



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

July 22, 2003

7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Educational Presentations**
 - Russ Mills: Seniors Programming
- V. Student Trustee Report**
- VI. President's Report**
- VII. Consent Agenda*** (Roll Call Vote)
 - A. For Approval**
 - 1. Minutes - June 8-9, 2003 Board Retreat, June 24, 2003 Regular Board Meeting Exhibit VII-A.1
 - 2. Bills Payable, Payroll for June 12, 2003 and June 26, 2003; Estimated payrolls for June 27, 2003 through July 24, 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. First Reading of Addition to Board of Trustees Policy Manual - Designation of Professor Emeritus Status Exhibit VII-A.6
 - 7. Resolution to Approve Board Meeting Dates Exhibit VII-A.7
 - 8. First Reading of Addition to Board of Trustees Policy Manual - E-mail Communications Among Board Members Exhibit VII-A.8
 - 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: Master Affiliation Agreement

Exhibit VIII-A

IX. Citizen Participation

X. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

On-Campus Events

- August 25, 2003 Classes begin - Most credit classes begin this week. Many continuing education and credit classes begin on other dates. Check class schedule.
- *August 26, 2003 7:00 p.m. - Regular Board Meeting - Room W214-215
- ***September 30** 7:00 p.m. - Regular Board Meeting - Room W214-215
 (note change of date)
- *October 28, 2003 7:00 p.m. - Regular Board Meeting - Room W214-215
- *November 13, 2003 7:00 p.m. - Organizational Meeting/Regular Board Meeting - Room W214-215
- *December 18, 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 Board Retreat, June 8-9, 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 Board Retreat, June 8-9, 2003

CALL TO ORDER: The meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Howard on Sunday, June 8, 2003 at the McGraw Wildlife Foundation, 14N322 Route 25, Dundee, IL at 1:30 p.m.

ROLL CALL: Present: Members Barton, Botterman, Gillette, Howard, Kelley, Kolze, Stone, Student Member Sheppard and Trustee-Elect Matt Murphy

Also present: Robert Breuder, President; Phil Burdick, Director of Communications

William Huley and George Flaherty, Northwest Tax Watch

Absent:

ITEMS FOR DISCUSSION: The Board Retreat was conducted for the purpose of looking at trends and discussing initiatives currently under consideration at the College. No decisions were made. No votes were taken.

- National movement for community colleges to offer limited baccalaureate degrees under certain circumstances.
- Campus housing within the Illinois community college system

ADJOURNMENT: The Retreat adjourned on Sunday, June 8, 2003 at 5:30 p.m.

CALL TO ORDER: The meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Howard on Monday, June 9, 2003 at the McGraw Wildlife Foundation, 14N322 Route 25, Dundee, IL at 9:00 a.m.

ROLL CALL: Present: Members Barton, Botterman, Gillette, Howard, Kelley, Kolze, Stone, Student Member Sheppard

Also present: Robert Breuder, President; Dave McShane, Vice President of Information Technology; Judy Thorson, Vice President of Administrative Services

Absent:

ITEMS FOR DISCUSSION: The Board Retreat was conducted for the purpose of looking at trends and discussing initiatives currently under consideration at the College. No decisions were made. No votes were taken.

- Enterprise Resource Planning (ERP) System
- Presenter: Dave McShane
- Strategic look at forecasting Harper's future financial revenue, given the state of the Illinois budget, the tax cap, PTAB, etc.
- Presenter: Judy Thorson

The purpose of the Retreat was to provide detailed information and background on these subjects in preparation for future consideration. The Board will continue to examine these possibilities and issues and gather additional information.

ADJOURNMENT: The Retreat adjourned on Monday, June 9, 2003 at 1:30 p.m.

Chair

Secretary

Minutes of the Regular Board Meeting of Tuesday, June 24, 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, June 24, 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, June 24, 2003 at 7:03 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Botterman, Gillette, Howard, Kelley, Kolze and Stone; Student Member Sheppard
Absent: None

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; Cheryl Kisunzu, Assistant V.P. Diversity/Organizational Development; Linda Kolbusz, Associate V.P. Development, Government Relations; Sheila Quirk, Associate V.P. for Strategic Planning and Alliances; Catherine Brod, Assistant V.P. for Development; Joe Accardi; Mike Alsup; Larry Bielawa; Carol Blotteaux; Phil Burdick; Kathleen Canfield; Daniel Corr; Laura Crane; Lori Danaher; Laurie Dietz; Rob Dix; David Dwyer; Jim Edstrom; Don Evangelista; Terence Felton; A.J. Fleck; Peg Gallagher; Robert Getz; Sally Griffith; Vickie Gukenberger; Kelly Hamontree; Julie Hennig; George Hoeltje; Thea Keshavarzi; Laura LaBauve-Maher; Roberta Lindenthaler; Jim Ma; Maria Moten; Mike Nejman; Norma Nerstrom; Sheryl Otto; Jeanne Pankanin; Janie Petersen; Bill Punkay; Eric Rosenthal; Diana Sharp; John Shola; Tom Thompson; Dennis Weeks and Deanna White. Student: Arpan Shah.

Guests: Stanford Simmons, NWS Partnership; Tim Kane, Chicago Tribune; Michael Lundeen, Legat Architects; Mike Nugent, Nugent Risk Management; Ernest Leaf, Stanley Consultants; George Flaherty, William and Helen Huley, Northwest Tax Watch; Gary Clair, citizen/parent; Matt Murphy, Trustee Elect; Bess and Sam Greco, citizens; Jennie Armatys, Dorothy Bauman, D. Daniels, Frank Doczi, Dolores Growski, Edmund Korn, Alice Lomacz, Demetria

Lonis, Edwin Ozimek, Judy Perri, Dolores Sepaniak, Laurene Szymkowiak, John Totten, Janet Walter, Virginia Wente, George Whitching, Joan Wray, Cardiac Rehab/Get Fit programs.

Chair Howard noted that there were no changes to the Agenda, and there would not be an executive session.

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

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

PRESENTATIONS

There were no educational presentations.

STUDENT TRUSTEE REPORT

Student Member Sheppard distributed a written report to Board members. He gave an overview of various summer events. He noted that the summer youth program "InZone" began with more than 7,000 course registrations for the summer.

PRESIDENT'S REPORT

Dr. Breuder stated that FTE growth is up 6.17 percent for this summer compared to last summer; unduplicated headcount is up 3.85 percent. This growth should continue for the Fall 2003 term.

CONSENT AGENDA

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

Member Barton moved, Member Kolze seconded, approval of the minutes for the May 27, 2003 regular Board meeting; bills payable; payrolls for May 16, 2003 and May 30, 2003; estimated payrolls for May 31, 2003 through June 26, 2003; bid awards; purchase orders; personnel action sheets; student service awards - spring 2003; faculty tenure status report; 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, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$2,805,534.98
Tuition Refunds	27,315.89

The payrolls of May 16, 2003 in the amount of \$1,938,594.75 and May 30, 2003 in the amount of \$1,585,586.04; and estimated payroll of May 31, 2003 through June 26, 2003 in the amount of \$3,534,021.78.

Bid Awards

- Ex. VII-A.3.a Award bid Q00299 for the Testing and Assessment Center renovation and the replacement of stair treads in the Business and Social Science Center (Buildings I and J) and the Liberal Arts Center (Building L) to All Tech Construction Co., the low bidder, in the amount of \$323,210, plus the architect's fee in the amount of \$31,517, an air conditioning allowance of \$15,000, reimbursables of \$1,500, and a contingency of not to exceed \$32,000 for a total award of \$403,227.
- Ex. VII-A.3.b Award bid to Seaway Supply Co., the low bidder for Spartan Cleaning Products, in the amount of \$18,015.00.
- Ex. VII-A.3.c Award bid Q00301 for roadway and parking lot rehabilitation of Lots 8, 9, 10, 11, 12, 13 and 14 and the roadway on the north side of the campus to Midwest Tar Sealer Co., Inc., the low bidder, in the amount of \$80,423.68, plus the architect's fee in the amount of \$6,032, reimbursables in the amount of \$500, and an allowance of not to exceed \$193,000 for a total award of \$279,955.68.
- Ex. VII-A.3.d Award bid Q00297 for purchase and installation of Crestron audio/video control systems in three lecture halls (E106, E107, E108) and a Crestron control system in one theater (J143) to MCSi, the lowest responsible bidder, in the amount of \$42,392.
- Ex. VII-A.3.e Award bid Q00296 for a 2003 Ford F-250 4x4 Pickup to Northwest Ford and Sterling Truck Center, the lowest responsible bidder meeting specification, in the amount of \$20,249.

- Ex. VII-A.3.f Award bid Q00302 to Warner Offset, Inc., the lowest responsible bidder for printing of the Fall 2003 Continuing Education Comprehensive and Personal Enrichment Course Schedules, which are major publications promoting enrollment, in the amount of \$54,676.
- Ex. VII-A.3.g Award bid Q00300 for cut-size paper to be used in the Print Shop and in the campus copiers, laser printers and duplicators, to Midland Paper Co., the lowest responsible bidder for carbonless paper in the amount of \$4,703.50, and to Unisource, the lowest bidder for bond and vellum Bristol paper and stationery boxes in the amount of \$69,644.10 for a total award of \$74,347.60.
- Ex. VII-A.3.h Award bid Q00294 for Paper Towels and Toilet Tissue to Kraft Paper Sales, the low bidder for standard size roll toilet tissue and multifold paper towels in the amount of \$19,051; Ramrod Distributors, the low bidder for jumbo and junior jumbo roll toilet tissue in the amount of \$19,800; and Bade Paper, the low bidder for roll paper towels in the amount of \$20,890 for a total award of \$59,741.
- Ex. VII-A.3.i Award bid Q00295 to Best Elevator Inc., the lowest bidder for elevator maintenance for July 1, 2003 through June 30, 2004, and the option to renew for two additional years at the same or lower price in the amount of \$18,300.
- Purchase Orders
- Ex. VII-A.4.b Approve issuance of a purchase order to Oracle Corporation, for renewal of a technical support agreement for the Oracle Software Suite, in the amount of \$27,192.
- Ex. VII-A.4.c Approve issuance of a purchase order to Grainger for maintenance materials and supplies in the amount of \$70,000.

Ex. VII-A.4.e Approve issuance of a purchase order to IKON Office Solutions, for supplies and maintenance for the OCE high-speed printer, in the amount of \$32,274.

Personnel Actions

Administrator Appointment

Jeanne Pankanin, Dean of Wellness and Campus Activities, W/HP, 07/01/03, \$94,062/year

Faculty Appointments

Lisa Ayers, Instructor-Nursing, LS/HS, 08/19/03, \$40,826/year

Jessica Buben, Instructor-Art, LIB ARTS, 08/19/03, \$35,992/year

Karen Chandra, Instructor-Nursing, LS/HS, 08/19/03, \$42,132/year

Professional/Technical Appointment

Walid Ibrahim, Web Developer, AS, 06/02/03, \$41,658/year

Supervisory/Confidential Appointment

Rick Gonzalez, Theatre Technical Director, Theatre/BOX OFF, 06/23/03, \$36,500/year

Classified Staff Appointments

Jim Hahn, Library Assistant, p/t, LIB SER, 06/10/03, \$12,672/year

Linda Keclik, Child Learning Center Assistant, NEC, p/t, BUS/SS, 07/01/03, \$23,316/year

Eulonda Wright, Receptionist, p/t, ADM-OUT, 06/16/03, \$21,021/year

Harper #512 IEA-NEA Appointment

Steven Morris, Equipment Mechanic, PHY PLT, 05/22/03, \$43,930/year

Public Safety - ICOPS Appointment

Eric Salinger, Public Safety Officer, PUB SAF, 06/14/03, \$34,798/year

Professional/Technical Reclassifications

Laura Boltz, Desktop Integration Analyst-5.3, IT/CS, 07/01/03, \$62,839/year

Robert Brown, Systems Administrator-6.3, IT/TS, 07/01/03, \$64,259/year

Michael Gleissner, Unix Network Specialist-3.2, IT/TS, 07/01/03, \$43,254/year

Supervisory/Confidential Reclassifications

Barbara Bednarz, Manager, User Support-6.4, IT/CS,
07/01/03, \$66,418/year

Laurie Dietz, Manager, Budget/Accounting and Operational
Analysis, AS, 07/01/03, \$68,045

Classified Staff Reclassifications

Lynn Avenson, Shared Courses/Dual Credit & Event
Coordinator, Career Partnership, 07/01/03,
\$33,483/year

Julie Chavez, Bilingual Assistant, ADS, 07/01/03,
\$29,727/year

Luz Hansen, Bilingual Associate ESL/ISO, AE/LS-ESL,
07/01/03, \$42,097/year

Gail Karch, Child Learning Center Associate, CLC, 07/01/03,
\$33,903/year

Karen Lotz, Admissions Coordinator Assistant, ADM OUT,
07/01/03, \$30,291/year

Laurie Miller, Executive Assistant to the VP Student
Affairs/Asst. to the Pres and AVP/Student Affairs,
STU AFF, 07/01/03, \$43,949/year

Administrator Retirements

Larry Bielawa, Director of Human Resources, HR, 07/31/05,
24 years

Julie Hennig, Assistant Vice President of Academic Affairs
for Career Programs, ACA AFF, 07/31/05, 24 years

Classified Staff Retirement

Bonnie Smith, Clinical Facilities Assistant, LS/HS, 07/31/03,
20 years

Professional/Technical Resignation

Scott Stefick, IT Specialist, IT/TS, 06/04/03, 1 year 5 months

Classified Staff Resignations

Mary Hungsberg, Receptionist, p/t, REG OFF, 05/20/03, 2
years 2 months

Kelli Parke, Library Assistant I, LIB SER, 06/13/03, 1 year 7
months

Airie Saporteza, Library Assistant I, p/t, LIB SER, 05/31/03, 2
years 9 months

Robert Tria, Food Service Worker III, FD SER, 05/31/03, 12
years 8 months

Harper #512 IEA-NEA Resignation

Michael Carbone, Custodian, PHY PLT, 05/13/03, 3 months

Approval of the Spring 2003 Student Service Awards in the amount of \$6,293.00 from Account No. 0538-858-59900, \$4,991.00 from Account No. 0134-125-592.4, \$2,480 from Account No. 0536-841-59900-0000 and \$1,240.00 from Account No. 01-00-039-13916.

