, who would then distribute it to Board members.
2. Member Gillette noted that the lawyer, auditor and the President work for the Board. He suggested that the administration share with the Board the proposals that the various people have made. Although they have shared their reasons for choosing a certain firm, they have not shared the proposal and asked for Board concurrence.
3. Chair Howard noted that the Board has asked that a formal report be given at the April Board meeting on crowd control and fire safety. She asked that it be expanded to include the items mentioned by Vice President Thorson, and that they have material available in writing that can be given to the press, the public and the students. Vice President Thorson concurred.
4. With regard to the ILEAS Mutual Aid Agreement, Member Gillette suggested that all of the Harper employees involved with this should be trained for HAZMAT First Response, if they have not been trained already. The State provides courses for certification.
5. Member Gillette suggested that Harper check to see if Smallpox vaccines for their law enforcement professionals are covered under Workman's Compensation. It was noted that Vice President Thorson would follow up on that.
6. Chair Howard asked Board members to give their input regarding a method of recognition for past College presidents.
7. In an effort for Harper to begin to move in the direction of being paperless, he suggested they publish a section of the Board Book (specifically the check listing) on the web, and eliminate the hard copy of that section. Board members agreed to take that step for the April Board meeting.
8. Member Gillette noted that he has asked the administration to equip the Board with the true impact of the eight percent reduction, as they hand it back to the State. He stressed that it is very important to point out to the legislators the negative impact this has on Harper students.

Minutes of the Special Canvass Board Meeting Monday, April 7, 2003

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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 Special Board Meeting of Monday, April 7, 2003

CALL TO ORDER: The Special meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Howard on Monday, April 7, 2003 at 5:30 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Botterman, Gillette (6:00 p.m. arrival), Howard, Kolze and Stone; Student Member Chartrand (5:35 p.m. arrival)
Absent: None

Also present: Cheryl Kisunzu, Assistant V.P. Diversity/Organizational Development; Joan Kindle, V.P. Student Affairs and Assistant to the President; Margaret Skold, V.P. Academic Affairs; Dave McShane, V.P. Information Technology; Judy Thorson, V.P. Administrative Services; Linda Kolbusz, Associate V.P. Development, Government Relations; Colleen Murphy, V.P. Marketing; Della Allen; Larry Bielawa; Carol Blotteaux; Phil Burdick; Rob Dix; Donna Drake; Terrence Felton; Bob Getz; Sally Griffith; Julie Hennig; Steve Liggio; Jim Ma; Jeanne Pankanin; Deanna White and Beth Younglove.

Guests: Mario Bartoletti, Pioneer Press; Bill Kelley, citizen and newly-elected Trustee; Matt Murphy, newly-elected Trustee.

APPROVAL OF AGENDA Member Barton moved, Member Kolze seconded, approval of the agenda.

In a voice vote, the motion carried.

Canvass of
April 1, 2003
Consolidated Election

Member Kolze moved, Member Barton seconded, to authorize the canvass of the election and proclamation of the results.

Upon roll call, the vote was as follows:

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

Motion carried at 5:34 p.m.

Chair Howard noted that the Board would take a recess for approximately one hour. She explained that a group of volunteers will open the official ballot envelopes and record the results of the election. At the conclusion of their tabulation, they will reconvene as a Board.

Vice President Judy Thorson explained the procedure to the canvass volunteers.

Following the canvass, at 6:14 p.m., Chair Howard announced that the meeting would reconvene. She called upon Vice President Judy Thorson, the designated local election official, to report the results of the canvass.

Vice President Thorson stated they found no errors in the spreadsheets. Therefore, the vote totals in the packet are the accurate vote totals to be approved tonight. Donna Drake will be entering the numbers on the official resolution which will be sent to the counties. She announced the winners of the election for members of the College Board of Trustees for the full six (6) year terms of office:

William F. Kelley	19,419 total votes
Barbara Barton	19,826 total votes
Matt Murphy	13,710 total votes

NEW BUSINESS:

Results of April 1, 2003
Consolidated Election

Member Kolze moved, Member Gillette seconded, adoption of the resolution of canvass of the results of the April 1, 2003 consolidated election, as outlined in Exhibit V-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, Howard, Gillette, Kolze and Stone
Nays:	None

Motion carried. Student Member Chartrand voted aye.

Chair Howard declared the motion carried and the resolution as hereinafter set out adopted, approved the same in open meeting and directed the Secretary to record the same in full in the minutes of the meeting.

ADJOURNMENT

Member Barton moved, Member Botterman seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 6:18 p.m.

Chair

Secretary

BOARD REQUESTS

APRIL 7, 2003 SPECIAL BOARD MEETING

There were no Board requests.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

April 22, 2003

SUMMARY OF BIDS

- Exhibit VII – A.3.a The administration recommends that the Board award Q00289 for SDRAM Computer Memory Modules to Multiwave, the lowest responsible bidder, in the amount of \$50,382.
- Exhibit VII – A.3.b The administration recommends that the Board award bid request Q00279 for masonry restoration work for Buildings A and F to W. L. Kercher Company, the low bidder in the amount of \$146,850, plus an architect fee in the amount of \$11,014, reimbursables of \$1,000, and a contingency of not to exceed \$14,685 for a total award of \$173,549.
- Exhibit VII – A.3.c The administration recommends that the Board award Q00288 for Sony LCD data projectors for use in the three E Building lecture halls to Troxell Communications, Inc., the lowest responsible bidder, in the amount of \$23,940.
- Exhibit VII – A.3.d The administration recommends that the Board award Q00281 for asbestos removal in Building A to Universal Asbestos Removal, Inc., the low bidder in the amount of \$53,000, architect and engineering fees in the amount of \$42,316, reimbursables in the amount of \$1,000, and a contingency of not to exceed \$5,300 for a total award of \$101,616.

- Exhibit VII – A.3.e The administration recommends that the Board award Q00271 to College Class Schedule Specialists, the low bidder for printing of the Fall 2003 Credit Course Schedule, which is a major publication promoting enrollment, in the amount of \$23,507.05.
- Exhibit VII – A.3.f The administration recommends that the Board award bid request Q00286 for a leased Microsoft Campus Agreement 3.1 License for Microsoft software for both administrative and academic environments to Software Plus, the lowest responsible bidder for the entire package, in the amount of \$71,437.30 per year from May 1, 2003 through April 30, 2006.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00289 for SDRAM Computer Memory Modules as requested by Information Technology/Client Services for use by Desktop Support.

II. BUDGET STATUS

Funds in the amount of \$50,382 are provided as part of the Technology Initiatives in the 2002/03 Restricted Purposes Fund budget, under account number 0695-245-585.10-4509.

