



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

March 23, 2004

7:00 p.m.

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda**
- IV. **Educational Presentations**
 - Dr. Cathy Albergo, Professor of Music: Sabbatical Review: The Art of Teaching
- V. **Student Trustee Report**
- VI. **President's Report**
- VII. **Consent Agenda*** (Roll Call Vote)
 - A. **For Approval**
 1. Minutes - February 24, 2004 Regular Board Meeting Exhibit VII-A.1
 2. Bills Payable, Payroll for February 20, 2004 and March 5, 2004 and Estimated payrolls for March 6, 2004 through April 2, 2004 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 Policy Manual: Ethics Policy Exhibit VII-A.6
 7. First Reading of Addition to Board Policy Manual: Health Insurance Portability and Accountability Act (HIPPA) and Privacy Rule Exhibit VII-A.7
 - B. **For Information**
 1. Financial Statements Exhibit VII-B.1
 2. Committee and Liaison Reports Exhibit VII-B.2
 3. Grants and Gifts Status Report Exhibit VII-B.3

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

VIII. New Business

- A. RECOMMENDATION: Resolution to Approve Financing Team and to Proceed with a Swap Transaction Related to the College's Outstanding Referendum Bonds Exhibit VIII-A

- B. RECOMMENDATION: Faculty Tenure Status Report Exhibit VIII-B

- C. RECOMMENDATION: -Affiliation Agreement Between Clinical Agencies and Harper College for Students in the Health Career Programs: Exhibit VIII-C
 - Cardio Pulmonary Services at Hinsdale Hospital;
 - University of Illinois Echocardiography Laboratory;
 - Evanston Northwestern Healthcare; and
 - Central DuPage Hospital
 - Affiliation Agreements Requiring Annual Renewal
 - Business Associate Addenda Between Harper College and:
 - Sherman Hospital; and
 - West Suburban Health Care

- D. RECOMMENDATION: Redevelopment of Parking Lot 3 Exhibit VIII-D

IX. Harper Employee Comments

X. Citizen Comments

XI. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

On-Campus Events

- *March 23 7:00 p.m. - Regular Board Meeting - Room W214-215
- April 3 7:30 p.m. - Harper Symphony Orchestra - Performing Arts Center
- April 7 7:30 p.m. - Kevin Wood, Trumpeter - Performing Arts Center
- April 9 READING DAY - COLLEGE IS CLOSED**
- April 14 7:30 p.m. - Rose Sperazza, Clarinetist, Collin Anderson Bassoonist
- Performing Arts Center
- April 24 6:00 p.m. - Educational Foundation Gala - Performing Arts Center Stage
- *April 27 7:00 p.m. - Regular Board Meeting - Room W214-215

Off-Campus Events

- June 7 Harper College Educational Foundation Golf Open 2004 - Boulder Ridge Country Club, Lake-in-the-Hills - Contact Harper Foundation Office for Details

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

XIII. Adjournment

Minutes of the Regular Board Meeting of Thursday, February 24, 2004

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

Minutes of the Regular Board Meeting of Tuesday, February 24, 2004

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Stone on Tuesday, February 24, 2004 at 7:02 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Gillette, Howard, Kelley, Kolze, Murphy 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, Governmental Relations; Sheila Quirk, Associate V.P. for Strategic Planning and Alliances; Catherine Brod, Assistant V.P. for Development ; Joe Accardi; Mike Barzacchini; Patrick Beach; Carol Blotteaux; Edd Bockman; Kris Conroy; Laura Crane; Nancy Davis; Rob Dix; Terry Engle; Bob Getz; Sally Griffith; Vickie Gukenberger; Michael Harkins; Mike Held; Julie Hennig; Richard Kaplan; Thea Keshavarzi; Russell Kingsley; Laura LaBauve-Maher; Roberta Lindenthaler; Terry Lindsay; Jim Ma; Russ Mills; Maria Moten; Michael Nejman; Mark Neubecker; Sheryl Otto; Jeanne Pankanin; Janie Petersen; Joe Plazak; Diana Sharp; Jane Swider; Dennis Weeks; Janet Friend-Westney; Deanna White and Denise Yurik. Students: Ronald Kroell.

Guests: Tim Kane, Chicago Tribune; Mario Bartoletti, Terry Lindsay, Jr., Pioneer Press; Shruti Date' Singh, Chicago Tribune; Matt Speno, LC4; Michael Lundeen, Legat Architects; Tiffany Wong, Johnson Controls; Gary Clair, citizen.

Chair Stone noted that Exhibit VIII-F has been withdrawn from the Agenda.

APPROVAL OF AGENDA Member Howard moved, Member Kolze seconded, approval of the Agenda as modified.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

PRESENTATIONS

Move to Science,
Emerging Technology
and Health Careers
Center

Dr. Breuder introduced Thea Keshavarzi and Russell Kingsley, who are coordinating the move into the new building. Ms. Keshavarzi noted that Russ Kingsley was hired as the Move Manager in April 2003. A core committee, consisting of Vickie Gukenberger, Sally Griffith, Julie Hennig, Russ Kingsley, Thea Keshavarzi, Paula Blacker, Sara Gibson, Jim Ma, John DeJonker, and recently Vice Presidents Judy Thorson, Dave McShane and Marge Skold, has been meeting every other week since April 2003.

Mr. Kingsley reflected on the size of the building and the magnitude of the move. The 285,000 square foot building has 401 numbered spaces. Everyone involved in the project shares the vision of tens of thousands of students going through the building, receiving part of their education, and using the resources and technology available to impact their lives and, by extension, to impact the world for generations to come. The Science, Emerging Technology and Health Careers Center will become the signature building of Harper College.

A Master Move Schedule has been developed and is undergoing constant updating and adjustment. Coordinators in each of the departments have listed all items to be moved, along with associated data related to the size and nature of the items, the current location and destination location, responsible parties for packing, moving and unpacking, etc. An individual Departmental Move Schedule was also produced for each department and was derived from the Master Schedule. A Master Calendar has been developed, which lists all the major events related to construction, furnishing, installation of equipment, installation of signage, the IT work, moving and other major events.

Mr. Kingsley noted that all movers interviewed were impressed with the College's level of planning and

preparedness. A mover has been hired and has begun working with the College. The meetings with the mover, coordinators and the project managers have resulted in a high level of confidence. They are in the process of hiring special movers to handle the relocation of materials and equipment that require special consideration, such as the instruments in the science departments.

Ms. Keshavarzi listed all the steps that will take place between March 1 (when IT will begin accessing the various network rooms) and August 23 (the start of classes). All dates are critical, and vendors are on notice that there will be no exceptions to the schedule.

Board members noted that they were impressed with the planning efforts, and they thanked everyone involved for their hard work. Mr. Kingsley noted that this is a textbook example of teamwork throughout the whole College; there is a great deal of support from every level regarding the move.

Dr. Breuder added that the entire project has gone right from the beginning because of the many people involved and their commitment to excellence.