Approval of the Faculty Tenure Status Report.

Chair Howard noted that she recently attended the Illinois Community College Trustees Association (ICCTA) annual meeting in Chicago. She submitted a written report to Board members. She noted that the biggest concern for everyone is funding. Community colleges want to continue to provide important services in spite of cutbacks in funding from the State, the PTAB refund issue and the general economy. It is a challenge for everyone. Student Member Sheppard noted that Kris Howard and Barbara Barton both received awards at the ICCTA meeting for attending the most meetings and educational training sessions throughout the years. He commended them for their dedication.

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

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

Motion carried. Student Member Sheppard voted aye.

In response to Member Gillette, Chair Howard stated that, although there was no action taken at the Board retreat, they would provide meeting minutes to show which topics were discussed. Chair Howard noted that the minutes would be available for approval at the July Board meeting.

Exhibit VII-A.4.a

Member Stone moved, Member Barton seconded, approval of the issuance of a purchase order to Hewlett-Packard for the purchase of UNIX hosts and middle-ware platforms and associated maintenance and support for the Portal project "My Harper" in the amount of \$365,994, 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 the hardware and software for this project is adding up to a large amount of money. He feels there is no return on investment for this item. Students do not use Harper's email address; therefore, he feels the

Portal will be used by Harper employees only. It is a large amount of money, considering the budget crunch.

In response to Member Gillette, Vice President Joan Kindle noted that one cannot compare utilization of student email accounts to the utilization of the Portal; they are very different. Students may choose to use a personal email account from their home. Utilization of Harper's web has increased rapidly. The College is positioned to moving many student services online for ease of access to advising information, registration information, admissions information and financial aid information. The Portal will allow students to set up their own avenue, with specific services relative to their needs or interests. The Portal is not something unique to Harper College; other institutions have had it for quite some time.

Member Gillette stated that, although this exhibit shows a discount, he cannot compare it with other discounts because it is a sole-source directed procurement with no competitive bidding. Therefore, he will not support it.

Thea Keshavarzi responded that they have a letter from Hewlett-Packard (H-P) confirming the pricing is lower than anything they could get from a reseller. The College has compared it internally.

Member Kelley asked how the acquisition falls in line with the Information Technology (IT) Master Plan. Vice President Dave McShane stated that it dovetails with the overall ERP implementation. It is the front end to getting at the business resources that will come eventually when the ERP system is installed. UNIX is uniform across all vendors, but there are nuances that create some difficulties. Harper staff is trained and well versed in the H-P UNIX platforms.

In response to Member Kelley, Vice President McShane noted that H-P is Harper's standard for its UNIX hosting. He will bring to the Board a proposal for the ERP system to reside on H-P equipment.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Exhibit VII-A.4.d

Member Kolze moved, Member Kelley seconded, approval of the issuance of a purchase order to Philips Medical for Member Gillette asked if the students in the cardiology program pay double tuition for all courses, or only the cardiology related courses. He asked how many semester hours are cardiac only courses.

Kelly Hamontree noted that approximately 32 of the semester hours are cardiac technology core courses. The student pays approximately \$6,650 to complete the program, which does not include textbooks or laboratory fees.

In response to Member Kelley, Ms. Hamontree noted that the program had a \$45,000 surplus this year. Member Gillette noted that \$45,000 per year does not pay for \$407,000 worth of equipment. Member Barton noted that they are meeting a need in the area for those people. Thea Keshavarzi noted that the equipment is being funded out of the referendum Furniture, Fixtures and Equipment (FFE) money for the new building.

Member Kelley asked if the program will be operating in the black within the next two years after they approve the acquisition. Ms. Hamontree affirmed it would. Dr. Breuder noted that the referendum has budgeted \$8.9M to equip the new building.

In response to Member Gillette, Ms. Hamontree stated that they are budgeted for a maintenance agreement in the current budget, which will extend to the new equipment. She added that this is the first major expenditure towards equipment since the program originated. The current equipment being used has been donated by Philips. The company has graciously agreed to trade in the old equipment and put that value toward the cost of the new equipment. They have also frozen the maintenance cost at a very reasonable price for the next five years. Software upgrades, which are a very special component of the purchase, will assure that this equipment has the latest technology and will bring Harper College into the future. Five years from now, the equipment will be technically up-to-date, and the students can continue to utilize it for another five or ten years. In response to Member Kelley, Ms. Hamontree stated that, on average, they upgrade to new generations of equipment every five to ten years.

Dr. Breuder noted that this is an opportunity they do not see very often - when someone gives the College something,

and then they give the College money to take it back. Ms. Hamontree noted that Philips is also donating a \$75,000 Enconcert system which will allow Harper's equipment to be digital. Students will learn about digital storage and digital transformation of ultrasound images and information. They will have to know how to do that when they get to the hospitals.

In response to Dr. Breuder, Ms. Hamontree stated that their relationship with Philips has gone back a long time. In the area hospitals, Philips has approximately 70-80 percent of the market. They see the value in training Harper students on Philips equipment, because they know that those people will go into the hospitals and be the workforce that will make the purchase choices. It is very smart on their end. Harper College and Philips have entered into many educational seminars and opportunities together for the field. It is a good relationship that goes way back. Chair Howard added that it is not only a benefit to the students, but it is a tremendous benefit to the hospitals.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

NEW BUSINESS:

Resolution to Approve Strategic Long-Range Plan: 2003-2006

Member Barton moved, Student Member Sheppard seconded, approval of the Strategic Long-Range Plan: 2003-2006, as outlined in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Howard noted that this is the result of a lot of work on the part of Harper staff.

Member Gillette stated that, although everything in the Strategic Long-Range Plan (SLRP) is positive, he would like to see goals with milestones - something that could be measured. In response, Dr. Breuder noted that the Outcomes document extensively lists the achievements every year. He noted that Mr. Gillette was unable to attend the session this year which explained the planning process at Harper College. Tasks are designed to further define the goals and add specificity, and those can be found in the Annual Plan. The Annual Plan leads with Objectives, which

are measurable statements. Strategies are contained therein and answer the basic questions: who is responsible, how will it get done and when will it get done. The Annual Plan is a document the Board receives every year, and that document forms the basis of the Outcomes document. Dr. Breuder added that Harper's planning process is recognized and acknowledged.

Member Kolze noted that several weaknesses from the SWOT (strengths, weaknesses, opportunities and threats) are currently being addressed. Vice President Skold noted that, as they are doing new program development and assessing programs, they are developing a plan for a logical cycle of renewing equipment, and the budgeting needs associated with it. Vice President Thorson added that they have \$100,000 set aside every year in the maintenance budget for carpeting. They are developing a list of priorities around the College. The Physical Plant has provided a list of replacement of automobiles, tractors and plows. They are whittling away at the list every year.

Member Kolze stated that he feels the SLRP is well done. Member Stone congratulated the team that put the plan together. She called attention to the fact that the number of goals has shrunk, which makes the plan easier to follow.

In response to Member Kolze, Sheila Quirk stated they are working on a chart to show what was recommended to Harper and what has been addressed since the North Central visit. It was noted that the next North Central visit will be done in 2007.

Dr. Breuder noted that there is connectivity between the planning document and the budget numbers. The SLRP serves as a means by which they can develop broad direction for the institution. The Annual Plan gives the specific focus for 12 months. Each year, the accomplishment of the Annual Plan helps the College to achieve what is in the SLRP. Chair Howard noted that tying the budget to the Plan is key; dollars must support the priorities or the College would not be moving ahead.

Student Member Sheppard added that the SLRP is a very good plan; it is not set up for failure.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Sheppard voted aye.

Prevailing Wage Act

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

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Sheppard voted aye.

Administrative
Employment Contracts

Member Stone moved, Student Member Sheppard seconded, approval of the sum of \$312,732 for adjustments in salaries and fringe benefits, and authorization for the Board Chairman and Secretary to execute the Administrative Employment Contracts on behalf of the Board of Trustees for the 2003/2004 fiscal year, as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Kolze, Dr. Breuder stated that the Board made the decision, upon his recommendation, to support all employee groups alike.

In response to Member Gillette, Mr. Bielawa explained that base salary dollars are included in the 5.25 percent.

Upon roll call, the vote was as follows:

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

Nays: Member Gillette

Motion carried. Student Member Sheppard voted aye.

Classified, Food Service
and Supervisory/

Member Barton moved, Member Gillette seconded, approval of the sum of \$680,160 to implement the

Confidential Salaries
Fringe Benefit Expenses

increase in salaries and fringe benefit expenses for the Classified, Food Service and Supervisory/Confidential employees effective July 1, 2003, as outlined in Exhibit VIII-D (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,
Kelley, Kolze and Stone

Nays: None

Motion carried. Student Member Sheppard voted aye.

Educational Service
Providers

Member Kolze moved, Member Kelley seconded, approval of the list of Educational Service Providers for Fiscal Year 2003-04, as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Kolze, Ms. Quirk explained that Citrix is a software package that allows different platforms to speak to each other. In order for Harper to give its students a certificate, they must meet quality standards through vendor training, use pre-approved curriculum and a specific test to certify Harper students. Citrix is a service provider. The Board approves these types of expenses once each year at the beginning of the year as students register.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Sheppard voted aye.

Preliminary Budget
For Fiscal Year
2003-2004

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

Member Barton commended the administration for creating a balanced budget and having a small surplus, especially with decreasing funds and sources of revenue.

Dr. Breuder stated that it has been a difficult time to construct a budget. The process began last Fall and culminates tonight in the presentation of the draft budget. It will sit before the public for the next 60 days. He noted that the State has negatively adjusted their funding for next year by \$1.3M; the PTAB issue has decreased revenue by \$1.6M; salary increases are well in excess of \$1M; and property and liability insurances have gone up over \$500,000. The only real source of revenue that the College can depend upon is tuition. They had to adjust, transfer, switch and eliminate in order to bring a balanced budget. Approximately \$900,000 has been eliminated from expenses that were budgeted this year; over \$1M was eliminated last year in FY 02. The College can depend less and less on traditional sources of revenue. Growing enrollment and increasing tuition is a primary source of revenue going forward. They are finding efficiencies and economies of scale to be able to close the gap between the revenue side and the expense side. The College has produced a balanced budget; Harper lives within its means.

Dr. Breuder noted that a newsletter has been circulated that would intimate Harper is fiscally irresponsible. That does not line up with the evaluation of KPMG or with Moody's Investor Services. They continue to strengthen Harper College while engaging in an ambitious agenda. He asked Board members to call him if they need further information or further definition.

Dr. Breuder explained that many people inside the College crafted the \$172M business plan. Members of President's Council worked under the direction that the Board provided to the President. They made the numbers work based on a very bad set of circumstances and have effectively tied the budget to the SLRP. He asked several of his colleagues to present different points of view on the construction of the budget. He introduced Vice Presidents Judy Thorson, Margaret Skold, Joan Kindle and Dave McShane who would be giving presentations.

Vice President Judy Thorson - Budget Highlights

Vice President Judy Thorson distributed additional handouts and discussed highlights of the Budget.

The Budget was crafted upon the following:

- Strategic Long-Range Plan;
- Board Budget Guidelines - guidelines from the Board of Trustees;

- President's Council Guiding Principles or Parameters - guidelines developed by the Vice Presidents for making decisions among themselves. The guidelines are then applied in their respective areas.