III. INFORMATION

A legal bid notice was published and 24 bids solicited. 12 responses were received. The following is a recap of the bid tab sheet:

Multiwave	\$50,382.00
Wintec Industries	51,530.25
Silicon Mountain Memory, Inc.	53,162.49
CompUSA	53,676.24
Dell Computer Corporation	53,736.94
Insight Public Sector	54,517.10
Info Technologies, Inc.	54,610.59
GovConnection, Inc.	55,387.32
GHA Technologies, Inc.	55,589.40
Ace Computers, Inc.	57,114.00
Government Acquisitions, Inc.	65,568.00
Omni Tech Corporation	75,225.00

The requested 1,207 SDRAM Computer Memory Modules are to be used for instructional and administrative functions throughout the College. They are intended for projects that are in concert with the Technology Initiatives in both the Academic and Institutional Technology plans. Included is migration to the XP Operating System, as well as library and lab software upgrades, faculty, administration and staff software application upgrades, and a variety of other approved projects. For many of the CPU's on campus, the SDRAM Computer Memory Modules will provide additional memory for compatibility and extend the life of the systems.

IV. RECOMMENDATION

The administration recommends that the Board award Q00289 for SDRAM Computer Memory Modules to Multiwave, the lowest responsible bidder, in the amount of \$50,382.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00279 for masonry restoration work for Buildings A and F as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$173,549 will be provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account numbers 0392-039-533.00-9092 and 0392-039-534.00-9092.

III. INFORMATION

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

W. L. Kercher Company	\$146,850
Eugene Matthews, Inc.	185,000
Soumar Masonry Restoration, Inc.	245,000
Abel Building & Restoration	252,000
Heinig Construction Co., Inc.	287,500

Harper College is comprised of buildings with various structural characteristics. Most of the buildings include masonry cavity walls, and observations have indicated that some of the masonry walls are in need of tuckpointing and repairs. Repairs are required to prevent excess water from entering the cavity and the interior and the structure of each building. Long term exposure to water causes deterioration of the structure and masonry.

This is an approved Life Safety project.

The recommendation includes an architect fee of \$11,014, reimbursables of \$1,000, and a contingency of not to exceed \$14,685.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00279 for masonry restoration work for Buildings A and F to W. L. Kercher Company, the low bidder in the amount of \$146,850, plus an architect fee in the amount of \$11,014, reimbursables of \$1,000, and a contingency of not to exceed \$14,685 for a total award of \$173,549.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00288 for Sony LCD data projectors for use in the three E Building lecture halls as requested by Information Technology/Client Services for the Media Services department.

II. BUDGET STATUS

Funds in the amount of \$23,940 are provided in the 2002/03 Education Fund budget, under account number 0195-025-586.

III. INFORMATION

A legal bid notice was published and 26 bids solicited. Fifteen responses were received. The following is a recap of the bid tab sheet:

Troxell Communications, Inc.	\$23,940.00
Columbia Audio Video	24,663.84
B&H Photo-Video Corporation	24,911.25
MCSi	25,200.00
Video Service of America	25,834.41
Adtech Systems	26,100.00
Swiderski Electronics, Inc.	26,985.00
United Visual, Inc.	27,219.00
Sound Vision, Inc.	27,504.00
AV Marketplace	28,164.00
Roscor Corporation	28,197.00
Allen Visual Systems, Inc.	29,156.00
Custom Computer Specialists, Inc.	29,389.23
Pinnacle Audio & Video Systems, Inc.	29,844.00
Interstate Electronics Company	29,850.00

The three projectors will replace substantially older technology in the three E Building lecture halls. Most of the academic Divisions use the facility. Because the new equipment has 5200 rather than 2000 lumens, it will provide increased brightness. It also has increased display quality with improved consistency and stability, provides additional functionality, and is networkable, allowing the projectors to be connected remotely. This purchase will allow for higher utilization and for a larger variety of classroom instruction, demonstrations, and special events to take place. The older projectors will be used in smaller classrooms, where that technology meets the need.

IV. RECOMMENDATION

The administration recommends that the Board award Q00288 for Sony LCD data projectors for use in the three E Building lecture halls to Troxell Communications, Inc., the lowest responsible bidder, in the amount of \$23,940.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00281 for asbestos removal in Building A as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$101,616 are provided in the Operations and Maintenance Restricted Fund budget, under account numbers 0392-039-533.00-9097 and 0392-039-534.00-9097.

III. INFORMATION

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

Universal Asbestos Removal, Inc.	\$ 53,000
EHC Industries, Inc.	54,854
Environmental Services of Illinois, LLC.	56,400
Holian Asbestos Removal & Encapsulation Corp.	57,800
Valor Technologies, Inc.	63,125
MAAC Environmental Contractors, Inc.	70,990
Nationwide Environmental, Inc.	75,600
ACI Environmental Corp.	76,000
The Luse Companies	117,880

This request is for asbestos abatement in three areas in Building A: Testing and Assessment, the Student Activities office area, and the north end of the second floor where IT has offices and a training room. Carpet replacement is scheduled for all three areas, but the abatement must be completed first.

This is an approved Life Safety project.

Included in the request are architects and engineering fees in the amount of \$42,316, reimbursables in the amount of \$1,000, and a contingency of not to exceed \$5,300.

Included in the architect and engineering fees are the initial testing, design, observation during the abatement, and air monitoring during and after the abatement.

IV. RECOMMENDATION

The administration recommends that the Board award Q00281 for asbestos removal in Building A to Universal Asbestos Removal, Inc., the low bidder in the amount of \$53,000, architect and engineering fees in the amount of \$42,316, reimbursables in the amount of \$1,000, and a contingency of not to exceed \$5,300 for a total award of \$101,616.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00271 for printing of the Fall 2003 Credit Course Schedule, which is a major publication promoting enrollment, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$23,507.05 will be provided in the 2003/04 Education Fund budget, under account number 0181-060-547.

III. INFORMATION

A legal bid notice was published and 22 bids solicited. Four responses were received. The following is a recap of the bid tab sheet for 185,000 copies of the 52-page Fall 2003 Credit Course Schedule:

College Class Schedule Specialists	\$ 23,507.05
Precise Printing Network, Inc.	24,814.75
Newsweb Corporation	25,999.50
Ripon Community Printers	33,950.00

Harper College Course Schedules are sent to households in the College district. Copies are also sent to out of district students, businesses, libraries and individuals upon request. The Course Schedule will list the College Credit class offerings for the Fall 2003 term.

The bid request included printing of the Fall 2003 and Spring and Summer 2004 Credit Course Schedules. Only the printing of the Fall 2003 Credit Course Schedule is to be awarded. After a study has been completed concerning a possible change in specifications, the printing of the Spring and Summer 2004 Credit Course Schedules will be re-bid.

IV. RECOMMENDATION

The administration recommends that the Board award Q00271 to College Class Schedule Specialists, the low bidder for printing of the Fall 2003 Credit Course Schedule, which is a major publication promoting enrollment, in the amount of \$23,507.05.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00286 for a leased Microsoft Campus Agreement 3.1 for Microsoft software for both administrative and academic environments as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$71,437.30 are provided in the 2002/03, and will be provided in the 2003/04 and 2004/05, Restricted Purposes Fund budget, under account number 0695-245-544.80-4509.