Sabbatical Report

Dr. Breuder introduced Nancy Davis, distinguished faculty member, to give a brief presentation on her recent sabbatical. Ms. Davis noted that it was an honor to be granted a year-long sabbatical to work on her original fiction. In addition to being a full-time faculty member at Harper College, she is also a published fiction writer, as well as a parent. She worked on revising a 250-page collection of short stories, and revising a 300-page novel, which is in its second revision.

Ms. Davis read a brief statement about her philosophy and those things which inspire her in writing, in teaching and in living. She began with words from American poet T. S. Elliott, "We shall not cease from exploration; in the end of all of our exploring will be to arrive where we started and know the place for the first time." She read the prologue of her novel, which is tentatively titled *Breaking the Silence of Loss*.

Ms. Davis thanked the Board for granting her the opportunity to complete a second draft of a novel and the final draft of her short story collection titled *Migration*.

Multicultural Faculty

Dr. Breuder introduced Laura LaBauve-Maher, Associate

Fellows Projects

Dean for the Center for Multicultural Learning; Dr. Janet Friend-Westney, 2003 Distinguished Faculty; and Kris Conroy, who would be giving a brief presentation on the curriculum projects of the 2003 Multicultural Faculty Fellows, as well as unveil the new Faculty Fellows for 2004. Dr. Westney announced that they were presented with an Innovation Award from the Illinois Council of Community College Administrators.

Ms. LaBauve-Maher explained that the primary objective of the Multicultural Faculty Fellows (MFF) Program is to work with faculty toward a deeper integration of multicultural education at Harper College. The uniqueness of the MFF program is that each year, they will offer faculty learning opportunities on how to develop diversity curriculum infusion projects. A series of workshops has been created for faculty; they will be discussing definitions of diversity and curricular awareness, introduction to cultural education, curriculum guidelines and models, managing diversity issues in the classroom and exploring ways to research content areas.

Dr. Westney described the curriculum projects of last year's fellows:

- John Curran, Speech and Theatre - highlights include World Theatre Pages on the website, classroom models and resource materials which can be used by other faculty and positive changes made in syllabi to reflect the culture of the changing Harper campus.
- Getachew Begashaw, Economics - highlights include a possible course acceptance for the World Cultures and Diversity graduation requirement, curriculum revision, evaluation of textbook, teaching materials and classroom strategies.
- Joyce Johnson, ESL - created a teaching model for all ESL faculty to use, discussing difficult subjects for students who are here from other countries in the ESL program, looking at how students can take on American systems/American issues, such as sexual harassment in the workplace,
- Valerie Harley, Library Services - wrote a Resources for Excellence grant and received money to begin buying multicultural library resources for the College, and allowed for the creation of a Multicultural/Diversity Website. It was noted that, in addition to working on her projects, Ms. Harley became part of the CML and helped others with their projects.

Dr. Westney noted that Laura LaBauve-Maher should be acknowledged for her very important role in bringing the Faculty Fellows Program to fruition. It is a stellar example of collaboration between Academic Affairs and Student Affairs.

Kris Conroy unveiled the new Faculty Fellows Projects for 2004:

- Richard Kaplan, Assistant Professor, English - introducing and integrating Eastern European Literature.
- Kelly Page, Instructor of Physics - Historical Non-European Astronomy.
- Jessica Walsh, English - a Literature Module Confronting Diverse Sexualities.

Several websites were accessed and demonstrated.

Member Howard noted that it is gratifying to see the way Harper College is responding to the changing demographics in the community. The College must be prepared to respond to students of all ages from very diverse backgrounds. She congratulated them on their award.

Member Barton commented on the improvements made over the years to the Harper College website.

STUDENT TRUSTEE REPORT

Student Member Sheppard distributed a written report to Board members. He highlighted several past and upcoming events on campus. The Mardi Gras celebration was a success, drawing over 500 people and involving over 17 faculty and administration associations.

Student Senate President Ronnie Kroell read a statement on behalf of the Student Senate. "On Friday, February 20, the Student Senate discussed the tuition increase for FY 2004-05. On this day, the Student Senate resolves to support the FY 2004-05 financials, including the proposed tuition increases. It is our understanding that, due to the State of Illinois' current budget issues, we have lost a great deal of funding. In order to continue to offer the same excellence that has become synonymous with the name of Harper College, we realize how important it is to obtain the proper funding. The proposed tuition increases will make the student cost of higher education at Harper College 20 percent of the total cost, which is well under the 33 and one-third percent that is suggested by the State. On behalf of the students at Harper College, we stand firmly behind the tuition increases that are being proposed, with the

knowledge that they will ensure the continued premium quality of education that is obtained by attending this fine institution."

Legislative

Chair Stone noted that Mr. Kroell has been asked to give a brief report on his experience in Washington, DC.

Mr. Kroell thanked the Board for giving him the educational opportunity to visit the nation's capital, accompanying Linda Kolbusz, Barbara Barton and William Sheppard. They were prepared to inform legislators about current issues facing community colleges around the nation, but more specifically Harper College's needs.

They asked the legislature to increase PELL grants to \$4,500 and expand the HOPE scholarship to include housing and book fees. They talked to senators about preserving and enhancing the PELL grant programs, opposing for-profit school access to HEA grants and supporting a new program for teacher training at community colleges.

Mr. Kroell added that, if they can bring the energy from Washington, DC back to their own communities, students can truly make a difference. One voice does count. Students should be involved firsthand when it comes to issues that impact their lives and the lives of those around them. Mr. Kroell commended William Sheppard on the outstanding job he does at the Board level.

Member Kelley noted he is very impressed with William Sheppard and Ronnie Kroell, and their dedication to the College. He is pleased that both students made the trip to Washington; they represented Harper College well.

PRESIDENT'S REPORT

Dr. Breuder announced that wireless internet access is up and running; hot spots are in various locations throughout campus. It was noted that hot spot locations are listed on the website. Dr. Breuder thanked Vice President Dave McShane and his staff for providing the College with that support.

As of today, enrollment is up 7.18 percent (spring to spring) on the FTE side, and 5.29 percent on the headcount side.

CONSENT AGENDA

Member Kolze moved, Member Barton seconded, approval of the minutes for the January 27, 2004 regular Board meeting; bills payable; payrolls for January 9, 2004, January 23, 2004, and February 6, 2004; estimated payrolls for

February 7, 2004 through March 5, 2004; bid awards; purchase orders; personnel action sheets; and for information: financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits VII-A.1 through VII-B.3, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$1,392,618.57
Tuition Refunds	427,280.52

The payrolls of January 9, 2004 in the amount of \$1,570,313.52; January 23, 2004 in the amount of \$1,564,228.27 and February 6, 2004 in the amount of \$2,051,587.88; and estimated payroll of February 7, 2004 through March 5, 2004 in the amount of \$4,103,175.76.