Vice President Thorson noted that the amount lost from the State continues to grow; they recently lost the Deferred Maintenance Grant of \$118,000. The appropriation stayed in the community college budget; however, it all went to City Colleges of Chicago. She added that the College did get more money in Capital Renewal, but those dollars do not come to the College directly; they go to the CDB, and then Harper has to work through the CDB to get the money back for projects on campus.

Preliminary All Funds Budget is a recap that is the easiest to read. The Legal Budget in the Board Book is prescribed by the State, and it can be difficult to read. She highlighted items on the Preliminary All Funds Budget:

- Education Fund (01) - revenue and expenses are the same. There is a balanced budget.
- O&M Fund (02) - revenue is \$11.8M and expenses are over \$12M. The \$422,000 deficit reflects projects that were budgeted in this year that have not been completed yet. The money will fall to the bottom of the line at the end of the year, June 30, and it will be spent in next year's budget. Otherwise, their goal is to balance the fund.
- O&M Restricted Fund (03) - referendum building and life safety projects are paid out of this fund. There are large expenditures, \$52M, with only \$5M in revenue. A few years ago, bonds were sold for the referendum building; now money is being spent to build the building.
- Bond and Interest Fund (04) - money collected from taxpayers every year. The only expense out of this fund is to pay the bond and interest payments.
- Auxiliary Fund (05) - this enterprise fund holds all items that have the goal of breaking even or better - Food Service, Bookstore, Continuing Education. The \$255,000 deficit is created by a couple of items. Waivers given to employees to take community education classes have been running well over \$400,000. Policies have been implemented to bring this down to \$230,000. Additionally, the 650 Higgins property has some tax issues. We are projecting some losses for next year and assuming the worst case scenario.

- The Restricted Fund - holds grants that were received. Some ICCB grants are recorded in this fund, also student financial aid and PELL grants.
- The Audit Fund - a relatively small fund which provides for both the annual audit and any targeted auditing they decide to do during the year.
- Liability and Protection Fund - taxes are levied into this fund. It is used to pay for things that create prevention from something that might harm a third party. For example, they use these funds to inspect the boilers. Portions of public safety salaries are paid out of the fund because of the protection they provide on campus. Certain lines of insurance are paid for out of the fund, as well.

Combined revenue for the year is \$120M; combined expenses are \$172.8M. The greatest part of the difference comes from Fund 03, which is the referendum building.

Vice President Thorson highlighted the All Sources of Revenue pie chart. Government is 43 percent, State is 18 percent and Tuition and Fees are 23 percent. In response to Member Gillette, Vice President Thorson affirmed that if the referendum money was not in here, local government would be lower. She noted that the 2000-01 spike in revenue was from the sale of bonds for the referendum building.

Dr. Breuder pointed out the importance of Tuition and Fees when looking at the pie chart of the Education Fund. It is clear that more FTE and higher tuition generates more dollars proportionate to the other areas.

Vice President Thorson explained that, with the tax cap, Harper gets the rate of inflation or five percent, whichever is less, plus new property. She pointed out that the CPI varies from year to year. There have been some peaks and valleys, but the peaks are not very high. Chair Howard added that the College is actually getting less than the amount of inflation because of the tax refunds. Vice President Thorson added that it seems to be leveling off, but they are not sure what the future holds.

In response to Member Kelley, Vice President Thorson explained that when the Budget is approved in August, she will provide a document which shows a comparison of Funds 01, 02 and 05 for FY 03, FY 02 and FY 01. Member Kelley stated that he would like to see the comparison over the next several weeks.

In response to Member Kolze, Vice President Thorson stated that the Budget document will contain the personnel list that was discussed last year.

Vice President Thorson called attention to the final page. Each area of the College writes the things that they are going to do more specifically to support each goal, and how they are going to support it. Since 81 percent of the budget is salaries and fringe benefits, they accomplish most things by reallocating staff to very specific functions.

Vice President
Margaret Skold -
Academic and
Program Decisions

Vice President Skold acknowledged that various groups have been important in the development of this budget: President's Council, the Dean's Council and other administrative teams that work with each one of the Vice Presidents.

"Save before you spend" or "you can't spend what you don't earn" has been the mantra used in developing the budget. It includes ongoing evaluation toward the continuous improvement of Harper programs and operations. At the forefront of budget development is strategic decision-making toward effective and efficient delivery of programs and services to students.

Vice President Skold noted that the College takes advantage of technology to improve efficiency and to make sound business decisions based on data. They evaluate and define ways to improve operational processes and require all administrators to manage their individual budgets well and to live within them. Hiring practices have been expanded to evaluate all positions as they become vacant. It is not automatic that if a position becomes vacant, it is automatically filled the way it was left. Many positions have been redesigned or merged across areas to improve the efficiencies for the total College.

All administrators of the College participate in developing ways to be more efficient. This behavior allows them to expand programming in response to the labor market and to the emerging fields of learning. Administrators live by two budget caveats: 1) revenue must exceed expenses, and 2) you must live within the budget for your area.

Because Continuing Education (CE) programs consistently had expenses that exceeded their revenue, two years ago they created a centralized CE Extension Services Division.

They began business practices that increased revenue and monitored expenses. They have continued the consolidation by merging TECH programs and Music Academy into the CE division. The hard business decision was the reduction of seven positions over the last several years. This has reduced a deficit of nearly \$250,000 from the previous year.

The loss of a \$282,000 grant from the State has significantly affected the College's ability to assist employers who need training for their employees. Internally, all the services provided by Corporate Services will now be sold without the subsidy incentives to offset the cost. Once again, if the revenue does not exceed the expenses, the College is prepared to make the hard business decision.

As the College reviews programmatic areas for increased efficiencies, they consider whether or not a program is readily available within the district from other providers. It is common for them to begin to realize lost revenue and productivity when another provider in the area duplicates a program that Harper offers. For example, Cardiac Rehabilitation Services began when there were few programs in the district; currently, several healthcare organizations provide rehab services. Enrollment in Harper's program has steadily declined, while expenses have increased, leaving a deficit of various levels for over eight years. After investigating a partnership with a local hospital, they were unsuccessful. This year, they determined they could no longer absorb the losses within the budget; therefore, they redesigned the program and increased the fees in an effort to continue services. If the enrollment continues to decline, they will be faced with another hard business decision.

Changing the configuration of a program often improves the quality while improving efficiencies and reducing potential losses. In the past, individuals, students and staff could drop off their children at the Child Learning Center for as little as one hour in the afternoons. This created huge staffing expenses, because there was no way to predict the number of children that would be in the Center at any given time. They have discontinued the drop-off childcare and are focusing their efforts in the pre-school model. Preschool children enroll for specific blocks of time on designated days, which improves Harper's ability to predict staffing, revenue and expenses. The Child Learning Center also provides an extended learning laboratory for Harper students in the Early Childhood Teacher Education Certificate Program.

The principles of planning and budget development have caused them to merge and/or cut some program areas. Over the last three years they have seen increased growth. Doing more with less, while maintaining quality programs and services, has guided them to discontinue two programs due to low enrollment. Resources from the former programs were then channeled into new program development: new program in Industrial Maintenance, Fast Track program for adult students and new health programs in the sonography area.

Faculty positions are reallocated by the new programs. For example, with growth in other areas, they have more students who need to take English and Math. They allocated a vacant position to English and took one of the faculty members from a discontinued program that had the credentials for mathematics, and reallocated him to the Math Department. There is a significant growth in chemistry due to health programs.

Vice President
Joan Kindle -
Service Decisions

Vice President Kindle explained that services are provided in all areas of the College: services in Academic Affairs, Student Affairs, Administrative Services and Marketing and Enrollment.

Several months ago, Student Senate President Arpan Shah addressed the Board. He spoke about the importance of the quality of academic programs and the integration of services on campus. Students have come to expect these valued features of Harper College. With the diversity of students who walk through the doors of Harper, there is a necessity for many services. Unfortunately, the funding sources for many of the special services have been drying up or going in different directions over the past several years. Reduced flow of funds is affecting many students: economically disadvantaged, disabled, academically challenged, diverse populations, etc. Federal and state grants have been shrinking and/or disappearing.

There is a challenge to determine how to preserve the service in order to help students be successful, and yet still be able to do it in a fiscally responsible manner.

Vice President Kindle highlighted several of the challenges Harper College is facing:

- Federal and State grant cuts over the past three years that have affected support services tops over \$500,000. (Disabled, Tutoring Center, Womens Program, Advising,

the Writing Center, Minority Transfer Services, ESL services and AED)

- They are expecting another \$320,000 in cuts in these types of funding sources either next year or within the next two years. In order to preserve some of the quality services, they cannot simply jerk that money out on a one-year basis. They must plan.
- Rising costs of benefits, salaries and services have impacted the shrinking funding sources that they have. They had to make additional cuts in the Educational Fund in order to balance.

She highlighted various decisions that were made in order to preserve some programs, while creating a balanced budget:

- Positions were eliminated and job duties were merged. Four full-time positions were eliminated. This is an opportunity to do more with less.
- Because of the loss of the Special Populations Grant and other special needs grants, six positions were absorbed in the Education Fund through reorganizations this year. Over the last two years, they absorbed another \$77,000 in staffing.
- They have had to maintain staffing levels, even with increased enrollment. The number of academic counselors has remained constant for 30 years. In 1967, there were more counselors than they currently have.
- They have looked at other areas that are not being affected by the budget cuts and reallocating resources. For example, the athletic coordinator position was eliminated and duties were absorbed by other staff.
- Hours have been cut in Advising, Instructional Assistance to the Deaf, Health Services, Web Services, Tutoring Services, Student Aide Assistance, part-time assistance in Registration, Assessment Services, Cashier's Office, Admissions and Registration at NEC. Additionally, non-print materials and print periodicals have been reduced in Library and DoIT Services.

Vice President Kindle noted that this is extremely difficult because they have spent a long time trying to be a full-service operation and addressing the needs of students. She explained that these service cuts could mean reducing the number of hours or reducing the number of staff present to assist students. They have not eliminated important services. They are trying to improve the quality and efficiency of those services, and they are working hard to ensure that the quality of the service is not reduced.

Vice President Kindle explained that Dr. Breuder encourages them to break down barriers within their areas. They need to look at the College as a whole unit and look at the whole student. They must determine the students' needs and how they can address the needs as a whole College. She listed the following reorganizations within the College:

- Reorganization of Physical Education, Athletics, Campus Activities and Community Services (\$30,000 was cut from the budget)
- Faculty Advising Program was eliminated over a two-year period and absorbed through advising centers (savings of \$17,000)
- Merged Career Center and Women's Program - eliminated one full-time position and have shared resources
- Merging support services for International Students.
- Merged Student Handbook with College Catalog (savings of \$15,000). Reduction of number of catalogs printed due to online versions saved \$7,000.
- Revised job descriptions between Student Activities and Multicultural Learning, which allowed them to increase staffing for the Multicultural Learning Center without increasing funds.

She noted that they are expanding opportunities despite declining financial support. To do more with less does not overshadow the goals of continuous improvement and responsiveness to students.

Vice President Kindle highlighted new service initiatives planned for next year:

- Examination of advising services for at-risk students.
- Services for special programs - Fast Track and limited enrollment programs coming onboard.
- Examination of information resources on campus - focus on improvement in timeliness, consistency and accuracy of information as the campus expands.
- Continued implementation of the Multicultural Learning Center with emphasis on assisting diverse students, and helping faculty to infuse diversity into curriculum.
- Implementing ID cards for students and employees.
- New ERP system and portal, plans for expansion of self-service and on-line student services.
- Focus on adult services - targeting adult needs.
- Concurrent and dual enrolled students, examination of service needs and policy review for working with underage students.

- Fall Faculty Orientation - focus on classroom retention, student success issues and strategies to improve the student's ability to be successful and remain on campus, which also benefits Harper's bottom line.

Vice President
Dave McShane -
Technology Decisions

Vice President McShane noted that, since the initial implementation of the Technology Plan and the associated initiatives, Harper has integrated technology into the very fabric of the institution. The main goal at first was to bring Harper into the 20th century and now to the 21st century. The underlying agreement was to improve overall effectiveness of support services to and for the students and employees by bringing essential technology to bear and support the needs of those using the technology. The ultimate goal is the role of the user to become a retriever, and make the user empowered and self-sufficient.

In order to meet the aggressive agenda for technology infusion, funding sources were established and incorporated into the operating budget. The major source was the ATEG grant from the State of Illinois which, over the years, has reached approximately \$300,000+. This source has been reduced over the past three years and will be eliminated next year.