III. INFORMATION

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

Custom Computer Specialists, Inc. (Incomplete Bid)	\$64,871.29
Software Plus	71,437.30
Softchoice Corporation	72,215.00
Advanced Academic Solutions	72,470.53
Educational Resources Inc.	72,859.38
Computer Discount Warehouse Inc.	72,914.93
Journey Education Marketing, Inc.	74,825.85
Consistent Computer Bargains Inc.	75,736.87

The Microsoft Campus Agreement 3.1 includes Microsoft Campus Desktop (Office Pro, Windows OS Upgrade and Core CAL), MS Project, MS Visio Pro, MS FrontPage, MS Publisher, MS Visual Studio Academic and MS SQL Client Access License.

This request is for a leased Microsoft Campus Agreement 3.1 License for Microsoft software. It includes licenses for each title for the entire campus. The College currently has a constant need for 2,400 licensed workstations.

Accepting the Three-year Subscription Option will freeze pricing at the quoted first year price. The three year contract will run May 1, 2003 through April 30, 2006.

The bid received from Custom Computer Specialists is incomplete. It is only for part of the package.

IV.

RECOMMENDATION

The administration recommends that the Board award bid request Q00286 for a leased Microsoft Campus Agreement 3.1 License for Microsoft software for both administrative and academic environments to Software Plus, the lowest responsible bidder for the entire package, in the amount of \$71,437.30 per year from May 1, 2003 through April 30, 2006.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

April 22, 2003

SUMMARY OF PURCHASE ORDERS

- Exhibit VII – A.4.a The administration recommends that the Board approve issuance of a change order in the amount of \$50,000 to purchase order number 019814 issued to Boise Cascade Office Products for office supplies, for a new total of \$140,000 per year for fiscal years 2002/03, 2003/04 and 2004/05, with the option to renew for two additional years at the same or lower cost.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a change order to purchase order number 019814 issued to Boise Cascade Office Products for office supplies as requested by Physical Plant and Auxiliary Services for the Bookstore.

II. BUDGET STATUS

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

III. INFORMATION

The award of Bid Request Q00200 for office supplies for fiscal years 2001/02, 2003/04 and 2004/05 was approved by Board action April 24, 2002. As a result, purchase order 019814 in the amount of \$90,000 was issued to Boise Cascade Office Products.

Boise Cascade Office Products provides secure on-line ordering capabilities available 24 hours a day, seven days a week, as well as next day delivery, excellent customer service and a much larger selection than Central Stores was able to provide. Also, some departments in the College have been taking advantage of the Boise pricing and placing orders that were previously placed, via credit card, with Office Max and Office Depot. All of these factors have led to an increase in volume to the Boise program.

The estimated annual purchases for the Boise program were based on 45% of the Central Stores volume placed with the Bookstore in the past. The usage has been greater than expected, at 61% of the past volume.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a change order in the amount of \$50,000 to purchase order number 019814 issued to Boise Cascade Office Products for office supplies, for a new total of \$140,000 per year for fiscal years 2002/03, 2003/04 and 2004/05, with the option to renew for two additional years at the same or lower cost.

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

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Review of Executive Session Minutes

II. REASON FOR CONSIDERATION

Public Act 85-1355 requires each Board to review at least every six months the minutes of closed sessions to determine whether the minutes, in whole or in part, may be made part of the public record. The Act became effective January 1, 1989.

III. BACKGROUND INFORMATION

In compliance with Public Act 85-1355, the Board of Trustees has scheduled the review of executive session minutes in April and October of each year. On Tuesday, April 22, 2003, a review may take place in closed session to be followed by action on disclosure during regular session.

IV. RECOMMENDATION

BE IT RESOLVED that the Board approve for public record the executive session minutes (date[s] of executive session[s])

and/or

BE IT RESOLVED that the executive session minutes of (date[s] of executive session[s]) remain confidential.

Chair

Secretary

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

2004 – 2005 and the 2005 –2006 Academic Calendars.

II. REASON FOR CONSIDERATION

Under the authority of the Public Community College Act, the Board of Trustees of the local community college districts shall establish an academic calendar for the college district.

III. BACKGROUND INFORMATION

The Academic Calendars for 2004 – 2005 and 2005 - 2006 have been reviewed and endorsed by the Faculty Senate and Dean's Council. Upon approval, the calendars will be published in the College Bulletin, on the Web Site and in other appropriate publications.

IV. RECOMMENDATION

The Administration recommends that the Board adopt the proposed 2004 – 2005 Academic Calendar and 2005 – 2006 Academic Calendar.

**WILLIAM RAINEY HARPER COLLEGE
ACADEMIC CALENDAR
2004-2005
DRAFT**

FIRST SEMESTER - FALL, 2004

Registration as scheduled	Through August 14
Final Registration Week	August 16 - 21
Faculty Report	August 17
Classes Begin*	August 23
Labor Day (Classes Not in Session)	September 6
Last Day for Refunds**	September 7
Midterm	October 16
Veterans Day (Classes Not in Session)	November 11
Last Day for Withdrawals (16 week classes)***	November 13
Thanksgiving Holiday (Classes Not in Session)	November 25 – November 28
Last Week of Fall Term (Final Exams)	December 13 - 17
Semester Break Begins	December 18

SECOND SEMESTER - SPRING, 2005

Registration as scheduled	Through January 11
Final Registration Week	January 10 - 15
Faculty Report	January 12
Martin Luther King Day (Classes Not in Session)	January 17
Classes Begin*	January 18
Last Day for Refunds**	February 1
Lincoln's Birthday Observed (Classes Not in Session)	February 11
Midterm	March 12
Reading Day (Classes Not in Session)	March 25
Spring Break	March 26 – April 3
Classes Resume	April 4
Last Day for Withdrawals (16 week classes)***	April 16
Last Week of Spring Term (Final Exams)	May 16 - 20
Graduation	May TBA

SUMMER SESSION, 2005

Registration as scheduled	Through May 28
Final Registration Week	May 31 - June 4
Classes Begin*	June 6
Last Day for Refunds**	June 9
Midterm	June 30
Fourth of July (Classes Not in Session)	July 4
Last Day for Withdrawals***	July 14
Final Exams	July 27 – July 28

* Most credit classes begin this week. Many continuing education and credit classes begin on other dates. Check class schedule.