Bid Award	Ex. VII-A.3.a	Award bid Q00336 for repair of Chiller #2 in H Building to York International Corp., the lowest responsible bidder, in the amount of \$16,200.
Purchase Orders	Ex. VII-A.4.a	Approve issuance of a purchase order to Pad System USA, Inc. for the purchase of the Master Pattern Design (PAD) software system and the Made-To-Measure (MTM) module in the amount of \$13,100, and associated maintenance for one year in the amount of \$1,250 for a total of \$14,350.
	Ex. VII-A.4.b	Approve issuance of a purchase order to Thomson Gale (formerly The Gale Group), to renew subscription service access to the Literature Resource Center Database via the World Wide Web, in the amount of \$18,457.65.
	Ex. VII-A.4.c	Approve issuance of a purchase order to SBC Global Services, Inc. for switched long distance services for the College, in the projected amounts of \$3,000 for fiscal year 2003/04, \$9,000 for 2004/05, \$9,000 for 2005/06 and \$6,000 for 2006/07, for an approximate total of \$27,000.
	Ex. VII-A.4.d	Approve issuance of a purchase order to SBC Global Services, Inc. for local toll

services for the College, in the projected amounts of \$7,500 for 2003/04, \$22,000 for 2004/05, \$22,000 for 2005/06, and \$15,000 for 2006/07 for a total of approximately \$66,500.

Ex. VII-A.4.e Approve issuance of a purchase order to Tek Systems, the vendor that quoted the lowest cost for technical assistance in converting instructional material from analog to digital format, in the amount of \$61,800.

Personnel Actions

Professional/Technical Appointment

Karen Johnstone, Admissions Associate, ADM PRO, 03/01/04, \$47,820/year

Harper #512 IEA-NEA Appointments

Maryann Boldt, Weekend Custodian, p/t, PHY PLT, 02/07/04, \$4,700/year

Anna Fudala, Weekend Custodian, p/t, PHY PLT, 02/07/04, \$4,700/year

Supervisory/Confidential Retirement

Jean Williams, Supervisor, CE Enrollment, CE, 03/26/04, 23 years

Administrator Resignation

Robert Fabbrini, Director of TECH, CE, 03/05/04, 7 years 4 months

Faculty Resignation

Amy Dixon-Kolar, Assistant Professor - SLIP/SGN, AE/LS, 08/20/04, 13 years 6 months

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

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

Nays: None

Motion carried. Student Member Sheppard voted aye.

With regard to Exhibit VII-A.4.d, Member Gillette thanked the administration, on behalf of the taxpayers, for saving a great deal of money on the telephone service competitive bid.

NEW BUSINESS:

Sabbatical Leave
Consideration, Fall
2004-05 Academic Year

Member Kolze moved, Student Member Sheppard seconded, to grant a sabbatical leave to Jacque Mott, Associate Professor of Interior Design, for the Spring 2005 semester at the following cost to the College:

Jacque Mott LIB/ARTS Spring 2005 *\$36,842

*In addition to this cost, the College will hire part-time faculty at a cost of approximately \$4,380 to teach two classes in the absence of the faculty member on leave.

Ms. Mott has agreed to maintain a daily journal of her activities, which will enable her to share the progress of her sabbatical with her Division Dean, both at the midway point and the end of the sabbatical experience. In addition, Ms. Mott will report on the results of her sabbatical by giving a presentation at a meeting of the Board of Trustees sometime during the period July 1 through October 1, 2005. Ms. Mott is also encouraged to videotape significant activities and/or outcomes associated with her sabbatical so that future students will be able to benefit from her sabbatical leave, as outlined in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Illinois Century Network
(ICN) Property Transfer

Member Barton moved, Member Howard seconded, approval of the transfer of the property acquired for Illinois Century Network (ICN) by Harper with ICN funds to Central Management Services (CMS), 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, Gillette, Howard, Kelley,
Kolze, Murphy and Stone
Nays: None

Motion carried. Student Member Sheppard voted aye.

Proposed Tuition and
Renovation Fee
Increases for FY 2004/05

Member Howard moved, Member Barton seconded, approval of the **District Resident** tuition increase of \$4.00 per credit hour from \$67 to \$71 per credit hour and an increase in the renovation fee from \$1.25 to \$5.00 per credit hour for FY 2004-2005 effective summer 2004. The **Non-Resident** rate is set at the formula plus the **District Resident** rate per credit hour or \$281 per credit hour for FY 2004-05 effective Summer 2004. The **Out-of-State** rate is set at the per capita formula of \$348 per credit hour for FY 2004-2005 effective Summer 2004. The **International Student** rate is set at \$348 per credit hour for FY 2004-2005 effective Summer 2004.

This recommendation is based on the following losses sustained in the last three years FY2003 to FY 2005:

State Funding	\$2,700,000
PTAB	\$4,870,000
Deferred Maint.	<u>\$ 119,000</u>
Total Losses	\$7,689,000

And, a 17.06% enrollment increase since 1998;

And, minimal or no funding for facilities maintenance and renovation from the state;

And, the ongoing impact of a tax cap that does not reflect real costs borne by community colleges.

Over the past three years, the College has been challenged to meet the growing enrollment and demand for new programs, services and facilities, while enduring substantial cuts in state revenue, PTAB losses and funding limits imposed by the tax cap.

The College has presented these financial challenges and our tuition and fee proposal to the Student Senate. After carefully considering the impact of the revenue cuts, the Student Senate **unanimously** passed a resolution supporting the tuition/fee increase.

They believe, as we do, that the College cannot meet the increasing demands without a strong and secure financial base.

However, this tuition increase proposal will only postpone a deficit budget. If the current trend of revenue cuts continues,

the College will have no choice but to draw down our reserves as other public institutions have been forced to do.

The danger of doing that is obvious, as the state and federal governments have learned. We must not repeat their mistakes. This Board must continue to embrace wise and forward-thinking financial planning and have the strength and resolve to, at times, make difficult decisions to make sure Harper can serve our community with the very best programs and services, as outlined in Revised Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Stone explained that, each spring, the Board of Trustees reviews the budget and makes decisions regarding tuition and fees for the upcoming academic year. They face a very difficult dilemma - how to meet the increased demand that is placed on them for a record number of students, with diminishing funding. The Board takes the consideration very seriously. They have a responsibility to the community, a responsibility to the taxpayers of the community and a responsibility to the students who look to Harper for their education. Chair Stone thanked the Student Senate for their show of support regarding this difficult topic.

Student Member Sheppard noted that he explained to the Student Senate that the situation from the State is not good, and it keeps getting worse. He and other students do not like the idea of a tuition increase; however, they understand that it is very necessary. They do not want to have cuts made to important programs, because that will negatively impact the students, the administration and the faculty. It is well documented in the news that the State is going to get worse. Students know that Harper is still affordable.