The loss of this source alone has impacted the following initiatives:

- They have extended the replacement cycle and acquisition of various technologies in support of instructional programs.
- They have extended the installation schedule of the presentation technologies in classrooms and lecture halls, so that the faculty can begin to use the technology in the delivery of instruction. The majority of instructional programs are anticipating this technology as an integral component to their instructional delivery. Harper needs to meet their demands. Even with the \$1 Technology Fee increase, the net result is approximately \$154,000 reduction for FY03.
- Software acquisition and maintenance are negatively impacted. The College has approximately 800 unique titles that have ongoing upgrades and seat availability limitations. They must strategize to make sure that the licenses are legal and that they are following copyright rules.
- They have reduced the part-time support in labs, yet they must be flexible by moving around utilization of labs.

He highlighted several decisions that were made in order to absorb the negative funding impact:

- The Board made the decision to increase the Technology Fee by \$1. Although it did not completely replace the overall loss by the ATEG grant, it did cover some staffing. Additionally, 1.5 FTE was moved to the operational budget.
- They have made shift changes and overlapped schedules to support increased use of labs.
- They have provided for ongoing software maintenance in order to insure that the instructional software is legal and up-to-date.

Realignment of support services:

- Audio/visual department and lab support were incorporated into IT. Much of the current technology is integrated and digital. They have cross-trained employees and have been able to leverage the staffing.
- Similar support collapsing is happening across campus for efficiency.

Strategic direction:

- They are extending the refresh cycle. Although they feel comfortable stretching the refresh cycle to four or five years, they must keep an eye on the fact that they do not want to be outdated again. They will still be able to retain that level or edge in the technology arena.
- They will review and improve efficiencies in office processes to support more with less.

Vice President McShane noted that budget cuts and constraints are a necessity. The President and executive team embrace change; however, they realize that quality of product and services, continuous improvement, efficiencies and productivity should not be diminished in any way.

Although they are cutting, they are also keeping an eye on the future. Vice President McShane listed completed projects (or those in final stages):

- Enrollment services has shifted resources and focused its efforts on increasing the use of web applications, Web Registration, Web Pay, Web Course Search, Web Enrollment and Web Grades. They are a key means of providing students with the user friendly capability to meet their needs.
- Continuing Education Web Registration and Payment is expected to be delivered and up and implemented for the Fall semester.

- Review offices and make improvements for better efficiency and productivity - component of ERP.

Proposed Projects:

- My Portal and the new ERP systems - \$8M outlay. It will provide a personalized view of Harper resources and Web based self-service applications for students and employees.
- Universal ID system for students and employees for security, authentication and authorization.
- Network copying and printing to reduce printing and copying costs, equipment and maintenance costs and realign staff to provide better support.
- Accessibility to campus resources via wireless connectivity.
- Upgrade desktop OS from NT to XP.
- Implement campus surveillance and access security system.
- Continue with classroom and lecture hall retrofit.
- Establish access security via authentication/authorization system to Harper resources.
- Implement a desktop collaboration suite that will improve productivity to the desktop once XP is implemented.

Vice President McShane noted that significant effort goes into the annual budget planning process. While creating a balanced budget, they have taken into consideration the difficult task of cutting, but also insuring Harper will be recognized as a leader in quality instruction and services.

Vice President Thorson acknowledged that the Harper College administration, faculty and staff have been hard at work with the Budget. She stated that she appreciates the Board Budget Guidelines and the direction Dr. Breuder has given to them. It made things very clear.

Member Barton stated that this should be very reassuring to the people of our community. It is commendable that funding issues are being addressed and that the College is still coming up with a balanced budget.

Dr. Breuder explained that creating this Budget was an arduous process involving many individuals. They build a budget from the bottom up, and then people are expected to make the numbers work. Sometimes doing more with less is the best thing that can happen in an organization; it forces them to be stronger going forward.

He reminded everyone that they are maintaining the fiscal integrity of the institution, they are maintaining a Aaa bond rating, and they are contributing to the fund balance. They are protecting the institution going forward.

Member Stone added that they are not only protecting the institution, they are also protecting the taxpayers. These actions were taken to prevent the need for going out for an operating referendum. That is key and needs to be very clearly heard and noted.

Vice President Thorson introduced Laurie Dietz whom she has been training. She noted that Laurie has been doing a lot behind the scenes.

In response to Member Botterman's question regarding service cuts, Vice President Kindle explained that traffic patterns were studied for different types of service - which hours were most services used and the number of students using services. They looked at ways to combine two programs and job responsibilities to still serve the same numbers of students. They looked at annual analysis including service counts and cost of service.

In response to Member Botterman, Vice President Colleen Murphy stated that the service hours cut in Admissions/Registration will not impact their ability to grow enrollment. She explained that web registration has helped a lot by reducing the large number of walk-ins. They were able to eliminate a great deal of temporary staff. In addition, moving Scholarships and Financial Assistance with Admissions next to the Center for New Students has helped create efficiencies with the "One-stop" concept. They can still meet the registration needs with decreasing hours. Vice President Murphy noted that they could not have done that without the Board's approval for the remodeling budget.

Student Member Sheppard commended the administration for gathering feedback from students in preparation of the Budget development.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Sheppard voted aye.

Resolution to Establish
the 2003-04 Budget
Hearing Date

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

Chair Howard noted that the date is set for August 26, 2003, during the Board meeting.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

New AAS Degree and
Certificates in
Maintenance
Technology

Member Barton moved, Member Kolze seconded, approval of the new AAS degree program and certificates in Maintenance Technology, as outlined in Exhibit VIII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Skold introduced Sally Griffith, leader of the program's development, and faculty members Don Shola and Bill Punkay.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Second Reading of
Addition to the Board
of Trustees Policy
Manual - Recording
of Closed Sessions

Member Stone moved, Member Kelley seconded, approval of the Addition to the Board of Trustees Policy Manual - Recording of Closed Sessions, as outlined in Exhibit VIII-I (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette suggested that Board members contact members of the State Legislature to tell them to support the Bill. It was noted that the Bill is currently on the Governor's desk. Chair Howard stated that they have communicated the action of the Harper College Board of Trustees.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Sheppard voted aye.

Affiliation Agreement
Renewal Between
Harper College and
Children's Memorial
Hospital

Member Gillette moved, Student Member Sheppard seconded, approval of the Affiliation Agreement renewal between William Rainey Harper College and Children's Memorial Hospital for the clinical education of students in the health career programs, as outlined in Exhibit VIII-J (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Sheppard voted aye.

Enter into a Contract
with E-S-P Vending

Member Barton moved, Member Gillette seconded, entering into a contract with E-S-P Vending Company, Inc. for three years, July 1, 2003 through June 30, 2006, with the option to renew for two additional years, July 1, 2006 through June 30, 2008, for vending services at the College, as outlined in Exhibit VIII-K (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Sheppard voted aye.

Enter into an Exclusive
Contract Agreement

Member Kolze moved, Member Kelley seconded, entering into an exclusive contract with Pepsi Cola Bottlers, Inc. for

with Pepsi Cola
General Bottlers, Inc.

five years from July 1, 2003 through June 30, 2008 for all of the vended cold beverages sold at the College, as outlined in Exhibit VIII-L (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Barton, Vice President Thorson stated that they spoke with both Coke and Pepsi; Pepsi gave the best rebate. She noted that they have negotiated into the exclusive agreement, non-exclusivity. They can get other products delivered.

Member Gillette noted that when state universities entered into exclusive contracts like this, the legislature was very upset; they even passed laws prohibiting state universities from doing this. He felt Harper should have had both Coke and Pepsi bid. In response, Vice President Thorson explained that they did not do this through a sealed bid process; however, it was done through an RFP process, which is acceptable under these conditions.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Renewal of All College
Liability Insurance

Member Gillette moved, Member Kolze seconded, approval of issuance of a purchase order to R. J. Galla Co., Inc. for renewal of all of the College liability insurance coverage for the period of July 1, 2003 through July 1, 2004, in the amount of \$1,180,126, as outlined in Exhibit VIII-M (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Kelley, Vice President Thorson explained that part of R. J. Galla's work is to seek bids from various companies that provide the different lines of insurance. She introduced Mike Nugent, Harper's outside consultant, who helps work on the technical insurance issues.

Mr. Nugent explained that he has been working with the College for four years. The market has deteriorated dramatically since Fall 2000; the terrorist attacks of September 11, 2001 threw it into a further tailspin. Currently, there are no insurers lined up interested in

handling community colleges of this size. The very limited market affects Harper's ability to do an RFP. In fact, for the last two years, the College has not issued an RFP. They have asked R. J. Galla to seek competitive bids from one or two other insurers that might consider it. They have had no luck. They have looked at insurance pools and at other non-traditional insurance options. None of them have been as competitive as the options they have today. Mr. Nugent added that, as the market improves (as other players come into the market), they plan to issue an RFP to make sure the coverage stays in line.

Member Kelley noted that the insurance has more than doubled over the past few years. In terms of the overall cost, Mr. Nugent stated he was pleased with the results of the renewal that R.J. Galla brought; it was very competitive. The cost may have doubled, but it is not just premium increases and rate increases that are responsible; it is the College's growth as well.

In response to Member Kelley, Mr. Nugent noted that R. J. Galla was the incumbent agent four years ago. The College did an RFP to six or seven other agents, and R. J. Galla brought in the most competitive program and retained the business. An RFP was not done in 2003 because there is no one to whom they can send it. Mr. Nugent added that their preference is not to go to the same insurers over and over again when they are not interested in colleges, but to go to them when they are interested in colleges. Additionally, it would paint the College as a bidder, and that is not looked upon favorably in the insurance industry.

In response to Member Stone, Mr. Nugent stated he feels that there will always be insurance. They are looking at different alternatives. With the College's loss experience, they are looking into taking on bigger retentions, keeping money internally, and paying losses. The reinsurance market might be a bit better.

In response to Member Gillette, Mr. Nugent explained that 2000-2001 was a bad workman's comp year. Since then, there have been several safety initiatives at the College. They have seen immediate results; things are on the right track.

In response to Member Gillette, Thea Keshavarzi explained that there is a certain level of inflation on campus buildings each year that is factored into the premium increase. Mr.

Nugent added that buildings which are under construction now are handled in a different policy until they are completed. Those values are not included in this renewal.

In response to Member Gillette, Ms. Keshavarzi stated that the Board exhibit shows that R.J. Galla approached 12 different markets for pricing. She has the details of all the markets that were approached. Several Board members noted that they would have liked R. J. Galla present at the Board meeting to answer questions. Mr. Nugent stated that he was there to answer any questions they have.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

CITIZEN PARTICIPATION

Chair Howard noted that several citizens wish to address the Board.

Gary Clair noted that, 13 months ago, he addressed the Board when his daughter was beginning her first year at Harper. He wanted to report that it has been a wonderful year. The course content has been exemplary, and his daughter enjoys being at Harper. He thanked the faculty and staff for being responsive to his daughter's needs.

Janet Walter stated that she was present at the meeting as a participant in the Get Fit program. She and her friends regard the program very highly; it is enjoyable and rehabilitating. She added that the Harper faculty and staff who take care of them in the morning are their guardian angels. Ms. Walter stated that they want the program to continue, and hope that Harper will find a way to keep it going. She suggested that they all do more marketing to encourage people in the community to participate in Get Fit.

John Totten addressed the Board on behalf of the Cardiac Rehab Program participants. Following heart surgery, he has been a participant for the past ten years. He thanked Phil Burdick, Dr. Vickie Gukenberger and Laura Benson for assisting him with his brief presentation. Mr. Totten noted that he and his friends were concerned after hearing about the budget crunch. Approximately 135 cardiac rehab participants and 25-30 Get Fit participants wanted someone

to talk to the Board to make sure they understood the value Harper provides through these programs. After reading the Strategic Plan, Mr. Totten was impressed with the amount of detail and pleased to see that wellness and quality of life, community support, and marketing of special programs was listed within the Plan. With his background in finance, he understands the financial difficulties the College is facing.

Mr. Totten gave a brief overview of Harper's Cardiac Rehab program, which began in 1982. It is a stand-alone wellness group that meets several times a day, several days a week. Phase II is the rehabilitation program a doctor prescribes, monitors and controls for approximately two months following surgery. In the past, Harper College had a Phase II program. Phase III is a self-directed program which is prescribed following Phase II. Mr. Totten has been involved in the Phase II program at Harper College for 10 years. The Phase II program is monitored by full-time nurses and/or people trained in physical fitness. They set up activities for the participants to work their way into greater strength and durability.

Mr. Totten noted that currently Northwest Community Hospital, Alexian Brothers and Sherman Hospital all conduct heart surgeries and offer their own Phase II and Phase III programs. With more than 1,000 surgeries per year, there are still plenty of people who can take advantage of the service Harper provides. He suggested they expand the marketing process to get the word out.