** Per institutional tuition refund policy in the College Catalog

*** Per institutional policy, deadline varies for non 16-week courses

**WILLIAM RAINEY HARPER COLLEGE
ACADEMIC CALENDAR
2005-2006
DRAFT**

FIRST SEMESTER - FALL, 2005

Registration as scheduled	Through August 16
Final Registration Week	August 15 - 20
Faculty Report	August 16
Classes Begin*	August 22
Labor Day (Classes Not in Session)	September 5
Last Day for Refunds**	September 6
Midterm	October 15
Veterans Day (Classes Not in Session)	November 11
Last Day for Withdrawals (16 week classes)***	November 14
Thanksgiving Holiday (Classes Not in Session)	November 24 – November 27
Last Week of Fall Term (Final Exams)	December 11 - 16
Semester Break Begins	December 17

SECOND SEMESTER - SPRING, 2006

Registration as scheduled	Through January 10
Final Registration Week	January 9 - 13
Faculty Report	January 11
Martin Luther King Day (Classes Not in Session)	January 16
Classes Begin*	January 17
Last Day for Refunds**	January 31
Lincoln's Birthday Observed (Classes Not in Session)	February 13
Midterm	March 11
Spring Break	March 27-31
Classes Resume	April 3
Reading Day (Classes not in session)	April 14
Last Day for Withdrawals (16 week classes)***	April 17
Last Week of Spring Term (Final Exams)	May 15 - 19
Graduation	May TBA

SUMMER SESSION, 2006

Registration as scheduled	Through May 26
Final Registration Week	May 29 - June 2
Classes Begin*	June 5
Last Day for Refunds**	June 8
Midterm	June 29
Fourth of July (Classes Not in Session)	July 4
Last Day for Withdrawals***	July 13
Final Exams	July 26 – 27

* Most credit classes begin this week. Many continuing education and credit classes begin on other dates. Check class schedule.

** Per institutional tuition refund policy in the College Catalog

*** Per institutional policy, deadline varies for non 16-week courses

WILLIAM RAINEY HARPER COLLEGE
Preliminary Schedule of Investments
As of March 31, 2003

Exhibit VII-B.1
April 22, 2003

	<u>Outstanding Investments</u>	<u>Earned To Date</u>	<u>FY03 Budget</u>
EDUCATION FUND	\$ 22,845,638	354,318	700,000
OPERATIONS, & MAINT. FUND	9,618,852	136,580	180,000
OPERATIONS, & MAINT. FUND (Restricted)	12,286,787	147,589	70,000
BOND & INTEREST	7,503,148	108,463	0
AUXILIARY ENTERPRISES	1,655,569	25,241	70,000
RESTRICTED FUNDS	180,043	8,467	60,000
WORKING CASH FUND	12,463,190	195,096	340,000
AUDIT FUND	184,283	2,921	5,000
LIABILITY, PROTECTION & SETTLEMENT	<u>1,477,144</u>	<u>24,871</u>	<u>75,000</u>
Total	\$ <u>68,214,654</u>	<u>1,003,546</u>	<u>1,500,000</u>

WILLIAM RAINEY HARPER COLLEGE
Schedule of Investments
As of March 31, 2003

Exhibit VII-B.1
April 22, 2003

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 3/31/2003	Market Value
<u>Certificates of Deposits</u>							
Northern Trust	03/06/03	10/30/03	238	1.22	11,974.18	1,500,000.00	
PMA/Bank of Nashville	03/03/03	11/28/03	270	1.35	20,023.81	2,000,000.00	
PMA/Discover Bank	03/06/03	12/11/03	280	1.25	14,423.47	1,500,000.00	
PMA/Discover Bank	03/12/03	12/26/03	289	1.15	13,697.88	1,500,000.00	
PMA/Discover Bank	03/12/03	01/08/04	302	1.15	14,316.57	1,500,000.00	
PMA/Discover Bank	03/12/03	01/22/04	316	1.15	14,984.71	1,500,000.00	
PMA/Discover Bank	03/12/03	02/05/04	330	1.15	15,655.27	1,500,000.00	
LaSalle Bank	11/21/02	04/03/03	133	1.30	7,204.17	1,500,000.00	
LaSalle Bank	11/21/02	04/16/03	146	1.30	7,908.33	1,500,000.00	
PMA/Discover Bank	10/28/02	05/01/03	185	1.97	20,005.61	2,000,000.00	
PMA/MBNA America NA	08/20/02	05/15/03	268	2.12	23,375.98	1,500,000.00	
PMA/MBNA America NA	08/20/02	05/29/03	282	2.12	24,610.69	1,500,000.00	
PMA/First State Bank	11/21/02	05/29/03	189	1.74	18,019.42	2,000,000.00	
PMA/Discover Bank	11/21/02	05/29/03	189	1.45	3,761.58	500,000.00	
PMA/Cole Taylor Bank	10/30/02	06/12/03	225	1.90	15,263.14	1,300,000.00	
PMA/Discover Bank	11/21/02	06/25/03	216	1.47	13,078.39	1,500,000.00	
PMA/Suburban Bank & Trust	01/10/03	07/09/03	180	1.40	10,376.45	1,500,000.00	
PMA/Pullman Bank	01/10/03	07/23/03	194	1.40	11,185.20	1,500,000.00	
Harris Bank	01/10/03	08/06/03	208	1.68	14,629.35	1,500,000.00	
PMA/Discover Bank	01/17/03	09/04/03	230	1.40	13,271.54	1,500,000.00	
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	
PMA/Discover Bank	01/17/03	09/18/03	244	1.40	14,075.91	1,500,000.00	
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	
PMA/Pullman Bank	01/17/03	10/16/03	272	1.40	15,707.02	1,500,000.00	
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	
PMA/Discover Bank	02/26/03	11/28/03	275	1.34	60,733.40	6,000,000.00	
PMA/Independent Bankers' Bank	08/20/02	02/11/04	540	2.55	56,790.74	1,500,000.00	
Harris Bank	01/10/03	08/01/03	223	1.68	15,689.85	1,500,000.00	
	Weighted Average: 2.07					57,300,000.00	57,300,000.00 *
<u>Government Securities</u>							
PMA/Federal Farm Credit Bank Note	10/01/01	10/01/03	720	3.05	124,514.32	1,995,000.00	
	Weighted Average: 3.05					1,995,000.00	2,014,331.55 **
Illinois Funds	Monthly Average			1.16		8,919,654.27	8,919,654.27
TOTALS AS OF:	3/31/2003				\$	68,214,654.27	68,233,985.82

*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
FY2002/2003 BUDGET AND EXPENDITURES
March 31, 2003