Member Howard thanked the students for supporting the tuition increase. She explained that, as a Board, they came to the decision a number of years ago that it would be a positive fiscal policy to raise tuition and fees gradually every year, because they were facing increases in everything - utilities, salaries, inflation, etc. It seemed to be better planning for the students and the College that way, rather than having no change for several years and then a very large increase to make up for it.

Member Murphy stated that the College is fortunate to be in a good financial situation, in large part due to the efforts of Dr. Breuder, the administration and the past Trustees.

There is significant money in fund reserves. He feels that there is a good chance they will not run a deficit this year, even without the proposed tuition increase. If there is a deficit, it would be somewhat small in relation to the overall budget. He proposes they wait and see if a deficit is realized, before they actually increase the tuition and fees. If there is a deficit, he will be the first one to support the tuition and fee increase next year.

Member Kolze feels that the College cannot wait until they are in trouble and then ask for help. He supports the recommended tuition increase, because the College must be proactive.

Member Barton supports the plan as recommended. She is concerned that it would be too easy to keep going into the fund balance again. By letting the students know in advance there will be a slight increase, they can plan. Harper is one of the few school districts that has a strong financial basis right now. She feels one reason is because they have chosen the gradual tuition increase over the last several years.

Member Gillette feels that a tuition and fee increase is needed; however, not to the magnitude that is being proposed. He knows there are students at Harper whose families suffer with every dollar increase, and it makes Harper less accessible. He cannot support the tuition increase as proposed. He feels there are other things Harper can do to mitigate, and he has submitted his ideas to Dr. Breuder.

Member Kelley stated that, when he saw the proposed tuition and fee increase, it hurt. This is something that he does not take lightly. Looking at the historical percentages, he realized that when he went to school at Harper, the State was paying 34 percent and students were paying 26 percent. Now the State is paying eight percent, and the PTAB issue has not helped. He is concerned that if they cut back, instead of increasing tuition, buildings will fall into disrepair, the students would be shortchanged and the faculty would be shortchanged without the necessary resources. Member Kelley feels that next year may be worse, and he does not want to be looking at a \$14-\$16 increase next year. He also does not want to do deficit spending, because that has gotten local school districts in trouble. He added that he is exploring some municipal refinancing at the College that may help save \$1M. He also knows that the Aaa bond rating

does not come cheaply; it has saved the College millions of dollars, and that is due to the financial strength of the College. He praised the preceding Boards, Dr. Breuder and the entire administration for their efforts in keeping the College fiscally sound. He will support the tuition increase.

Member Howard noted that, at the time the gradual tuition increase policy was adopted, the Board also instituted steps to strengthen the amount of scholarship and financial assistance available for students. There are many excellent scholarships. Students who really want a Harper education, but cannot afford it, can get financial assistance to attend Harper. It was noted that last year, not all the scholarship money was distributed.

Dr. Breuder called attention to a chart comparing data from six schools, including Harper College. Unfortunately, Harper College does have the reputation of being the most expensive community college. Harper is \$73.25 per credit hour (fees and tuition); College of Lake County is \$59. He noted that College of Lake County's enrollment increase for the year is 8.2 percent; Harper's is 7.48 percent. The cost per credit hour is not really having an adverse effect on their ability to draw enrollment to Harper College.

Dr. Breuder feels that, in the next several years, they will lose their ranking of highest tuition to another school. Data has shown that in the last two years, many institutions have had larger increases percentage-wise than Harper; the gap is closing. Other schools now are feeling the impact of the State circumstance and the PTAB issue. Several years from now, Harper will be faced with a major fiscal challenge, because of the State; however, so will Oakton, so will College of Lake County, so will Elgin and so will College of DuPage. DuPage is on record as saying that it forecasts two years out to go to \$80 per credit hour. They all see what is happening. There are over 100 school districts on the watch list in Illinois, and more falling to it everyday. Harper needs a conservative approach in order to stay out of the woods.

Student Member Sheppard noted that the local taxpayers are paying more and more, and the College cannot depend on that. When talking to other student trustees throughout the State, it is apparent that Harper is not the only college to raise tuition. Every institution within the State is going to be raising tuition.

Member Murphy reiterated that, by no means is he a proponent of deficit spending; however, he does not think they will deficit spend. He is willing to vote "no" on the proposed tuition increase.

Upon roll call, the vote was as follows:

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

Nays: Members Gillette and Murphy

Motion carried. Student Member Sheppard voted aye.

Proposed Credit
Course Fee Increases
for FY 2004-2005

Member Kolze moved, Student Member Sheppard seconded, approval of the Proposed Fee Changes for 2004-05 effective with the 2004 Summer semester, 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, Howard, Kelley, Kolze, Murphy and Stone

Nays: Member Gillette

Motion carried. Student Member Sheppard voted aye.

Variable Tuition

The Diagnostic Medical Sonography and Radiology Technology programs at the College are anticipated to be some of the highest cost programs at the College in large part due to the clinical experience components and associated individualized instruction required, and the specialized technology and equipment necessary to offer these programs. Member Barton moved, Member Gillette seconded, approval of tuition in the Diagnostic Medical Sonography and Radiology Technology programs being set at 200% for courses that are prefixed DMS and RAD in these program areas beginning with the 2004-2005 academic year, as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard noted that the new health-related courses are very much needed in serving the community. There are jobs waiting for the graduates. She is very supportive of doing what they have to do to offer them.

It was noted that Richard Gillette brought up the idea of variable tuition several years ago, and he wrote an article

that was published in the Illinois Community College Board Journal.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Human Resource
Organizational
Development Support
Providers

Exhibit VIII-F was withdrawn from the Agenda.

Vendor to Provide
Solution for Software,
Hardware and Services
to Manage Copying
and Printing

Member Barton moved, Member Kolze seconded, that the College Administration further pursue the identification of the one best vendor solution to meet College-wide needs for campus document publishing (printing/copying). Further, the College Administration will negotiate a proposed contract, including the appropriate contractual checks and balances, service parameters and competitive pricing with the vendor/partner. This contract will cover a complete analysis of campus-wide document publishing, as well as equipment for Phase One. The Administration will bring the complete contract to the Board for final approval, as outlined in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder explained that, at the January Board meeting, Mike Barzacchini and Vice President Colleen Murphy spoke with the Board about the vision for printing and copying at Harper. Tonight, they are asking the Board to formally support moving forward to execute various phases needed to bring the College into the 21st century with regard to printing/copying.

Member Gillette stated that he can support new technology; however, he cannot authorize the administration to negotiate something and come back with the final bottom line to the Board, without having a competitive bid.

Dr. Breuder explained that they will go out and shop for various software vendors, those whose software packages can meet the needs, expectations and priorities of the institution.

Vice President Murphy reiterated that the overall goal is to increase efficiency and decrease expenses, or at least manage the cost and the waste that has been happening with Harper's current siloed approach. By choosing one vendor and starting with the software that can help manage cost, they hope to implement it across the Board in all parts of the College. The team that has been working on this effort has done an incredible job. They began by looking at 50 vendors and going through an RFI and an RFP process to narrow it down to four vendors. A solution for the whole College is being sought, rather than just a purchase of software or hardware.