Mr. Totten noted that the shrinking budget and shrinking number of people involved with the program have caused the College to raise the fees. The income from fees is still not covering the full cost. He noted that some of the participants have contributed to the Harper Foundation to establish scholarships for those who cannot afford the full fee. He feels that if they double the number of participants, the program would be in a good position. He suggested they look into a Balanced Wellness Program, similar to College of DuPage, where Cardiac Rehab is a slice of the total offering into the community. He added that they must get the word out in a better way to doctors, hospitals, patients and/or candidates. He and his colleagues would like to hear that there is support from the Harper administration and from the Trustees that this is a valuable service to the community. They would like to hear that the program is not at risk. He added that many of these people have been paying taxes to help Harper grow.

Dr. Breuder thanked everyone for coming to the Board meeting and sharing their thoughts. He explained that they recognize that Harper was created by the community for the benefit of the community, and they strive every day with the resources that they have to meet the divergent needs of an ever-growing and complex community. He highlighted several points.

- Nobody at Harper is focusing on the Cardiac Rehab program as something that is not important. They have been laboring with the program for a number of years, and he, personally, has been concerned about the numbers since he has been at the College.
- The Budget situation on the outside is having a broad impact on the College, forcing them to look at what they do and how they do it.
- There are many constituent groups. In addition to people in the Cardiac Rehab and Get Fit programs, they have 17-year-olds, people returning to the workforce, disadvantaged people, and people struggling in other ways that need all the assistance Harper can give.
- There is no intent to eliminate in FY 04 the Get Fit program or the Phase III Cardiac Rehab program. The decision was made in January to work their way out of Phase II, because the numbers were going so drastically in the wrong direction. In 1996/97 there were 68 participants; in January, there were 15. Phase III in 1996/97 was 178; currently there are 135 participants. In 1997/98 Get Fit had 452 people participating; in 2002/03 Get Fit has 159.
- Four years ago, Dr. Breuder and Tom Choice, then Vice President of Academic Affairs, met with the people in the Cardiac Rehab area to discuss the problems. The revenue shortfall in FY 2000 grew to \$92,000 per year. He noted that when the \$92,000 is added to the \$60,000 shortfall in the Flower Shop, the \$32,000 shortfall in Child Care and the \$150,000 shortfall in the Cafeteria, all of a sudden it is big money. They are all in Fund 05. In FY 2000, most of Fund 05 was being taken care of by the TECH program, which was a money-making proposition. People did not worry as much about the lost lines of business, because TECH was generating significant money - almost \$3.5M per year in gross revenue. Today TECH is generating under \$2M. They had developed a dependence on TECH and now that has gone away.

- They started marketing the Cardiac Rehab program, and it still did not bring in the numbers. Referrals are not coming from other providers. The revenue line outside of what a participant pays is falling away, because the funding has been cut in half. There is also more competition.
- Harper is committed to wellness; they will not abandon wellness. College of DuPage (COD) has a very strong commitment to wellness; however, he believes COD has lost \$250,000 to make that available.
- He added that he recognizes and appreciates the fact that all of these people pay taxes, they pay money to support the institution, and they voted for the referendum. The moms and dads of 17-year-olds, the 35-year-olds returning to work and the unemployed worker also pay taxes. The frustration for the College is getting it all done and not putting itself in financial risk.
- He stated that he is aware of the concern about parking. There are eight spots reserved for the handicapped in Building M. They lost some parking around the circle; however, there will be some placed back in there. They will be initiating specialized parking permits for people who need them. They can be handed out by the folks who operate the program.
- Dr. Breuder stated he has been conversing with local legislators to talk about how they can get more money for the program.

He concluded by saying that it pleases the Board and the Harper community that the Cardiac Rehab and Get Fit participants have bonded with Harper and feel so strongly about the program. He pledged to them every effort to try to make the program successful. His definition of success is that the participants are happy with the program, and the College will not lose money because of it.

Chair Howard thanked them for coming and addressing the Board. The Board is aware the program has been going on a long time and has benefited many people. They will try hard to meet the needs of the very diverse population the College serves.

Member Gillette asked if Board members could get a report on what is happening or what will happen to the program, so that they better understand the issues. He noted that he is an alumnus of the Phase II and Phase III programs at Harper College. The Cardiac Rehab people have gotten

together on their own to fund many things at Harper. They are a unique alumni group.

ANNOUNCEMENTS BY
CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information.

OTHER BUSINESS

Chair Howard noted that, in keeping in line with the Open Meetings Act, Member Botterman suggested the Board have an e-mail policy written. There has been some concern about how the Board uses e-mail effectively without violating the Open Meetings Act. Chair Howard has asked the President to work with the College attorney to draft a policy regarding the use of e-mail.

Chair Howard stated that, by law, they must hold a Board Organizational Meeting in November. She is suggesting, with the recommendation of the President and legal counsel, that they hold it on November 13; once they complete the Organizational Meeting, they will reconvene into the Regular Board meeting. This would eliminate the need for two separate meetings in November. In addition, Chair Howard suggested that when they organize the Board in November, the officers be elected to serve only until April 2004. At that time, they will reorganize the Board and elect officers to serve until April 2005. That would help them get on the April schedule, since the election has been changed from November to April.

She also suggested that the December Board meeting be held on December 18 to avoid the holiday period. Chair Howard noted that they will not vote on the date changes this evening; they will be on the Agenda in July.

ADJOURNMENT

Member Barton moved, Student Member Sheppard seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 10:00 p.m.

Chair

Secretary

BOARD REQUESTS

JUNE 24, 2003 REGULAR BOARD MEETING

1. In response to Member Gillette, Chair Howard stated that, although there was no action taken at the Board retreat, they would provide meeting minutes to show which topics were discussed. Chair Howard noted that the minutes would be available for approval at the July Board meeting.
2. In response to Member Kelley, Vice President Thorson explained that when the Budget is approved in August, she will provide a document which shows a comparison of Funds 01, 02 and 05 for FY 03, FY 02 and FY 01. Member Kelley stated that he would like to see the comparison over the next several weeks.
3. Member Gillette asked if Board members could get a report on what is happening or what will happen to the Cardiac Rehab program, so that they can better understand the issues.
4. Chair Howard has asked the President to work with the College attorney to draft a policy regarding the use of e-mail.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

July 22, 2003

SUMMARY OF BIDS

- Exhibit VII – A.3.a The administration recommends that the Board award Q00290 for general printing and copying services for various cost centers for July 1, 2003 through June 30, 2004, and the option to renew for up to two additional years, in the amount of \$30,000 each to Vis-O-Graphic Printing, Inc., Elk Grove Graphics, K & M Printing Co., and Quantum Color, and approximately \$80,000 to be assigned among the four vendors throughout the year based on cost, service and print capabilities, for a total award of \$200,000.
- Exhibit VII – A.3.b The administration recommends that the Board award Q00304 to Cardinal Cartridge, Inc., the lowest responsible bidder meeting specifications for Laser Toner Cartridges and Maintenance Kits for Printers, in the amount of \$73,095.00.
- Exhibit VII – A.3.c The administration recommends that the Board award the bid to Innovative Systems Associates, Inc., the low bidder for Impromptu User Software Licenses and Support, in the amount of \$31,600.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of Request for Proposal Q00290 for general printing and copying services for various cost centers as requested by Marketing and Advancement for Marketing Services.

II. BUDGET STATUS

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

III. INFORMATION

Approximately 75 to 100 print jobs costing less than \$10,000 are required each year, for many cost centers. Through the Request for Proposal, vendors were sought to provide this printing for the period of July 1, 2003 through June 30, 2004.

A legal request for proposal notice was published and 16 proposals solicited. Nine responses were received. As part of the proposal, cost estimates for four typical Harper College printing projects were submitted. The following is a recap of the proposal tab sheet pertaining to the cost estimates for the four typical Harper College projects:

K & K Litho, Inc.	\$ 4,365.00	No Bid 2 Items
Vis-O-Graphic Printing, Inc.	15,111.40	
Elk Grove Graphics	15,755.00	
K & M Printing Co.	16,690.00	
Quantum Color	17,868.00	
Rider Dickerson, Inc.	18,780.00	
Royal Omega Graphics, Inc.	20,275.00	
All Printing and Graphics, Inc.	21,153.60	
Blooming Color, Inc.	22,978.00	

The four typical projects for which the vendors submitted cost estimates were:

- 8,000 copies of a Tri-Fold Brochure
- 40,000 copies of a Large Post Card
- 5,000 copies of a Twelve-Page Brochure
- 10,000 copies of a Pocket Folder

In addition to the cost estimates, the vendors were to submit print samples of the following:

- 2 color Tri-Fold Brochure
- 4 color Tri-Fold Brochure
- 16x24 or similar size 4 color Poster
- 6x11 or similar oversize 4 color/1 color Post Card
- 1 color Letterhead
- 2 color Flyer
- Samples that indicate varnish techniques

The types of printing requests involved are not standard, and they involve a short time line to address the need. Purchasing guidelines have been followed for obtaining quotes for printing jobs under and over \$5,000, but there are about seven of these types of jobs each month and the print dollars have not been leveraged. The RFP was put together in an effort to consolidate and leverage the buying power of the College.

Upon reviewing pricing and capabilities, it was determined that the vendors that submitted the lowest quotes on the four printing projects met the proposal criteria and represent the full spectrum of outside printing and copying needs that are purchased on a routine basis.

Vis-O has four, two, and one color experience, with more traditional outcomes than K & M and Quantum.

Elk Grove has capabilities similar to Vis-O

K & M can handle sophisticated multi-color printing on a variety of stocks at a variety of quantities, and on the tightest of deadlines.

K & M also has the capabilities for more routine one and two color jobs, as well as the full complement of color copying for short run, small quantity jobs.

Quantum has good two color and four color capabilities.

It is anticipated that approximately \$200,000 will be spent on this type of printing and copying during the 2003/04 fiscal year. Blanket purchase orders in the amount of \$30,000 each will be issued to the following vendors to cover printing as needed:

Vis-O-Graphic Printing, Inc.
Elk Grove Graphics
K & M Printing Co.
Quantum Color

The additional \$80,000 in estimated print expenditures will be assigned among the above vendors throughout the year based on cost, service and print capabilities.

Each project will cost under \$10,000. As print jobs are identified, quotes will be obtained from more than one of the above vendors. This will streamline the purchasing and print production processes.

IV. RECOMMENDATION

The administration recommends that the Board award Q00290 for general printing and copying services for various cost centers for July 1, 2003 through June 30, 2004, and the option to renew for up to two additional years, in the amount of \$30,000 each to Vis-O-Graphic Printing, Inc., Elk Grove Graphics, K & M Printing Co., and Quantum Color, and approximately \$80,000 to be assigned among the four vendors throughout the year based on cost, service and print capabilities, for a total award of \$200,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00304 for Laser Toner Cartridges and Maintenance Kits for Printers as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$73,095.00 are provided in the 2003/04 Education Fund budget, under account number 0195-245-541.04.

III. INFORMATION

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

Custom Computer Specialists, Inc.	\$ 31,005.30
	No Bid 11 Items
Elite Agents Leasing and Technology Services, Inc.	68,933.00
	No Bid 12 Items
Midwest Computer Products, Inc.	69,443.50
	No Bid 4 Items
Toner Café	72,440.00
	No Bid 5 Items
Cardinal Cartridge, Inc.	73,095.00
BOSS	76,260.00
Wagner Office Solutions, Inc.	76,397.76
BestToner	77,189.09
	No Bid 11 items
American Toner Manufacturing LLC	82,637.20
	No Bid 7 Items
Hartford Computer Group, Inc.	83,403.05
	No Bid 13 Items

Boise Office Solutions	84,394.35
Laser Service, Inc.	102,868.29
	No Bid 1 Item
Corporate Express	108,064.21

The Laser Toner Cartridges and Maintenance Kits are for use in laser printers throughout the College, during fiscal year 2003/04.

IV. RECOMMENDATION

The administration recommends that the Board award Q00304 to Cardinal Cartridge, Inc., the lowest responsible bidder meeting specifications for Laser Toner Cartridges and Maintenance Kits for Printers, in the amount of \$73,095.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00306 for Impromptu User Software Licenses and Support, as requested by Information Technology for Administrative Systems.

II. BUDGET STATUS

Funds in the amount of \$31,600 are provided in the 2003/04 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

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

Innovative Systems Associates, Inc.	\$31,600
The Revere Group	35,184
Sky Solutions, LLC	37,764
John Daniel Associates	39,760
Cognos Corporation	39,800

The purchase of licenses entitles the College to receive regular software releases, as well as modifications for Impromptu software to assure conformity with federal and state regulations. The licensing and support coverage period is from July 1, 2003 through June 30, 2004.