Apr. 22, 2003
 Exhibit VII-B.1

EDUCATION FUND					
DIVISION	BUDGET	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Institutional					
Admin Services	9,472,456.00	4,632,519.75	120,965.32	50.18%	4,718,970.93
Sub-Total	\$9,472,456.00	\$4,632,519.75	\$120,965.32	50.18%	\$4,718,970.93
President					
Development Office	388,919.00	291,986.67	75,304.58	94.44%	21,627.75
Pres/Brd of Trustees	345,782.00	250,035.82	68,288.01	92.06%	27,458.17
Strategic Alliance	165,273.00	120,170.27	39,556.93	96.64%	5,545.80
Assoc VP Development	177,715.00	129,543.37	40,996.29	95.96%	7,175.34
Sub-Total	\$1,077,689.00	\$791,736.13	\$224,145.81	94.26%	\$61,807.06
Student Affairs					
Student Activities	363,792.00	198,311.59	71,371.78	74.13%	94,108.63
Student Development	3,312,518.00	2,062,553.61	556,575.13	79.07%	693,389.26
Wellns/Human Perform	675,127.00	495,986.02	90,711.04	86.90%	88,429.94
Sub-Total	\$4,351,437.00	\$2,756,851.22	\$718,657.95	79.87%	\$875,927.83
VP Academic Affairs					
Acad Enrich/Lang Std	3,660,751.00	2,289,901.24	722,385.23	82.29%	648,464.53
Academic Affairs	482,970.00	187,029.81	47,112.61	48.48%	248,827.58
Assoc VP Aca Affairs	240,152.00	144,103.23	46,644.01	79.43%	49,404.76
Bus/Social Sciences	5,126,757.00	3,262,887.68	1,019,933.95	83.54%	843,935.37
Corporate Services	189,733.00	120,180.19	42,952.91	85.98%	26,599.90
Dean of Cont Educ	452,640.00	286,257.28	85,864.74	82.21%	80,517.98
Liberal Arts	5,181,699.00	3,414,167.77	1,098,058.27	87.08%	669,472.96
Life Sci/Hum Services	4,057,604.00	2,563,806.28	849,503.63	84.12%	644,294.09
Resource for Learning	2,049,537.00	1,427,697.94	367,073.86	87.57%	254,765.20
Tech/Math & Phy Sci	4,246,892.00	2,875,975.69	836,337.64	87.41%	534,578.67

EDUCATION FUND

DIVISION	BUDGET	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Wellns/Human Perform	1,011,900.00	595,072.27	190,760.93	77.66%	226,066.80
Sub-Total	\$26,700,635.00	\$17,167,079.38	\$5,306,627.78	84.17%	\$4,226,927.84
VP Admin Services					
Admin Services	1,541,730.00	995,771.65	359,811.33	87.93%	186,147.02
Strategic Planning	10,393.00	7,794.54	0.00	75.00%	2,598.46
Sub-Total	\$1,552,123.00	\$1,003,566.19	\$359,811.33	87.84%	\$188,745.48
VP Diversity/Org Dev					
Human Res/Int. Affairs	13,329.00	7,477.14	0.00	56.10%	5,851.86
Asst VP Diversity/Org	1,024,710.00	376,124.98	118,667.01	48.29%	529,918.01
Sub-Total	\$1,038,039.00	\$383,602.12	\$118,667.01	48.39%	\$535,769.87
VP Info Technology					
Info Technology	4,917,700.00	3,344,010.95	1,034,199.57	89.03%	539,489.48
Sub-Total	\$4,917,700.00	\$3,344,010.95	\$1,034,199.57	89.03%	\$539,489.48
VP Mktg & Advancement					
VP Mktg & Advancemnt	1,267,352.00	671,252.62	259,263.83	73.42%	336,835.55
Enrollment Mgmt	1,820,805.00	1,246,443.34	316,029.76	85.81%	258,331.90
Pub/Comm Services	1,437,188.00	1,121,208.15	314,059.56	99.87%	1,920.29
Sub-Total	\$4,525,345.00	\$3,038,904.11	\$889,353.15	86.81%	\$597,087.74
Grand Total:	\$53,635,424.00	\$33,118,269.85	\$8,772,427.92	78.10%	\$11,744,726.23

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

- Barbara Barton - Legislative Report

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: April 22, 2003

NOTE: CHANGES FROM PREVIOUS MONTH IN BOLD

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
<u>NEW</u>			
ACHA Building Healthy Campus Community Project Health & Wellness D. Yurik	Cultural competency demonstration site	ACHA/CDC \$12,200	09/01/01 09/24/03
<hr/>			
<u>NEW</u>			
Scholar-in-Residence International Studies J. Westney	Fulbright scholar from Costa Rica	CIES \$15,560*	08/01/03 12/31/03
	Matching funds required**		
<hr/>			
<u>NEW</u>			
Energy & Recycling Used Tire Recovery Program Wellness & Human Performance J. Pankanin	Provide Harper with an innovative football field that will exhibit improved durability of the turf, while improving footing and safety for athletes.	DCCA \$15,000	07/01/02 04/03/04
<hr/>			
<u>NEW</u>			
Tire Crumb Rubber Contribution Agreement Wellness & Human Performance J. Pankanin	Contribution to help offset cost of the crumb rubber used in Harper's athletic field.	FORD MOTOR CO. \$15,000	07/01/02 04/03/04
<hr/>			
<u>FY 02 CONTINUATION</u>			
Minority Student Transfer Center Access & Dis. Services L. LaBauve-Maher	To improve the successful IBHE transfer rate of underrepre- sented minority students from Harper to baccalaureate institutions.	HECA \$45,500	8/20/02 8/31/03
<hr/>			
<u>RENEWAL</u>			
Illinois Century Network Regional Technology Center Program D. McShane	Technical Service and Support for Region II	IBHE \$81,347	07/01/02 6/30/03
<hr/>			
<u>NEW</u>			
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
<hr/>			
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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
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	ICCB \$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 12/20/02
<u>FY01 Continuation</u> Adult Education & Literacy Adult Educational Development D. Corr	Supports Adult Educational Development Programs (Federal Basic, \$153,418; EL/Civics, \$41,154; State Basic, \$130,527 State Public Aid, \$19,040 State Performance, \$102,321)	ICCB \$446,460	07/01/02 06/30/03
<u>FY01 Continuation</u> Perkins III J. Hennig	Career and Technical Education	ICCB \$263,497	07/01/02 06/30/03
<u>FY01 Continuation</u> Program Improvement Grant J. Hennig	Supports improvement in career and technical educational programs.	ICCB \$30,649	07/01/02 06/30/03