In response to Member Gillette's concerns, Thea Keshavarzi explained that she has been brainstorming ways the College can be certain that, once a preferred vendor is selected, they will not take advantage of Harper. She has been doing research within the cooperatives and consortiums to see what types of products they offer and comparing their pricing with similar products, to make sure that we are not being taken advantage of.

Mr. Barzacchini noted that there is a great opportunity to create better service and better efficiencies for teaching and learning related to copying and printing. He does not want to see the College settle with four or more silos that do not work together, that facilitate waste of staff time, waste of paper, other resources and dollars. In addition to looking at the consortiums and looking at vendors, the taskforce is also looking at community colleges and other higher education institutions that have implemented solutions like this in the past years.

He added that they come before the Board tonight seeking approval for a general action, to move forward with the process. They plan to come before the Board with each phase, to keep the process open and to keep a dialogue going at Board meetings and between Board meetings. All parties need to realize that they are making decisions that are best for the College, the taxpayers, students and faculty.

Member Murphy stated that he does not question the merit of the project; however, he wants to be able to see documentation that what the College is getting is the best deal. He understands that this is a multi-layered, interconnected process that makes it more difficult to do. He wants to have the taskforce "show their work," not just "give

their answer." Mr. Barzacchini stated that at every one of the stages, they will need to re-show their work, because software and hardware options and process options change as they speak. It is a manageable request, and he knows the Board would expect nothing less.

Vice President Murphy explained that they will provide Members Murphy and Gillette with the work that has been done to date, since they did not have the chance to see the January presentation. The team has spent 18 months looking at the needs of the campus, looking at vendors, and going through a rigorous process just to get to this point. She clarified that they are not asking to spend any money at this point; it is simply a request to move ahead.

In response to Member Kelley, Vice President Murphy stated that they would hope to bring the Board vendor selection information at the next two meetings.

In response to Member Kelley, Mr. Barzacchini explained that the equipment will be leased and software will be purchased. The total of all phases will be approximately \$500,000 per year as part of the regular budgeting process. Planned efficiencies will be documented for each phase, showing what this investment would yield in staff time savings, paper resource savings, better service to faculty and staff, etc.

Chair Stone summarized that the Board is being asked to consider the concept of this group exploring a preferred vendor relationship. It is fully understood among Board members and the committee that the Board wants full information, laid out very clearly, so that Board members may ask questions at any time, they can feel fully informed, and they can take a vote on the final selection process in good conscience.

In response to Member Murphy, Mr. Barzacchini explained that they will most likely make a recommendation, showing finalists and comparisons, prior to the Board meeting so that questions may be asked. He added that they are probably being over descriptive in this process; however, they think it is important. This process must link up with the ERP system and other initiatives on campus. Most people do not realize how much their service can be improved.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Renewal of Ikon Office
Solutions Contract for
Lease and Maintenance
of Campus Copiers

Member Gillette moved, Member Kolze seconded, to ratify the renewal of the contract to Ikon Office Solutions for year four, October 1, 2003 through September 30, 2004 , and year five, October 1, 2004 through September 30, 2005 by administrative action, if needed, in the amount of \$90,185.84 plus a 10 percent contingency for increased usage of \$9,018 for a total of \$99,203.84 per year. These renewals contain a 60-day cancellation clause, as outlined in Exhibit VIII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Stone explained that this is an interim step that will carry the College through the decision-making process to move toward a total solution for campus copying.

In response to Member Barton, Vice President Murphy explained that, although it is a renewal, there were bids at that original time, and the price to Harper has remained the same.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Purchase of Audio Visual
Equipment for the
Science, Emerging
Technology and Health
Careers Center

Member Howard moved, Member Gillette seconded, to award bid request Q00335 for audio visual equipment for the Science, Emerging Technology and Health Careers Center to Video Images, LLC, the low bidder, for the base bid amount of \$1,422,006; and approval of authorization for the award of alternates two, three, four, five, and six in the amount of \$450,092 to be completed if determined necessary by the administration; plus an allowance of \$35,000 for the build-out of the Diagnostic Imaging Lab; and a project contingency of not to exceed \$50,000 for a total award of not to exceed \$1,957,098, as outlined in Exhibit VIII-I (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Purchase of Dental
Equipment for the
Science, Emerging
Technology and Health
Careers Center

Member Gillette moved, Member Murphy seconded, to award bid request Q00338 for 18 mannequin mounts to A-dec, Inc., the low bidder, in the amount of \$6,840; four curing lights, 15 lead aprons, nine nitrous oxide flow meters, the manifold system, ten inter-oral x-ray systems, the compact sterilizer, two large ultrasonic cleaning systems, the dry heat sterilizer, the x-ray film duplicator, three air polishing prophylaxis systems, four small bench vibrators, three model trimmers, two desiccant dryers, and the dental vacuum system to Sullivan Schein Dental, the low bidder, in the amount of \$106,894.52; and 18 complete dental chairs with appropriate accessory and central consoles, two scalers, four teaching mannequins, the panoramic digital imaging system, the large magna clave sterilizer, the steam autoclave, two compact ultrasonic cleaning systems, the film processing system, and the moving of existing equipment to Patterson Dental Supply, Inc., the low bidder, in the amount of \$405,198; for a total award of \$518,932.52, as outlined in Exhibit VIII-J (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Barton, Thea Keshavarzi stated that, while Sullivan Schein Dental appears to be the lowest bidder, they no-bid on 17 of the items, which happened to be some of the really big ticket items. None of the vendors, by themselves, were the lowest bidder; therefore, they decided to split the bid on a per item basis to the lowest responsible bidder. Patterson Dental bid on some items that Schein did not. Looking at the total dollar amount, the low bidder does not work in this particular case.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sheppard voted aye.

Dr. Breuder thanked the Board for their understanding and patience as they took on the ambitious agenda this evening. There were many important items, and they realize that nothing can be accomplished without the support of the Board.

Member Kolze left the meeting at 9:00 p.m.

Legislative Report

Member Barton gave a brief report about their visit in Washington, D.C. She listed the names of individuals they were able to hear and/or meet, including Dick Durbin, Phil Crane, Peter Fitzgerald and Hillary Rodham Clinton. She shared the following facts: There will be 41M new workers in the workforce by 2010; 46 percent of workers will be over the age of 55; in 2004 the U.S. will graduate 1.3M students with four-year degrees; India will graduate 2.1M and China 2.5M; the second language in Europe is now Spanish.

HARPER EMPLOYEE COMMENTS

There were no employee comments.

CITIZEN COMMENTS

There was no citizen participation.

ANNOUNCEMENTS BY CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The next regular Board meeting is March 23.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

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

In a voice vote, the motion carried at 9:03 p.m.