IV. RECOMMENDATION

The administration recommends that the Board award the bid to Innovative Systems Associates, Inc., the low bidder for Impromptu User Software Licenses and Support, in the amount of \$31,600.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

July 22, 2003

SUMMARY OF PURCHASE ORDERS

- Exhibit VII – A.4.a The administration recommends that the Board approve the issuance of a change order to Gilbane Building Company for the addition of a de-ionized (DI) water system, which includes separate piping and a filtering system, for the Science, Emerging Technology, and Health Careers Center. The award will be made to the low bidder, International Piping Systems, Inc. in the amount of \$170,000. The contract will then be assigned to Gilbane Building Company.
- Exhibit VII – A.4.b The administration recommends that the Board approve issuance of a change order to purchase order number 019956 issued to Smith Janitorial & Maintenance for contract employees to augment Harper College Roads & Grounds crews, in the amount of \$30,000 for a new total of \$116,000.
- Exhibit VII – A.4.c The administration recommends that the Board approve issuance of a purchase order to Peregrine Systems, for the purchase of upgraded software, licenses, modules, and maintenance, in the amount of \$146,998.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a change order to Gilbane Building Company for the addition of a de-ionized (DI) water system, which includes separate piping and a filtering system, for the Science, Emerging Technology, and Health Careers Center as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$170,000 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-584.00-9038.

III. INFORMATION

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

International Piping Systems, Inc.	\$170,000
Northwestern Industrial Piping, Inc.	244,500
AMS Mechanical Systems, Inc.	271,725
Martin Peterson Company, Inc.	286,000
DeFranco Plumbing, Inc.	318,246
G. F. Connelly Mechanical Contractors, Inc.	332,924

The de-ionized water project consists of providing a separate piping and filtering system in the science wing of the Science, Emerging Technology, and Health Careers Center. The piping will support approximately 55 faucets in science laboratories and prep rooms. De-ionized water is required for many demonstrations and experiments in the chemistry and biology curriculums. Providing a

building system in lieu of buying and handling mass quantities of de-ionized water will save the College money in the long run.

In awarding the bid, the College will assign the contract to Gilbane Building Company per the Harper/Gilbane agreement. Gilbane will incorporate the bid into the current agreement with International Piping Systems, Inc., the general plumbing contractor for the job.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a change order to Gilbane Building Company for the addition of a de-ionized (DI) water system, which includes separate piping and a filtering system, for the Science, Emerging Technology, and Health Careers Center. The award will be made to the low bidder, International Piping Systems, Inc. in the amount of \$170,000. The contract will then be assigned to Gilbane Building Company.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a change order to purchase order number 019956 issued to Smith Janitorial & Maintenance for contract employees to augment Harper College Roads & Grounds crews as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$30,000 are provided in the 2003/04 Operations and Maintenance Fund budget, under account number 0272-064-534.

III. INFORMATION

The award of Bid Request Q00241 for contract custodial services, in the amount of \$50,000 for fiscal year 2002/03, plus an option to renew for fiscal years 2003/04 and 2004/05, was approved by Board action July 23, 2002 and adjusted to \$86,000 by Board action February 25, 2003.

This spring and summer the College has been in the process of major landscaping improvements. New landscaping has been added to the Performing Arts Center and Wojcik Conference Center areas, as well as to other areas destroyed by construction. In order to maintain this new landscaping, the College is in need of temporary landscapers through the end of August 2003. A change order in the amount of \$30,000 is needed to cover the additional temporary help.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a change order to purchase order number 019956 issued to Smith Janitorial & Maintenance for contract employees to augment Harper College Roads & Grounds crews, in the amount of \$30,000 for a new total of \$116,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Peregrine Systems, Inc. for the purchase of upgraded software, licenses, modules, and maintenance as requested by Information Technology for Application Systems.

II. BUDGET STATUS

Funds in the amount of \$146,998 are provided in the 2003/04 Education Fund budget, under account number 0195-245-534.01.

III. INFORMATION

Peregrine is the sole provider for purchase of this package of upgraded software, licenses, modules and maintenance, which is divided into four parts: Peregrine ServiceCenter, Peregrine AssetCenter, additional license and maintenance agreements for both Peregrine ServiceCenter and Peregrine AssetCenter, and the renewal of an existing standard license and maintenance agreement.

1. Peregrine ServiceCenter (herein referred to as "ServiceCenter") software and related licenses are for the Service Desk (formerly the Help Desk) and entitle the College to receive upgraded software and continued support. The College is receiving a one-time, 100 percent discount in the amount of \$24,000 for upgraded and additional software. Also, 10 additional User Licenses are being purchased due to growth in services supported by the Service Desk. The price of this purchase is \$37,438 with

a discount of \$7,488 or 20 percent, making the actual cost \$29,950.

2. Peregrine AssetCenter (herein referred to as “AssetCenter”) software and related new licenses are being implemented to support and maintain IT related hardware and software assets, thereby reducing the total cost of ownership and return on investment for the institution. The price of the purchase of the AssetCenter Procurement Module is \$7,500 with a discount of \$1,500 or 20 percent, making the actual cost \$6,000.

Also, five additional user licenses are being purchased due to growth in services. The price of this purchase is \$63,750 with a discount of \$12,750 or 20 percent, making the actual cost \$51,000.

3. ServiceCenter and AssetCenter standard license and maintenance agreement fees for coverage of the new and additional modules and licenses is priced at \$23,884 with a discount of \$4,178 or 17.5 percent, making the actual cost \$19,706. This agreement runs from July 1, 2003 through June 30, 2004.
4. Renewal of the existing Peregrine ServiceCenter, Peregrine AssetCenter and Peregrine Get.It standard license and maintenance agreement costs \$40,342. This is a decrease of \$6,684 or 14.2 percent from the current fiscal year amount of \$47,026. This agreement runs from July 1, 2003 through June 30, 2004.

Peregrine is also providing \$5,000 in free training credits.

The combined amount of these products and services would total \$208,598. However, with the combined discount and training credits of \$61,600 or 29.5 percent, the actual cost is \$146,998. The discount is due to the expanded utilization of Peregrine products at the College.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Peregrine Systems, for the purchase of upgraded software, licenses, modules, and maintenance, in the amount of \$146,998.

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 Classified Staff Appointments.
- E. Ratification of Harper #512 IEA-NEA Appointment.
- F. Ratification of Supervisory/Confidential Reclassification.
- G. Ratification of Professional/Technical Resignation.
- H. Ratification of Classified Staff Resignations.
- I. Ratification of Harper #512 IEA-NEA Resignations.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

First reading of an addition to the Board of Trustees Policy Manual for the designation of Professor Emeritus Status.

II. REASON FOR CONSIDERATION

Additions to Board policy require approval of the Board of Trustees and require two readings prior to adoption.

III. BACKGROUND INFORMATION

The Board desires to consider recognition of retired faculty members by awarding Professor Emeritus status to those who meet Selection Guidelines (see attached).

IV. RECOMMENDATION

The following policy is presented for a first reading by the Board of Trustees.

11.02.21 Professor Emeritus

A full time Associate Professor or Professor or an administrator who holds either academic rank may apply for Professor Emeritus status upon retirement. Applicants must meet minimum years of service criteria and be able to demonstrate significant accomplishments as delineated in the application procedure and selection guidelines that are available in the Academic Affairs Procedure Manual.

Professor Emeritus **Selection Guidelines**

- I. To receive the title of Professor Emeritus, the retiring faculty member must:
 1. hold the rank of Associate Professor or Professor or be an administrator with either academic rank;
 2. have completed a minimum of 10 years of full-time Harper service;
 3. demonstrate significant accomplishments in curriculum development and teaching or as it relates to his/her professional field at Harper College; and,
 4. demonstrate participation which is substantive, consistent and active in at least four of the following five areas during the last ten years of his/her tenure at Harper:
 - Committee Work:** Institutional, Divisional, Departmental, Senate (annual)
 - Department Chair, Coordinator or other significant leadership role in the division, department or College** (minimum 3 years)
 - Faculty Advisor or Coordinator:** student organization, special student programs, College events
 - Professional Development:** courses, research, conferences, workshops, membership in professional organizations (annual)
 - Professional Service/Community Service:** officer of professional organization, conference or workshop presenter or session chair, author/editor/designer of publications, consultant (annual)
 5. demonstrate consistent outstanding performance across the ten or more years of service, as supported by the College's evaluation practices.
- II. Applications for the award will be annually submitted (following published guidelines) to and verified by the Vice President for Academic Affairs or the Vice

President for Student Affairs and the President of the Faculty Senate on or before March 1. Faculty may apply for Professor Emeritus status one year prior and two years after effective retirement date. (Any faculty member who retired since the Faculty Senate began awarding their emeritus status may apply for Professor Emeritus recognition on or before March 1, 2004, using these published guidelines.) The appropriate Vice President's and Faculty Senate President's recommendations will be submitted to the College President who, in turn, will make a recommendation to the Board of Trustees for final determination on or before May 1.

III. The award will consist of:

1. recognition on a dedicated plaque in the Learning Resource Center (Library);
2. recognition at the annual Spring Harper Faculty Senate Luncheon and the May Board of Trustees' meeting;
3. acknowledgement on the Harper Web Page – link to Professor Emeritus page;
4. College catalog listing as Professor Emeritus until deceased;
5. authorization to use the designation of 'Professor Emeritus' in any publications or professional associations;
6. Harper library privileges; and,
7. staff parking stickers and a box of Harper College business cards.

IV. Announcement of the awards:

1. will be made at the May meeting of the Harper College Board of Trustees and at the Harper Faculty Spring Luncheon; and,
2. will be disseminated via the Harper web page and press releases.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Board Meeting Dates for November and December 2003

II. REASON FOR CONSIDERATION

The Board of Trustees must approve dates for meetings of the Board of Trustees.

III. RECOMMENDATION

It is recommended that November 13, 2003 be approved for the Organizational/Regular Board meeting, at which time the Board of Trustees would approve dates for the 2004-2005 Board meetings and elect officers to the Board for the period November 13, 2003 to the regular Board meeting in April 2004. The Board would then elect officers who would serve until the Organizational meeting in April 2005.

It is also recommended that December 18, 2003 be approved for a Regular Board meeting.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

First reading of an addition to the Board of Trustees Policy Manual - E-mail Communications Among Board Members

II. REASON FOR CONSIDERATION

New Board Policy requires approval of the Board of Trustees and requires two readings prior to adoption.

III. BACKGROUND INFORMATION

The addition to the Board Policy Manual was recommended by the President upon the request of the Board of Trustees. The prepared policy has been drafted by the College attorney.

IV. RECOMMENDATION

A new Board policy on e-mail communications among Board members (see attached draft) is presented for a first reading by the Board of Trustees.

WILLIAM RAINEY HARPER COMMUNITY COLLEGE DISTRICT NO. 512
BOARD MEMBER E-MAIL POLICY

_____. E-Mail Communications Among Board Members.

Communications among board members, including e-mail communications, are governed by the Illinois Open Meetings Act. E-mail communications between administrators and board members, or between board members, can and do efficiently exchange information needed for the effective governance of the college.

2. Board members and administrators may use e-mail to send messages or forward information to each other, either on an individual or group basis.
3. Board members and administrators shall not discuss college business in a “chat room” setting unless fewer than three board members participate in the chat room.
4. Board members and administrators shall not use e-mail communications to discuss college business in a manner which duplicates or mimics a face-to-face discussion, if three or more board members are sent or receive the e-mail communications. In determining whether the communications mimic a face-to-face discussion, the frequency and timing of the e-mails should be considered. The knowledge of one participant that three or more board members are “on line” ready to receive message at the time the message is sent shall also be considered. The closer together the e-mails are sent and read, the more likely it is that the communications may violate the Open Meetings Act. This prohibition also applies to “news group” or “list-serve” settings.
5. Board members and administrators should refrain from using a “reply to all” option or similar feature which can potentially engage three or more board members into a communication stream.
6. Board members and administrators should refrain from summarizing e-mailed responses received from board members and relaying that summary back in a manner which results in three or more board members receiving either the summary or the original response(s).
7. Board members and administrators shall refrain from using e-mail in a manner which violates the Open Meetings Act.
8. Nothing in this policy requires a board member to have access to e-mail technology. However, the colleges encourages board members to have such access.