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
<u>NEW</u> Perkins Postsecondary Performance Enhance- ment Grant Advanced Implemen- tation J. Hennig	To develop and implement ICCB computerized automated degree & certificate audit systems to recognize and promote student success.	ICCB \$15,000	02/15/03 08/30/03
<u>FY01 Continuation</u> Disabled Student Project Access & Disability Services T. Thompson	To provide services to students with disabilities	IDHS \$134,754	07/01/02 06/03/03
<u>FY01 Continuation</u> Displaced Homemakers Women's Program K. Canfield	Advising and Job Placement for Women's Program participants	IDL \$67,000	07/01/02 06/30/03
<u>FY01 Continuation</u> Federal Tech Prep J. Hennig	Comprehensive Career Development Program	ISBE/USDE \$24,783	07/01/02 06/30/03
<u>FY01 Continuation</u> Federal Tech Prep Education to Careers S. Simmons	Comprehensive Career Development Program	ISBE \$218,661 { \$87,928 [F] & \$130,733 [S] }	07/01/02 06/30/03
<u>FY01 Continuation</u> Transitions Grant NSET-Education to Careers S. Simmons	Financial resources for Tech Prep Program	ISBE \$7,500	07/01/02 06/30/03
<u>FY01 Continuation</u> Work Based Learning NSET-Education to Careers S. Simmons	To provide experiences for students of the workplace	ISBE \$15,684	07/01/02 06/30/03
<u>NEW</u> Education-To-Careers Transition Grant S. Simmons	To assist in continued development of sustainable, systemic change in ETC region. (Full grant is \$78,471 – FY03 \$53,000, FY04 \$25,471)	ISBE \$53,000	10/01/02 09/30/03
<u>NEW</u> HELP Health Services D. Yurik	Become national pilot site to develop innovative health interventions to reduce student risk for HIV or other diseases.	NASPA \$2,000	10/02 03/31/03
<u>NEW</u> Scholarships for Success TMPS/ Marketing Services S. Griffith/D. Magno	Scholarship Assistance to support Math, Science, Engineering, & Computer Science students	NSF \$19,306	07/01/02 06/30/03

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
<u>FY01 Continuation</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kevin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical College \$15,000	07/01/02 09/30/02
<u>FY01 Continuation</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kevin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical College \$49,500	10/01/02 06/30/03
<u>NEW</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kevin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical \$42,000	10/01/02 06/30/03
<u>NEW</u> COPS Public Safety M. Alsup	Universal Hiring Program Hire 3 full time officers (Full grant is \$225,000 spread over three years – 08/01/02-7/31/05	USDJ \$123,129 (F) (\$41,043 per officer x 3)	01/02 07/31/03

Total as March 25, 2003

\$3,103,482

DESCRIPTION OF ABBREVIATIONS

ACHA American College Health Association
CIES Council for International Exchange of Scholars
COPS Community Oriented Policing Services
DCCA Department of Commerce & Community Affairs
DoIT Department of Instructional Technology
HECA Higher Education Cooperation Act
HELP Health Education and Leadership Program
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
NASPA National Assoc. of Student
Personnel Administrators
NSF National Science Foundation
NSET Northwest Suburban Employment
and Training Center
TMPS Technology, Math & Physical Science
USDE United States Department of Education
USDJ United States Department of Justice

(F) Federal funds (S) State funds

**\$15,560 grant shared with College of Lake County

**\$7,000 cash and \$14,200 in-kind (shared by College of Lake County)

**Harper College Educational Foundation
March Fundraising Report FY03**

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Unknown	3	\$110.00	\$0.00	\$0.00	\$0.00	\$110.00
Alumni Direct Mail	6	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00
Direct Mail FY03 -- Board Pacesetters	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Direct Mail FY03 -- Donor	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Golf Open 2003 - Underwriting Packet	17	\$25,850.00	\$0.00	\$800.00	\$0.00	\$26,650.00
Grant	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Harvest Gala 2002 - Underwriting	2	\$3,825.00	\$0.00	\$0.00	\$0.00	\$3,825.00
March 20, 2003 Event	2	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Personal Solicitation	4	\$1,000.00	\$12,500.00	\$0.00	\$0.00	\$13,500.00
Stewardship	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Tradition of Excellence Campaign 2002	7	\$38.00	\$0.00	\$0.00	\$0.00	\$38.00
Unsolicited	2	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00
Grand Totals:	47	\$33,668.00	\$12,500.00	\$800.00	\$0.00	\$46,968.00

**Harper College Educational Foundation
Year to Date Fundraising Report (as of 3/31/03)**

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Unknown	20	\$813.00	\$0.00	\$0.00	\$0.00	\$813.00
Alumni Direct Mail	21	\$1,085.00	\$0.00	\$0.00	\$0.00	\$1,085.00
Direct Mail	59	\$11,594.00	\$0.00	\$0.00	\$0.00	\$11,594.00
Direct Mail Board and Trustees	16	\$9,638.60	\$2,059.20	\$0.00	\$0.00	\$11,697.80
Golf Open 2002	7	\$9,975.00	\$2,000.00	\$0.00	\$0.00	\$11,975.00
Golf Open 2003	19	\$26,350.00	\$15,000.00	\$800.00	\$0.00	\$42,150.00
Grant	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Harper Symphony Orchestra	2	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00
Harvest Gala 2002	355	\$79,570.00	\$7,400.00	\$12,248.08	\$155.00	\$99,373.08
Matching	2	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,050.00
Jim McGuire Golf Open	82	\$6,370.00	\$0.00	\$0.00	\$0.00	\$6,370.00
Memorial	5	\$133.00	\$0.00	\$0.00	\$0.00	\$133.00
March 20, 2003 Event	2	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Performathon 2002	84	\$4,013.00	\$0.00	\$0.00	\$0.00	\$4,013.00
Personal Solicitation	10	\$17,505.00	\$12,500.00	\$0.00	\$0.00	\$30,005.00
Planned Giving*	4	\$0.00	\$0.00	\$0.00	\$300,000.00	\$300,000.00
Proposal	6	\$39,000.02	\$0.00	\$0.00	\$0.00	\$39,000.02
Special Initiatives	2	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
Stewardship	15	\$7,106.43	\$0.00	\$0.00	\$0.00	\$7,106.43
Tradition of Excellence Campaign 2002	57	\$319.00	\$260.00	\$0.00	\$0.00	\$579.00
Theatre Seat Campaign	9	\$5,565.00	\$0.00	\$0.00	\$0.00	\$5,565.00
Unsolicited	14	\$3,185.82	\$0.00	\$1,750.00	\$0.00	\$4,935.82
Young Artists' Competition	3	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
Grand Totals:	794	\$225,007.87	\$39,219.20	\$14,798.08	\$300,155.00	\$579,180.15

*Estimated value per donor

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Proposed Fee Changes for the 2003-04 Academic Year.

II. REASON FOR CONSIDERATION

The Board is to establish a fee schedule per section 05.05.00 of the Board Policy Manual. These fees are to cover various costs beyond those covered by the regular tuition.

III. BACKGROUND INFORMATION

These fee changes will be incorporated into the College's registration system. Therefore, fee changes must be acted upon prior to April 28, 2003 when early registration begins for the Fall 2003 semester.

IV. RECOMMENDATION

The administration recommends approval of the Proposed Fee Changes for 2003-04, effective with the 2003 Fall semester.