Chair

Secretary

BOARD REQUESTS

FEBRUARY 24, 2004 REGULAR BOARD MEETING

1. Member Murphy asked that the taskforce on campus-wide document publishing "show their work," not just "give their answer." Mr. Barzacchini stated that, at every one of the stages, they will need to re-show their work, because software and hardware options and process options change as they speak. It is a manageable request, and he knows the Board would expect nothing less.
2. Vice President Murphy explained that they will provide Members Murphy and Gillette with the work that has been done to date, since they did not have the chance to see the January presentation on campus-wide document publishing.

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I.	BILLS PAYABLE	
	Operating Fund	\$ 4,454,580.38
	Tuition Refunds	\$ 1,223,451.48
II.	PAYROLL	
	2/20/2004	\$2,060,918.55
	3/05/2004	\$2,077,568.88
III.	ESTIMATED PAYROLL	
	3/06/2004 – 4/2/2004	\$4,155,137.76

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

March 23, 2004

SUMMARY OF BIDS

- Exhibit VII – A.3.a The administration recommends that the Board award bid request Q00349 for the purchase and installation of lab stools to be used throughout the Science, Emerging Technology and Health Careers Center to Lowery McDonnell Co., Inc., the low bidder, in the amount of \$51,106.85.
- Exhibit VII – A.3.b The administration recommends that the Board award bid request Q00346 for the purchase and installation of 21 synthesizer workstations for the Electronic Music Laboratory to Soundtree, the low bidder, in the amount of \$20,412.00.
- Exhibit VII – A.3.c The administration recommends that the Board award bid request Q00350 for the purchase and installation of the appliances outlined in the information section of this exhibit for the Science, Emerging Technology and Health Careers Center to Grants Appliance TV and Audio, the low bidder, in the amount of \$26,760.
- Exhibit VII – A.3.d The administration recommends that the Board award Q00339 for a 2004 Medium Duty 4x4 Dump Truck with snowplow package to Morrow Brothers Ford, Inc., the low bidder, in the amount of \$36,865.
- Exhibit VII – A.3.e The administration recommends that the Board award Q00340 for a 2004 John Deere Skid Steer Loader with a two-year extended warranty to Lewis Equipment Company, the low bidder, in the amount of \$23,195.

- Exhibit VII – A.3.f The administration recommends that the Board award Q00345 for a Computer Operations Flat Screen Command Center for the Science, Emerging Technology and Health Careers Center to Systems Manufacturing Corporation, the only bidder, in the amount of \$24,367.
- Exhibit VII – A.3.g The administration recommends that the Board award Q00355 for the purchase, installation, and implementation of two Informational Display Plasma Monitors for the Performing Arts Center to Fox River Audio Visual, the low bidder, in the amount of \$12,054.00.
- Exhibit VII – A.3.h The administration recommends that the Board award request for proposal Q00441 for the purchase and installation of electronic security system hardware, video cameras, software, and wiring to provide electronic door security and video surveillance in the Science, Emerging Technology and Health Careers Center to Midco, Inc., the low bidder, in the amount of \$163,215, plus a contingency of not to exceed \$16,320 for a total award of \$179,535.
- Exhibit VII – A.3.i The administration recommends that the Board award bid request Q00352 for the purchase of a modular EMC data storage array, fibre channel switches, software and installation services to provide a Storage Area Network (SAN) in the Science, Emerging Technology and Health Careers Center to CDW Government, Inc., the low bidder, in the amount of \$174,390.20.
- Exhibit VII – A.3.j The administration recommends that the Board award Q00348 for 36 Electronic Laboratory Benches for use in the Science, Emerging Technology and Health Careers Center to J.B.H. Technologies, Inc., the low bidder meeting specifications, in the amount of \$50,011.
- Exhibit VII – A.3.k The administration recommends that the Board award Q00363 for the Re-tubing of a Kewaunee Boiler in the Building B boiler room to Independent Mechanical Services, Inc., the low bidder, in the amount of \$13,480.

Exhibit VII – A.3.I The administration recommends that the Board award Bid Request Q00353 for 15 stainless steel carts, 90 safety goggles, one skin case, and 10 fire blankets to Ward's Natural Science Est., Inc., the low bidder, in the amount of \$5,558.75; two explosion proof refrigerator/freezers, two potting benches, one environmental chamber, two lab ovens, three acid cabinets, one steam scrubber glassware dishwasher, and one flask scrubber dishwasher to Fisher Scientific Co., LLC, the low bidder, in the amount of \$29,468.38; 16 celestial spheres, 26 universal lab interfaces, eight microphones, eight light sensors, 16 current probes, two ice makers, 11 explosion proof refrigerators, one double door explosion proof refrigerator to A. Daigger & Company, Inc., the low bidder, in the amount of \$39,164.89; six plant stands, two large incubators, two rodent racks, and one institutional sterilizer, two balances to Johnson Scientific, Inc., the low bidder, in the amount of \$56,300.00; one herbarium cabinet, one analytical balance, one rotovap, 12 first aid kits, one water reactive cabinet, and shelving for the Chemistry storage room to VWR International, Inc., the low bidder, in the amount of \$20,655.28 for a total award of \$151,147.30.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00349 for the purchase and installation of lab stools to be used throughout the Science, Emerging Technology and Health Careers Center as requested by the Life Science and Human Services Division and the Technology, Mathematics and Physical Science Division.

II. BUDGET STATUS

Funds in the amount of \$51,106.85 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0302-039-586.00-9310.

III. INFORMATION

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

Lowery McDonnell Co.	\$51,106.85
Harry J. Kloeppe & Associates, Inc.	51,172.50
A. Daigger & Co.	51,721.42
Carroll Seating Company, Inc.	59,000.00
Larson Equipment & Furniture Co.	68,381.89

This recommendation is for 377 lab stools to be used throughout the labs in the Science Center and in the labs in the Electronics department.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00349 for the purchase and installation of lab stools to be used throughout the Science, Emerging Technology and Health Careers Center to Lowery McDonnell Co., Inc., the low bidder, in the amount of \$51,106.85.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00346 for the purchase and installation of 21 synthesizer workstations for the Electronic Music Laboratory as requested by the Liberal Arts Division for the Music department.

II. BUDGET STATUS

Funds in the amount of \$20,412 are provided in the 2003/04 Education Fund budget, under account number 0111-219-586.

III. INFORMATION

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

Soundtree	\$20,412.00
Sweetwater	21,302.82
Gand Music and Sound	29,148.00
Naperville Music	37,758.00

This request is for 21 synthesizer workstations for the Electronic Music Laboratory. The new synthesizers are to replace existing equipment that is beyond economical repair. The normal useful life of this equipment is 10 years and the existing equipment has been used continually for more than that amount of time.

Students in Electronic/Computer Music classes and Music Theory classes will use the new equipment. The classes are comprised of a combination of Credit students and Community Music Center students.