WILLIAM RAINEY HARPER COLLEGE
Preliminary Schedule of Investments
As of June 30, 2003

Exhibit VII-B.1
July 22, 2003

	<u>Outstanding Investments</u>	<u>Earned To Date</u>
EDUCATION FUND	\$ 22,905,849	522,339
OPERATIONS, & MAINT. FUND	8,111,285	158,749
OPERATIONS, & MAINT. FUND (Restricted)	3,449,336	96,655
BOND & INTEREST	4,001,057	133,516
AUXILIARY ENTERPRISES	1,691,171	40,757
RESTRICTED FUNDS	5,337,457	41,247
WORKING CASH FUND	12,527,229	299,215
AUDIT FUND	191,736	3,556
LIABILITY, PROTECTION & SETTLEMENT	<u>1,206,272</u>	<u>31,460</u>
Total	<u>\$ 59,421,392</u>	<u>1,327,493</u>

WILLIAM RAINEY HARPER COLLEGE
Schedule of Investments
As of June 30, 2003

Exhibit VII-B.1
July 22, 2003

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 4/30/2003	Market Value
<u>Certificates of Deposits</u>							
PMA/Suburban Bank & Trust	01/10/03	07/09/03	180	1.40	10,376.45	1,500,000.00	
LaSalle Bank	04/01/03	07/15/03	105	1.15	3,354.17	1,000,000.00	
PMA/Pullman Bank	01/10/03	07/23/03	194	1.40	11,185.20	1,500,000.00	
LaSalle Bank	04/01/03	07/30/03	120	1.15	3,750.00	1,000,000.00	
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	
PMA/MBNA America NA	04/01/03	09/29/03	181	1.29	12,823.37	2,000,000.00	
Harris Bank	10/01/01	10/01/03	730	3.70	230,052.66	3,000,000.00	
Harris Bank	10/03/01	10/03/03	730	3.65	302,445.43	4,000,000.00	
PMA/Pullman Bank	01/17/03	10/16/03	272	1.40	15,707.02	1,500,000.00	
Northern Trust	03/06/03	10/30/03	238	1.22	11,974.18	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/Bank of Nashville	03/03/03	11/28/03	270	1.35	20,023.81	2,000,000.00	
PMA/Discover Bank	02/26/03	11/28/03	275	1.34	60,733.40	6,000,000.00	
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	
PMA/Independent Bankers' Bank	08/20/02	02/11/04	540	2.55	56,790.74	1,500,000.00	
PMA/Associated Bank Illinois	05/01/03	02/19/04	294	1.54	18,662.34	1,500,000.00	
PMA/Associated Bank Illinois	05/01/03	03/04/04	308	1.50	19,555.63	1,500,000.00	
PMA/F&M Bank & Trust	05/22/03	03/18/04	301	1.20	14,843.83	1,500,000.00	
PMA/American Business Bank	06/30/03	06/29/04	365	1.22	21,983.71	1,800,000.00	
Harris Bank	01/10/03	08/01/03	223	1.68	15,689.85	1,500,000.00	
		Weighted Average: 2.01				54,300,000.00	54,300,000.00 *
<u>Government Securities</u>							
PMA/Federal Farm Credit Bank Note	10/01/01	10/01/03	720	3.05	124,514.32	<u>1,995,000.00</u>	
		Weighted Average: 3.05				1,995,000.00	2,008,087.20 **
Illinois Funds		Monthly Average		1.11		<u>3,126,392.15</u>	<u>3,126,392.15</u>
TOTALS AS OF:	6/30/2003				\$	<u>59,421,392.15</u>	<u>59,434,479.35</u>

*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

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

There are no committee reports this month.

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, 2003 – June 30, 2004

Reported: July 22, 2003

NOTE: CHANGES FROM PREVIOUS MONTH IN BOLD

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
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 Matching funds required**	CIES \$15,560*	08/01/03 12/31/03
<hr/>			
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/>			
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	08/20/02 08/31/03
<hr/>			
<u>NEW</u> CHOICES (III. Cooperative Work Study Program) Academic Affairs & Education to Careers J. Hennig S. Simmons	Creating hiring opportunities through instruction and career education support.	IBHE \$12,100	04/01/03 06/30/04
<hr/>			
<u>CARRYOVER</u> Illinois Century Network Regional Technology Center Program D. McShane	Technical Service and Support for Region II	IBHE \$46,089	07/01/03 06/30/04
<hr/>			
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 04/02/04

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
<u>NEW</u> Career & Technical Education (Tech Prep Support) Academic Affairs Julie Hennig	Assist community colleges in their efforts to provide innovative activities designed to improve and enhance local Tech Prep consortium ventures.	ICCB \$40,994	06/01/03 05/31/04
Business/Industry Workforce Preparation Corporate Services L. Danaher	State Allocation Grant To provide local economic development in workforce training	ICCB \$91,456	07/01/03 06/30/04
Education to Careers Workforce Preparation J. Hennig	State Allocation Grant To promote career development and work based training	ICCB \$65,555	07/01/03 06/30/04
Welfare to Work Workforce Preparation J. Hennig	State Allocation Grant Workforce Preparation	ICCB \$37,313	07/01/03 06/30/04
Accelerated College Enrollment Grants J. Hennig	State Allocation Grant To pay for tuition for H.S. students taking college credit	ICCB \$75,123	07/01/03 06/30/04
<u>FY01 Continuation</u> Perkins III J. Hennig	Career and Technical Education	ICCB \$292,787	07/01/03 06/30/04
<u>FY01 Continuation</u> Program Improvement Grant J. Hennig	Supports improvement in career and technical educational programs.	ICCB \$31,494	07/01/03 06/30/04
Perkins Postsecondary Performance Enhance- ment Grant Advanced Implemen- tation J. Hennig	To develop and implement 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	07/01/03 06/03/04
<u>FY01 Continuation</u> Displaced Homemakers Women's Program K. Canfield	Advising and Job Placement for Women's Program participants	IDL \$61,170	07/01/03 06/30/04
<u>FY01 Continuation</u> Federal Tech Prep J. Hennig	Comprehensive Career Development Program	ISBE/USDE \$25,452	07/01/03 06/30/034

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
Scholarships for Success TMPS/ Marketing Services S. Griffith/D. Loprieno	Scholarship Assistance to support Math, Science, Engineering, & Computer Science students	NSF \$39,926	07/01/03 06/30/04
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	07/01/03 09/30/03
<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 \$66,000	10/01/03 06/30/04
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	10/01/03 06/30/04
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) (\$42,043 per officer x 3)	07/01/03 06/30/04
Total as July 22, 2003		\$1,352,102	

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
IBHE	Illinois Board of Higher Education
ICCB	Illinois Community College Board
IDHS	Illinois Department of Human Services
IDL	Illinois Department of Labor
ISBE	Illinois State Board of Education
NSF	National Science Foundation
NSET	Northwest Suburban Employment and Training Center
TMPS	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
June Fundraising Report FY03**

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Direct Mail FY03 -- Board Pacesetters	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Golf Open 2003	46	\$19,940.00	\$0.00	\$0.00	\$0.00	\$19,940.00
Personal Solicitation	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Special Intiatives	2	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00
Stewardship	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Tradition of Excellence 2003	4	\$5,126.00	\$150.00	\$0.00	\$0.00	\$5,276.00
Tradition of Excellence Campaign 2002	14	\$102.00	\$0.00	\$0.00	\$0.00	\$102.00
Theatre Seat Campaign	2	\$25.00	\$500.00	\$0.00	\$0.00	\$525.00
Unsolicited	2	\$5.00	\$0.00	\$2,000.00	\$0.00	\$2,005.00
Grand Totals:	73	\$27,923.00	\$650.00	\$2,000.00	\$0.00	\$30,573.00

**Harper College Educational Foundation
Year to Date Fundraising Report (as of 6/30/03)**

Description	No. Gifts	Cash Pledges/Stocks	In-Kind Gifts	Other	Total	
Unknown	26	\$843.00	\$0.00	\$0.00	\$0.00	\$843.00
Alumni Direct Mail	25	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
Betty Windham Memorial Fund Appeal	2	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Direct Mail FY03	59	\$11,594.00	\$0.00	\$0.00	\$0.00	\$11,594.00
Direct Mail FY03 - Pacesetters (Board & Trustees)	19	\$10,581.70	\$2,059.20	\$0.00	\$0.00	\$12,640.90
Golf Open 2003	86	\$70,650.00	\$15,000.00	\$800.00	\$0.00	\$86,450.00
Golf Open 2002	7	\$9,975.00	\$2,000.00	\$0.00	\$0.00	\$11,975.00
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	3	\$5,200.00	\$0.00	\$0.00	\$0.00	\$5,200.00
Performathon 2002	84	\$4,013.00	\$0.00	\$0.00	\$0.00	\$4,013.00
Personal Solicitation	12	\$22,105.00	\$12,500.00	\$0.00	\$0.00	\$34,605.00
Planned Giving	5	\$0.00	\$0.00	\$0.00	\$296,500.00	\$296,500.00
Proposal	8	\$54,000.02	\$5,000.00	\$0.00	\$0.00	\$59,000.02
Student Scholarships	2	\$351.00	\$0.00	\$0.00	\$0.00	\$351.00
Special Initiatives	4	\$475.00	\$0.00	\$0.00	\$0.00	\$475.00
Stewardship	23	\$19,456.43	\$0.00	\$400.00	\$0.00	\$19,856.43
Tradition of Excellence 2003	147	\$8,656.00	\$16,634.10	\$335.00	\$0.00	\$25,625.10
Tradition of Excellence Campaign 2002	109	\$684.00	\$260.00	\$0.00	\$0.00	\$944.00
Theatre Seat Campaign	13	\$6,890.00	\$500.00	\$0.00	\$0.00	\$7,390.00
Unsolicited	16	\$3,210.82	\$0.00	\$3,750.00	\$0.00	\$6,960.82
Young Artists' Competition	3	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
Grand Totals:	1,100	\$318,492.97	\$319,592.97	\$17,533.08	\$296,655.00	\$694,034.35

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Master Affiliation Agreement

II. REASON FOR CONSIDERATION

An affiliation agreement is required between Harper College and affiliating agencies to provide for the clinical education of students. The Board of Trustees must approve all affiliation agreements.

III. BACKGROUND INFORMATION

Past practice has been to send each affiliation agreement to the Board as they arise. Staff from Administrative Services, LSHS Division and the College attorney have been meeting to streamline this process. The models for the new process come from the leasing arrangements at 650 Higgins (a master lease was developed to be used with all tenants and approved by the Board) and the Educational Service Providers list that is presented to the Board annually for approval.

The new process is to request Board approval of the Master Affiliation Agreement developed by the College Attorney. The Master Affiliation Agreement will be used with all agencies. An addendum page will be attached to each agreement providing detail and any special circumstances of each agreement. Once a year, the College will present to the Board of Trustees for approval, a master list of all the agencies with whom we wish to affiliate for the year. Once the master list has been approved, the Dean will execute agreements with all agencies on the list. If the need for a new agency arises during the year, this new agency will be submitted to the Board for approval before the Dean executes the agreement.

This new process should standardize and streamline the entire process related to developing affiliations with the many agencies in our service area.

IV. RECOMMENDATION

It is the recommendation of the Administration to approve the attached Master Affiliation Agreement prepared by the College Attorney and to approve the attached list of affiliating agencies for fiscal year 2004. In addition, the Dean of LSHS would be authorized to execute the approved agreements.

MASTER AFFILIATION AGREEMENT

This agreement entered into the date set forth below between William Rainey Harper College (“**COLLEGE**”), and _____ (“**AFFILIATING AGENCY**”).

WHEREAS the **COLLEGE** is authorized under section 3-40 of the Public Community Act (110 ILCS 805\3-40) to enter into contracts with any person, organization, association or governmental agency to provide or secure educational services.

WHEREAS the **COLLEGE** and the **AFFILIATING AGENCY** acknowledge a public obligation to contribute to education in Health Careers for the benefit of students and for community needs.

WHEREAS the **COLLEGE** has established programs in Health Careers which require the educational facilities of the **AFFILIATING AGENCY** in clinical practice.

WHEREAS the **AFFILIATING AGENCY** has clinical facilities suitable for the educational needs of the **Program(s)** referenced in the attached Addendum (“**Program(s)**”).

WHEREAS it is to the mutual benefit of both the **COLLEGE** and the **AFFILIATING AGENCY** that students have opportunities for clinical education as students and future practitioners.

WHEREAS the **COLLEGE** and **AFFILIATING AGENCY** agree that this agreement is for the sole and limited purpose of providing clinical experience for students in the **Program(s)** at Harper College. Nothing herein shall be deemed to create any association, partnership, joint venture, or principal-agency relationship between the **COLLEGE** and the **AFFILIATING AGENCY**.

COLLEGE RESPONSIBILITIES

1. The **COLLEGE** assumes full responsibility for offering an educational program eligible for accreditation by the Department of Professional Regulation of the State of Illinois, or other appropriate accrediting agencies.
2. The **COLLEGE** will provide the appropriate faculty for the Health Career students who are both qualified teachers and competent registered practitioners.