DESCRIPTION OF FEE	2002 - 03	PROPOSED 2003 - 04	INCREASE OR DECREASE
ACADEMIC ENRICHMENT AND LANGUAGE STUDIES			
International Student Health Insurance Fee	TBD	TBD	--
International Student Processing Fee	150.00	150.00	--
Sign Language Assessment	15.00	15.00	--
CHILD DEVELOPMENT PROGRAM			
Child Learning Center Preschool Fees:			
Main Campus			
3 half-day sessions	682.00 sem	800.00 sem	+ 118.00
2 half-day sessions	453.00 sem	530.00 sem	+ 77.00
Application fee for new children (one time only)	50.00	25.00	- 25.00
Registration fee	35.00	50.00	+ 15.00
Flex-time Preschool	4.40/hr.	5.00/hr.	+ 0.60/hr.
Northeast Center			
3 half-day sessions	510.00 sem	600.00 sem	+ 90.00
2 half-day sessions	340.00 sem	400.00 sem	+ 60.00
Extended Day	170.00 sem	200.00 sem	+ 30.00
Registration fee for all children	20.00	50.00	+ 30.00
These fees are competitive with existing rates charged by preschool programs which exist locally			
DENTAL HYGIENE CLINIC CLIENT FEES			
Screening: Required of all new adult clients. This is an assessment of your mouth, teeth and gums. This is applied to overall charge.	5.00	5.00	--

DESCRIPTION OF FEE	2002 - 03	PROPOSED 2003 - 04	INCREASE OR DECREASE
Dental Hygiene Care			
Level of Difficulty Class 0-1 (under 18 years)	13.00	13.00	--
Class 0-1	22.00	22.00	--
Class 2	32.00	32.00	--
Class 3	42.00	42.00	--
Class 4+	52.00	52.00	--
Radiographs			
Per Films	3.00	3.00	--
Full Mouth X-Rays	30.00	30.00	--
Bitewing X-Rays (4)	10.00	10.00	--
X-ray duplication	3.00	3.00	--
Panorex	15.00	15.00	--
Supplemental Panoramic to complete introval survey	5.00	5.00	--
Sealants-per tooth	5.00	5.00	--
Antibiotics per medication	3.00	3.00	--
Specialized services	1.00 – 10.00	1.00 – 10.00	--
Oral Health Reassessment (client delays treatment 6 months)	10.00	10.00	--
Infection control barriers (each visit)	2.00	2.00	--
Antimicrobial - irrigation series	5.00	5.00	--
SENIOR CITIZENS: Discounts for clients age 60 and older			
Dental Hygiene Care			
Level of Difficulty Class 0-2	15.00	15.00	--
Class 3+	20.00	20.00	--
Class 4+	30.00	30.00	--
Radiographs			
Per Film	2.00	2.00	--
Full Mouth X-Rays	20.00	20.00	--
Bitewing X-Rays (4)	6.00	6.00	--
Panorex	10.00	10.00	--

DESCRIPTION OF FEE	2002 - 03	PROPOSED 2003 - 04	INCREASE OR DECREASE
HEALTH SERVICES OFFICE			
Health Service Physician Services			
Service of physician per student for illness/injury	n/c	n/c	--
Service of physician per employee for illness/injury	15.00	15.00	--
Athletic/health career physical examination including urinalysis & hemoglobin	25.00	25.00	--
Child Care student physical examination	10.00	10.00	--
INJECTIONS AND LABORATORY WORK AVAILABLE IN HEALTH SERVICE FOR STUDENTS AND EMPLOYEES			
Hemoglobin	4.00	5.00	+ 1.00
Tuberculin Skin Test	3.00	5.00	+ 2.00
Urinalysis	3.00	3.00	--
Throat Culture (strep)	6.00	6.00	--
Allergy injections (each)	3.00	5.00	+ 2.00
Glucose Screening	5.00	5.00	--
Pregnancy Test (urine)	5.00	7.00	+ 2.00
Measles, Mumps, Rubella vaccine	3.00	5.00	+ 2.00
Tetanus/Diphtheria (Td)	3.00	5.00	+ 2.00
Hepatitis B Vaccine	81.00	81.00	--
Mono Screen	5.00	5.00	--
LABORATORY TESTS AVAILABLE THROUGH HEALTH SERVICE FOR STUDENTS AND EMPLOYEES			
Health Service Lab Fee (per visit with any combination of below)	3.00	3.00	--
Lipid Profile I - Cholesterol, HDL, Triglycerides	12.00	12.00	--
Comprehensive Metabolic Profile (fasting)	8.00	8.00	--
CBC with differential and platelet count	12.00	12.00	--
HbsAg	15.00	15.00	--
HbsAb	15.00	15.00	--
RPR Serology	6.00	6.00	--

DESCRIPTION OF FEE	2002 - 03	PROPOSED 2003 - 04	INCREASE OR DECREASE
HEALTH SERVICES OFFICE (con't)			
Rubella/Rubeola/Varicella Titer	56.00	N/A	- 56.00
Serum Pregnancy Test	9.00	9.00	--
GC	13.00	N/A	- 13.00
GC and Chlamydia	30.00	30.00	--
Herpes Culture	22.00	22.00	--
Mono Screen	8.00	8.00	--
Strep Culture	12.00	12.00	--
Urine Culture	13.00	13.00	--
HIV Antibody Test 1 and 2	33.00	N/A	- 33.00
Drug Screen	30.00	N/A	- 30.00
Pap Smear	12.00	12.00	--
Thin Prep Pap Smear	N/A	35.00	+ 35.00
FINANCE OFFICE			
Deferred payment plan service charge/fee	25.00	25.00	--
Late Payment Fee	25.00	N/A	- 25.00
NSF non sufficient fund fee	25.00	25.00	--
REGISTRAR'S OFFICE			
Registration Fee - per semester	10.00	15.00	+ 5.00
Graduation Fee - per degree/certificate	20.00	20.00	--
Application Fee	25.00	25.00	--
STUDENT AFFAIRS			
Activity Fee			
per semester - full-time	32.00	32.00	--
per semester - part-time	16.00	16.00	--
per summer session	16.00	16.00	--

DESCRIPTION OF FEE	2002 - 03	PROPOSED 2003 - 04	INCREASE OR DECREASE
VP ADMINISTRATIVE SERVICES			
Renovation Fee (per credit hour)	1.25	1.25	--

AUXILIARY FUND PROGRAMS AND SERVICES

Costs for programs and services vary and are determined separately based on the following considerations:

- A. Direct and indirect costs for developing and providing the programs and services.
- B. What other agencies are charging for similar programs and services.
- C. Estimation of what the perspective clientele is willing and able to pay.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Proposed Tuition and Technology Fee Increases for FY 2003-2004

II. REASON FOR CONSIDERATION

The Board is to establish tuition per section 05.05.00 of the Board Policy Manual. The College was facing a deficit of \$1,500,000 deficit for FY 04 assuming no increase in tuition and no increase in state appropriation. The Governors proposed budget increases the deficit by an additional \$835,000 to \$2,300,000 for FY 04. Enrollment is growing. A delicate balance is necessary to continue the College's commitment to a growing student enrollment, to a high level of service to students, and to achieving higher levels of efficiency with minimal layoffs of staff.