Some of the existing equipment will be used in the Music department where state-of-the-art equipment is not needed. The remainder will be disposed of according to Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00346 for the purchase and installation of 21 synthesizer workstations for the Electronic Music Laboratory to Soundtree, the low bidder, in the amount of \$20,412.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00350 for the purchase and installation of appliances for the Science, Emerging Technology and Health Careers Center as requested by the Life Science and Human Services Division.

II. BUDGET STATUS

Funds in the amount of \$26,760 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

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

Grants Appliance TV and Audio	\$26,760
North Shore Appliances	28,746
Novak Parker, Inc.	38,289

This request is for household appliances needed by the Dietetic Technology Program, the Biology department and the Life Science and Human Services Division Office. Included are a 48” commercial range and hood, an electric cook top, a freestanding electric range, three microwave hood combinations, a side-by-side refrigerator/freezer, five dishwashers, a stacking washer/dryer, two downdraft electric ranges, two refrigerator/freezers, a countertop microwave, three under-counter refrigerators and two vertical freezers.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00350 for the purchase and installation of the appliances outlined in the information section of this exhibit for the Science, Emerging Technology and Health Careers Center to Grants Appliance TV and Audio, the low bidder, in the amount of \$26,760.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00339 for a 2004 Medium Duty 4x4 Dump Truck with snowplow package as requested by Physical Plant/Auxiliary Services for the Utilities department.

II. BUDGET STATUS

Funds in the amount of \$36,865 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

A legal bid notice was published and twenty-two bids solicited. Eleven responses were received. The following is a recap of the bid tab sheet:

Morrow Brothers Ford, Inc.	\$36,865.00
Oakfield Ford, Inc.	37,502.00
Heller Ford	37,503.50
Pat Kean's Friendly Ford	37,659.00
Currie Motors Frankfort	37,685.00
Bredemann Ford in Glenview	37,860.00
Napleton Fleet Group	38,259.00
Freeway Ford-Sterling Truck Sales, Inc.	38,352.05
Terry's Ford Lincoln -Mercury	38,881.00
Tom Peck Ford of Huntley, Inc.	39,232.52
Spring Hill Ford, Inc.	39,399.00

This request is for a 2004 Ford F-450 Dump Truck with snowplow package. The truck will be utilized to clear snow out of the Science, Emerging Technology and Health Careers Center dock area, providing access for deliveries and the trash compactor. Other trucks in the fleet, with salt spreaders attached, cannot be used for this purpose. In addition, this truck will be used for landscaping applications across campus.

IV. RECOMMENDATION

The administration recommends that the Board award Q00339 for a 2004 Medium Duty 4x4 Dump Truck with snowplow package to Morrow Brothers Ford, Inc., the low bidder, in the amount of \$36,865.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00340 for a 2004 John Deere Skid Steer Loader with a two-year extended warranty as requested by Physical Plant/Auxiliary Services for the Utilities department.

II. BUDGET STATUS

Funds in the amount of \$23,195 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

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

Lewis Equipment Company	\$23,195
Martin Implement Sales, Inc.	23,723
Buck Brothers, Inc.	25,994
Patten Industries, Inc.	34,540

This request is for a 2004 John Deere 260 Series II Skid Steer Loader with cab enclosure. The skid steer loader provides a tight turning radius and is needed to bucket snow from the Science, Emerging Technology and Health Careers Center area, and from various large sidewalks. In addition, this vehicle will be used for landscaping applications across the campus.

An initial one-year manufacturer's warranty is included with the purchase of the vehicle. This request includes the purchase of a two-year extended warranty through fiscal year 2006/07.

IV. RECOMMENDATION

The administration recommends that the Board award Q00340 for a 2004 John Deere Skid Steer Loader with a two-year extended warranty to Lewis Equipment Company, the low bidder, in the amount of \$23,195.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00345 for a Computer Operations Flat Screen Command Center for the Science, Emerging Technology and Health Careers Center as requested by Information Technology for the Technical Services department.

II. BUDGET STATUS

Funds in the amount of \$24,367 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-585.10-9304.

III. INFORMATION

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

Systems Manufacturing Corporation (SMC)	\$24,367
Standard Manifold Company	No Bid
R & D Data Products, Inc.	No Bid

Systems Manufacturing Corporation (SMC) is one of the few manufacturers that sells its products both through resellers and directly. R & D Data Products, Inc., a dealer of SMC products, would not bid against SMC. Standard Manifold Company declined to bid because they could not meet the specification of a flat screen operations console. Three of the remaining four vendors did not bid because they could not meet the bid specifications, and one is another SMC dealer that would not bid against SMC.

A Command Center supports computing monitors required for Operations staff to be able to view computing activities and to monitor network activities. The Main Data Center, in the Student and Administration building, currently uses an SMC Computer Operations Flat Screen Command Center, which was approved by the Board on May 25, 2000. Obtaining this SMC Systems 2000 Computer Operations Flat Screen Command Center will ensure compatibility and interoperability with the existing SMC Command Center.

IV. RECOMMENDATION

The administration recommends that the Board award Q00345 for a Computer Operations Flat Screen Command Center for the Science, Emerging Technology and Health Careers Center to Systems Manufacturing Corporation, the only bidder, in the amount of \$24,367.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00355 for the purchase, installation, and implementation of two Informational Display Plasma Monitors for the Performing Arts Center, as requested by Information Technology/Client Services for the Media Services department.

II. BUDGET STATUS

Funds in the amount of \$12,054.00 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-589.00-9305.

III. INFORMATION

A legal bid notice was published and 15 bids solicited. Six responses were received. The following is a recap of the bid tab sheet:

Fox River Audio Visual	\$12,054.00
Tri-Electronics, Inc.	12,401.00
Audio Visual Innovations, Inc.	14,791.24
United Visual, Inc.	14,897.24
Roscor Corporation	16,063.00
Pinnacle Audio and Video Systems, Inc.	17,795.00

This request is for two Informational Display Plasma Monitors to be used as a multimedia component in the delivery of performances held in the Performing Arts Center. The monitors will provide ushers and late attendees a way to view a performance until the appropriate time for the ushers to escort the late attendees to their seats. This will eliminate a disruption to the performance and the

audience. The monitors will also be utilized as a marketing tool to provide information, announcements and advertising of upcoming performances.

All of the bids include installation, wiring, implementation, and integration into the PAC systems specified in the bid document.

IV. RECOMMENDATION

The administration recommends that the Board award Q00355 for the purchase, installation, and implementation of two Informational Display Plasma Monitors for the Performing Arts Center to Fox River Audio Visual, the low bidder, in the amount of \$12,054.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of request for proposal Q00441 for the purchase and installation of electronic security system hardware, video cameras, software and wiring to provide electronic door security and video surveillance in the Science, Emerging Technology and Health Careers Center.

II. BUDGET STATUS

Funds in the amount of \$179,535 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-587.00-9312.