3. Through the Health Career faculty the **COLLEGE** will plan, develop, implement and be responsible for appropriate clinical instruction and evaluation of the students.
4. The **COLLEGE** will provide an orientation period during which Health Career faculty can become familiar with **AFFILIATING AGENCY** policies, practices, and facilities before instructing students.
5. The **COLLEGE** will develop a Curriculum Plan with clinical learning objectives for using the **AFFILIATING AGENCY'S** clinical areas to meet the educational goals of the curriculum in the health career program above. This plan shall be made available to the **AFFILIATING AGENCY** at a mutually agreed upon time prior to the beginning of the **COLLEGE** term and subject to revision in instances where conflicts with the **AFFILIATING AGENCY** patient care responsibilities seem to exist.
6. The **COLLEGE** will require that the health career faculty be responsible for learning and observing the policies and regulations of both educational institution and **AFFILIATING AGENCY** as they apply to the circumstances of clinical teachings.
7. The **COLLEGE** is responsible to assure the **AFFILIATING AGENCY** that students assigned to the **AFFILIATING AGENCY** for clinical instruction meet both **COLLEGE** and **AFFILIATING AGENCY** standards of health and have the academic ability to profit from the experience. The **COLLEGE** will advise participating students of the need to comply with applicable laws, regulations and policies, including but not limited to the applicable provisions, rules and regulations of the Health Insurance Portability and Accountability Act ("HIPPA").
8. The **COLLEGE** shall have the privilege of regularly scheduled meetings with the **AFFILIATING AGENCY** staff, including both selected floor personnel and administrative level representatives, for the purpose of interpreting, discussing and evaluating the educational program in health careers.
9. The **COLLEGE** agrees to procure and maintain, during the term of the Agreement, professional and general liability insurance for injury and damage to persons or property resulting from the acts or omissions of the **COLLEGE** and its faculty members and students.

The foregoing insurance policies shall be in an amount not less than \$1 million dollars per occurrence. The foregoing insurance policies may be, (A) on "an occurrence" basis, or (B) on "a claims made" basis for four (4) years after the term of this Agreement.

AFFILIATING AGENCY RESPONSIBILITIES

1. The **AFFILIATING AGENCY** will maintain the standards which make it eligible for approval as a clinical area for instruction in an accredited program in health careers.
2. The **AFFILIATING AGENCY** will permit the faculty and students of the **COLLEGE** to use its patient care and patient service facilities for clinical education according to the Curriculum Plan. This Plan shall be mutually satisfactory to both the educational goals of the **COLLEGE** and the patient care standards of the **AFFILIATING AGENCY**.
3. The **AFFILIATING AGENCY** may make available for educational purposes: a desk and file for use of the instructors, classrooms, or areas where groups of students may hold pre and post conferences and discussions, and receive clinical instruction from the faculty.
4. The **AFFILIATING AGENCY** will permit the educational use of such supplies and equipment as are commonly available for patient care.
5. The **AFFILIATING AGENCY** will provide the following facilities and services to **COLLEGE** students and faculty: reasonable use of parking areas; locker and dressing areas; the same food services as are made available to members of the **AFFILIATING AGENCY** staff.
6. The **AFFILIATING AGENCY** will provide emergency medical care to both students and faculty of the **COLLEGE** in case of illness or accident occurring on the premises of the **AFFILIATING AGENCY**. If emergency care facilities are not available on the premises of the **AFFILIATING AGENCY**, the **AGENCY** will arrange for transport to the nearest appropriate facility. The student or faculty member will be responsible for all costs incurred for emergency treatment unless the accident or illness is attributable to the fault of the **AFFILIATING AGENCY**. The above medical care shall be provided to minors who have signed consents from parents or guardians on file with the **COLLEGE**.
7. The **AFFILIATING AGENCY** staff may participate in education at the request of the instructor. This may be in the role of resource persons, clinical experts or assisting in the planning and implementing of aspects of clinical education. Such participation will be voluntary and shall not interfere with assigned duties.
8. The **AFFILIATING AGENCY** will provide access to: charts, nursing station references; procedure guides, policy manuals; clinical references including medical dictionaries, pharmacology references, diagnostic test guides and standard references for educational purposes.

9. The **AFFILIATING AGENCY** may refuse educational access to its clinical areas to any **COLLEGE** personnel who do not meet its employee standards for safety, health or ethical behavior.
10. The **AFFILIATING AGENCY** may resolve any problem situation in favor of the patient's welfare and restrict the student involved to the observer role until the incident can be clarified by the staff in charge and the instructor.
11. The **AFFILIATING AGENCY** staff at all times will retain responsibility for patient care. Students will have the status of learners and will not replace the **AFFILIATING AGENCY** staff nor give services to patients apart from its educational value.
12. Students are subject to the authority, policies and regulations of the **COLLEGE**. They are also subject, during clinical assignment, to the same standards as are set for **AFFILIATING AGENCY** employees in matters relating to the welfare of patients and the standards of the **AFFILIATING AGENCY**.
13. The **AFFILIATING AGENCY** agrees to indemnify and hold the **COLLEGE**, its board members, employees and agents (Indemnities) harmless from all losses, claims, liabilities, injuries, damages and expense, including attorney's fees that the Indemnities may incur due to the **AFFILIATING AGENCY'S** negligent acts or omissions. This section survives termination of this Agreement.
14. The **AFFILIATING AGENCY** agrees to procure and maintain, during the term of the Agreement, professional and general liability insurance, including contractual liability coverage, for injury and damage to persons or property resulting from the acts or omissions of the **AFFILIATING AGENCY** and its employees or agents. The **AFFILIATING AGENCY** shall name the College, its Board members, employees and agents as an additional insured on the general liability policy. The **AFFILIATING AGENCY** shall provide a certificate of insurance evidencing such coverage.

The foregoing insurance policies shall be in an amount not less than \$1 million dollars per occurrence. The foregoing insurance policies may be, (A) on "an occurrence" basis, or (B) on "a claims made" basis for four (4) years after the term of this Agreement.

ADDITIONAL PROVISIONS

1. This Agreement becomes effective on the date of the signed agreement and shall remain in effect until terminated by either party by written notice

to the other party at least six (6) months in advance of the proposed termination date.

2. This Agreement may be amended or revised from time to time by mutual written agreement of the parties hereto. Such amendments and/or revisions shall be in the form of an amendment to this agreement. The procedure for approval of such amendments and/or revisions shall be in accordance with the procedure used in approving the original agreement.
3. In the event that any provision or portion of this agreement shall be declared unlawful or unconstitutional, or the applicability thereof to either party is held invalid, the constitutionality, validity, or applicability of the remainder of this agreement shall not be deemed affected thereby.
4. This Agreement shall be binding upon the **COLLEGE** and the **AFFILIATING AGENCY**, their successors, employees, agents, and assigns, during the initial term of this Agreement and any extension thereof.

Signatures:

WILLIAM RAINEY HARPER COLLEGE AFFILIATING AGENCY

By: _____

Dean _____

Chief Administrator
Affiliating

Agency

Date: _____

Affiliating Agency:

Address:

City/Zip:

Phone contact:

Phone:

Fax:

**CLINICAL/EXTERNSHIP SITES
LS/HS DIVISION 2003 - 2004
Programs**

Agency/Hospital	Certified Nursing Assistant	Nursing	Cardiac Tech	Dietetic Tech	Medical Office Administration	Pharm Tech
Advocate Christ Hospital Oak Lawn, IL			X			
Advocate Illinois Masonic Medical Center - Chicago, IL			X			
Advocate Medical Group Park Ridge, IL			X			
Alexian Brothers Behavioral Health Center Hoffman Est., IL		X				
Alexian Brothers Medical Center Elk Grove Village, IL		X	X	X		
Central DuPage Hospital Winfield, IL			X			
Children's Memorial Medical Center Chicago, IL		X				
Condell Medical Center Libertyville, IL			X			
Copley Memorial Hospital Aurora, IL			X			
Elgin Mental Health Center Elgin, IL		X				
Elmhurst Memorial Hospital Elmhurst, IL			X	X		
Evanston Hospital Evanston, IL			X			
Friendship Village Schaumburg, IL		X				
Glenbrook Hospital Glenview, IL		X	X			

Agency/Hospital	Certified Nursing Assistant	Nursing	Cardiac Tech	Dietetic Tech	Medical Office Administration	Pharm Tech
Glen Oaks Hospital Glendale Heights, IL			X			
Good Samaritan Hospital Downers Grove, IL			X			
Good Shepherd Hospital Barrington, IL		X	X	X		
HealthWorld Barrington, IL				X		
Highland Park Hospital Highland Park, IL			X			
Hinsdale Hospital Hinsdale, IL			X			
Holy Family Medical Center Des Plaines, IL			X	X		
Loyola Medical Center Maywood, IL			X			
Lutheran Home Arlington Heights, IL	X	X		X		
Manor Care Arlington Hts., Elk Grove Village & Rolling Meadows				X		
Marriott Church Creek Arlington Heights, IL				X		
Melmedica Children's Home Care Country Club Hills		X				
NeighborCare Elgin, IL						X
Northern Illinois Medical Center McHenry, IL		X	X			
Northwest Community HealthCare Arlington Hts., IL		X	X	X		
Oak Park Hospital Oak Park, IL			X			
Omnicare Decatur, IL						X

Agency/Hospital	Certified Nursing Assistant	Nursing	Cardiac Tech	Dietetic Tech	Medical Office Administration	Pharm Tech
Our Lady of the Resurrection Chicago, IL			X			
Resurrection Medical Center Chicago, IL			X			
Rosewood Care Center Inverness, IL	X					
Rush North Shore Hospital Skokie, IL			X			
Rush Presbyterian – St. Luke’s Medical Center Chicago, IL			X			
Sherman Hospital Elgin, IL			X			
Shriner’s Hospital Chicago, IL		X				
St. Alexis Medical Center Hoffman Estates, IL	X	X	X			
St. Francis Hospital Blue Island, IL			X			
St. Joseph’s Home for the Elderly Palatine, IL		X				
Target Pharmacy Addison, IL						X
University of Illinois Medical Center – Chicago, IL			X			
University of Chicago Hospitals – Chicago, IL			X			
Walgreen’s Elmhurst, IL						X
West Suburban Medical Cntr. Oak Park, IL		X				
MEDICAL OFFICE ADMINISTRATION EXTERNSHIP SITES						
Behavioral Health Care Associates Schaumburg, IL					X	

Agency/Hospital	Certified Nursing Assistant	Nursing	Cardiac Tech	Dietetic Tech	Medical Office Administration	Pharm Tech
Advanced Surgical Associates, S.C. Palatine, IL					X	
Arlington Chiropractic Clinic Arlington Hts., IL					X	
Bedingfield/Rosewell Pediatric Practice Barrington, IL					X	
Glen Ellyn, Wheaton & Mid-America Clinic Glen Ellyn, IL					X	
Healthworks OMEGA of Highland Park Hospital Highland Pk., IL					X	
Medical Practice of Sidney Cohen, M.D. Arlington Hts., IL					X	
Medical Practice of H. Gordon Davis III, M.D. Hoffman Estates, IL					X	
Medical Practice of Dr. Mohamed Jabri Bloomington, IL					X	
Medical Practice of Northwest Neurology Hoffman Estates, IL					X	
Medical Practice of Dr. Ishwar Patel Hoffman Estates, IL					X	
Medical Practice of Kathleen Pearson Roselle, IL					X	
Midwest Rheumatology Consultants Oak Brook, IL					X	
Practice Management Support Services Mt. Prospect, IL					X	
Professional Billing Analysis Schaumburg, IL					X	
Dr. Kenneth Tomchik Island Lake, IL					X	

NURSING PROGRAM COMMUNITY BASED EXPERIENCE SITES-NEW SITES
Alexian Brothers Medical Center-Home Health Elk Grove Village, IL
Associates in Women's Health Care Arlington Heights, IL
Brighton Gardens Hoffman Estates, IL
Buffalo Grove Treatment Center/Lake Zurich Treatment Center/Schaumburg Treatment Center Buffalo Grove, IL
The Community Free Health Center Mt. Prospect, IL
Continuing Care Center Arlington Heights, IL
Coram Health Care Mt. Prospect, IL
The Devonshire of Hoffman Estates Hoffman Estates, IL
Good Shepherd Hospital Radiation Oncology Center Barrington, IL
Northwest Oncology and Hematology Office Barrington, IL
Harper College Cardiac Rehabilitation Palatine, IL
Health World Barrington, IL
Kenneth Young Center Elk Grove Village, IL
Lexington Health Care, Bloomington,IL
Neighborhood Health Resource Center Rolling Meadows, IL
Northwest Community Hospital Home Care Arlington Heights, IL
Rockwood Respite Palatine, IL
Sunrise Assisted Living Schaumburg, IL
Village of Arlington Heights Arlington Heights, IL
Village of Schaumburg Home Care Program Schaumburg, IL

HOME HEALTH AIDE EXPERIENCE SITES-NEW SITES
Condell Health Care Libertyville, IL
Advocate Home Health Care Services Oak Brook, IL
Friendship Village Schaumburg, IL
Lutheran Home Arlington Heights, IL
Sunrise Assisted Living Schaumburg, IL