III. BACKGROUND INFORMATION

District Residents

The State has capped tuition at community colleges at 33% of its per capita cost. For FY 04 this would be \$120. The Board, in its Board Budget Guidelines states that District Resident tuition should not be more than 25% of per capita cost. (\$90 in FY 03.) Tuition has been about 19% of per capita cost for the last 5 years despite raising tuition by \$4.00 per credit hour for the each of those years. (See attached chart.) Tuition has been rising at the rate of \$4.00 per credit hour per year because the Board felt it was not fair to increase tuition to the 25% guideline all in one year. A steady and predictable increase created a good planning tool for both the administration and students. Tuition and fees are the only revenue stream that is directly controlled by the Board. A \$1.00 per credit hour increase in tuition generates \$250,000 in revenue.

This year presents an unusual situation posed by the state financial crisis. The Governor's proposed budget means Harper's budget will be cut by 9.4% or \$835,000, in order to assist the state in balancing its budget. A number of the grants provided to the College will remain at FY 2003 levels, and three significant grants will be eliminated.

The first of the three grants is for \$210,000. This grant provides student support services to special populations (i.e. Tutoring, Math & Writing Lab Assistance.) It has been eliminated. *(Last year this grant was reduced by \$134,000 from \$342,152 to \$210,099.)* The second grant is for \$289,000 to assist business and industry to train their workers. These funds are being transferred to another state agency. The final set of grants totals \$336,000 and provides dollars for technology to the academic divisions. These funds are also being transferred to another state agency. *(See attached chart for details.)* There is no guarantee that Harper will receive any of the transferred funds. They will be distributed through a competitive process, instead of a direct grant, and a much larger universe of agencies will be vying for these funds. The final state appropriations will not be known until the legislative session ends. It is not expected that the legislative branch will provide more funding than requested by the Governor in these difficult economic times.

The College has three main revenue sources: tuition and fees, state appropriations and property taxes. These three sources are interrelated and when one or more experience a decrease, it has an impact on the others. Recalling that a \$1 per credit hour increase in tuition generates about \$250,000 in revenue, the state cut equates to about \$3.30 per credit hour in tuition. In order to retain vital programs to students and to maintain high technology standards at Harper, the administration is making a multilevel tuition and technology fee recommendation.

The administration is recommending that since we have not reached the 25% guideline, tuition for FY 04 be increased by \$5.00 per credit hour. This increase would cover the standard \$4.00 per credit hour increase, plus \$1.00 to cover some of the loss of the special populations grant. In addition, the administration is recommending that the technology fee increase by \$1.00 from \$4.00 to \$5 per credit hour to cover some of the loss of the technology grants. The extra \$2 (above the standard \$4 per credit hour) being recommended by the administration will generate \$500,000 and make up for 60% of the \$835,000 expected in state funds loss for FY 2004.

Finally, the College is operating under a tax cap for many years. In recent years a change in assessment appeals, referred to as Property Tax Appeals Board (PTAB), has been having an ever-increasing impact on the College. *(See attached graph, which is for all funds.)* The impact on the Education Fund alone is about \$900,000 per year, which is equivalent to \$3.50 per credit hour. The administration is recommending that the Board discuss and consider increasing the tuition by an additional \$1.00 per credit hour or more to cover some or all of the losses due to PTAB.

Non-Resident

The College uses the state formula for chargeback purposes to determine the base of non-resident tuition and then adds the resident rate. The base for FY 2003-04 would be \$213 plus the resident rate per credit hour.

Example:

If the tuition for District Residents were raised from \$62 to \$69, then Non-Resident would be \$213 plus \$69 or \$282 per credit hour.

Out-of-State

There is a formula provided by the state to calculate per capita costs. The per capita costs are used as the Out-of-State tuition and this would rise to \$360 per credit hour which is our most current per capita rate.

International Student

This rate for many years has been the same as Out-of-State. In the last few years we have modified the growth of this rate because we charge one of the highest rates in the area. (See attached chart.) This rate is currently at \$278 and it could go as high as \$360 per credit hour. The College currently has about 90 international students. We anticipate that this number may drop next year due to very tight immigration restrictions on students. The administration is recommending International Student tuition be set at \$320 per credit hour for FY 2004 and then move to the full per capita rate in FY 2005.

IV. RECOMMENDATION

The administration is recommending a **District Resident** tuition increase of a minimum of \$5.00 per credit hour from \$62 to \$67 per credit hour and a \$1.00 increase in the Technology Fee from \$4.00 to \$5.00 per credit hour for FY 2003-2004 effective Summer 2003. Using current year per capita cost, the student share would be 18.6%.

The administration is recommending that the **Non-Resident** rate be set at the formula plus the **District Resident** rate per credit hour for FY 2003-04 effective Summer 2003.

The administration recommends the **Out-of-State** rate be set at the formula of \$360 per credit hour for FY 2003-2004 effective Summer 2003.

The administration recommends the **International Student** rate be set at \$320 per credit hour for FY 2003-2004 effective Summer 2003.

HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between Harper College and University of Chicago Hospitals for use of clinical facilities for students in the Cardiac Technology 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 University of Chicago Hospitals are consistent with the clinical objectives of the Harper College Cardiac Technology Program.

This agreement has been approved by appropriate officers of University of Chicago Hospitals.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between Harper College and University of Chicago Hospitals be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00278 for roofing removal and replacement work on Buildings A, B and C as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$649,130 will be provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account numbers 0392-039-533.00-9090 and 0392-039-584.00-9090.

III. INFORMATION

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

All American Commercial Roofing, Inc.	\$551,600
American Roofing and Repair Co.	563,058
Elgin Roofing Company, Inc.	567,350
National Roofing Corporation	574,000
Sullivan Roofing, Inc.	609,000
Bennett & Brosseau Roofing, Inc.	623,000
W. R. Kelso Company, Inc.	632,600
A-1 Roofing Company, Inc.	633,100
James Mansfield & Sons Company, Inc.	671,700
Olsson Roofing Company, Inc.	720,300
Knickerbacker Roofing Company, Inc.	721,000
Cudahy Roofing & Supply, Inc.	890,000

A roof survey was completed four years ago, which identified areas on the roofs that were in poor condition. Subsequent leaks have further clarified the need to repair and restore the roofs on Buildings A, B and C.

Repair and restoration work is to consist of replacing flashings, re-striping seams, replacing copings, and additional repairs as required. Replacement will include a vapor barrier, two layers of rigid insulation and 60 mil fully adhered EDPM membrane, and replacement of copings.

The recommendation also includes an architects fee of \$41,370, reimbursables of \$1,000, and a contingency of not to exceed \$55,160.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00278 for roofing removal and replacement work on Buildings A, B and C to All American Roofing Company, Inc., the low bidder, in the amount of \$551,600 plus the architects fee in the amount of \$41,370, reimbursables of \$1,000, and a contingency of not to exceed \$55,160 for a total award of \$649,130.