III. INFORMATION

A legal request for proposal notice was published and 12 proposals solicited. Three responses were received. The following is a recap of the proposal tab sheet:

Midco Inc.	\$163,215
Sound Inc.	165,272
Best Access Systems	315,071

This request is for security system components designed to provide secure access to identified exterior and interior locations within the Science, Emerging Technology and Health Careers Center. The system will enable the use of keyless proximity cards to control access and to alert the Harper College Police of security violations within the building. The system will also include several security cameras, which will allow monitoring and control of the freight delivery door as well as security for sensitive program areas such as Chemistry and Nursing.

LENEL software is required to run the security system. The College currently uses the LENEL security system at the TECH Center in Schaumburg. The LENEL system is the Harper College standard for electronic security and is capable of being expanded to eventually meet the security needs of the entire campus.

Included in this request is a contingency of not to exceed 10 percent or \$16,320.

IV

RECOMMENDATION

The administration recommends that the Board award request for proposal Q00441 for the purchase and installation of electronic security system hardware, video cameras, software, and wiring to provide electronic door security and video surveillance in the Science, Emerging Technology and Health Careers Center to Midco, Inc., the low bidder, in the amount of \$163,215, plus a contingency of not to exceed \$16,320 for a total award of \$179,535.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00352 for the purchase of a modular EMC data storage array, fibre channel switches, software and installation services to provide a Storage Area Network (SAN) in the Science, Emerging Technology and Health Careers Center as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$174,390.20 are provided in the 2003/2004 Operations and Maintenance Restricted Fund budget, under account number 0392-039-585.10-9304.

III. INFORMATION

A legal bid notice was published and 13 bids solicited. Five responses were received. The following is a recap of the bid tab sheet:

CDW Government, Inc.	\$174,390.20
Sentinel Technologies, Inc.	183,227.00
Dell Computer Corp.	188,845.00
Vital Analysis Consulting Services, Inc.	208,864.00
Unisys	209,544.89

The Storage Area Network (SAN) will enable the distribution of centralized data storage resources to multiple servers in multiple locations on multiple networks. The foundation of the SAN is the EMC data storage array, which will provide the following:

- easily expandable data storage for multiple hardware platforms and server operating systems

- storage for current Science, Emerging Technology and Health Careers Center academic needs
- storage needs as dictated by new data retention compliance regulations
- consolidation and retirement of older server platforms with direct attached storage

The storage will be easily available and distributed to servers in the Emerging Technology Center data center and the A102 data center utilizing EMC Connectrix fibre channel switches and pre-existing fibre optic cabling. The initial implementation of the SAN will provide storage resources for eight servers and one backup device. The SAN has the capability to provide storage resources for an additional thirty-two servers.

This request is for an EMC CX500 Clariion Fibre Channel array with two terabytes of raw storage, four EMC Connectrix Fibre Channel switches and associated fibre patch cabling and all appropriate management software and installation services.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00352 for the purchase of a modular EMC data storage array, fibre channel switches, software and installation services to provide a Storage Area Network (SAN) in the Science, Emerging Technology and Health Careers Center to CDW Government, Inc., the low bidder, in the amount of \$174,390.20.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00348 for 36 Electronic Laboratory Benches for use in the Science, Emerging Technology and Health Careers Center as requested by the Technology, Mathematics and Physical Science Division for the Electronics Technology department.

II. BUDGET STATUS

Funds in the amount of \$50,011 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

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

Lista International Corporation	\$44,169
J.B.H. Technologies, Inc.	50,011
Evo-Site, LLC	61,438
Charles E. Shomo & Associates, Inc.	65,628
Electra-Tec, Inc.	87,475

The bid submitted by Lista International Corporation does not meet specifications. The Lista bid is for a bench that is smaller than required and includes an outlet strip that is an attachment; not built into the bench as specified.

This request is for 36 electronic laboratory benches for use in three labs in the Emerging Technologies Center. The benches will be used by the Electronics Technology department for laboratory instruction in the Industrial Electronics and Electrical Maintenance Programs. The specialized electronics workbenches are designed to house and integrate peripherals, electronic test equipment, power supplies and scopes.

IV. RECOMMENDATION

The administration recommends that the Board award Q00348 for 36 Electronic Laboratory Benches for use in the Science, Emerging Technology and Health Careers Center to J.B.H. Technologies, Inc., the low bidder meeting specifications, in the amount of \$50,011.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00363 for the Re-tubing of a Kewaunee Boiler in the Building B boiler room as requested by Physical Plant/Auxiliary Services for the Utilities department.

II. BUDGET STATUS

Funds in the amount of \$13,480 are provided in the 2003/04 Operations and Maintenance Fund budget, under account number 0276-068-534.

III. INFORMATION

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

Independent Mechanical Industries, Inc.	\$13,480
Atlas Boiler & Welding Co.	15,325
Andee Boiler & Welding Co.	15,400
Nolan Boiler & Tank Service, Inc.	15,619
Cruise Boiler & Repair Co., Inc.	16,490
EMCOR Services/Hayes Mechanical	17,979
CB Kramer Sales & Service	18,466
Kroeschell Engineering Services, Inc.	25,019

This Kewaunee Boiler is the only low-pressure boiler that the Physical Plant has for summer usage. After 30 years of service the boiler, which was built in 1974, developed tube leaks. A contractor must replace the tubes in the boiler in order for Physical Plant to be able to bring it back into service.

IV. RECOMMENDATION

The administration recommends that the Board award Q00363 for the Re-tubing of a Kewaunee Boiler in the Building B boiler room to Independent Mechanical Services, Inc., the low bidder, in the amount of \$13,480.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00353 for 16 celestial spheres, 26 universal lab interfaces, eight microphones, eight light sensors, 16 current probes, two ice makers, 11 explosion proof refrigerators, one double door explosion proof refrigerator, six plant stands, 15 stainless steel carts, 90 safety goggles, two large incubators, two explosion proof refrigerator/freezers, two potting benches, one skin case, one herbarium cabinet, two rodent racks, one environment chamber, one analytical balance, two balances, one rotovap, 12 first aid kits, 10 fire blankets, two lab ovens, three acid cabinets, one water reactive cabinet, chemical storage shelving, one glassware dishwasher, one steam scrubber glassware dishwasher, and one institutional sterilizer for science labs in the Science, Emerging Technology and Health Careers Center as requested by the Life Science and Human Services Division for the Biology department and by the Technology, Mathematics and Physical Science Division for the Physical Science and Chemistry departments.

II. BUDGET STATUS

Funds in the amount of \$151,147.30 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

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

Ward's Natural Science Est., Inc.	\$ 18,869.95	No bid 27 items
Johnson Scientific, Inc.	65,467.00	No bid 25 items
A. Daigger & Company, Inc.	100,859.13	No bid 26 items
VWR International, Inc.	114,261.84	No bid 7 items, Did not bid installation
Fisher Scientific Co., LLC	120,520.19	No bid 5 items, Did not bid installation

This request is for the majority of the equipment needed for the science labs in the Science, Emerging Technology and Health Careers Center. The new equipment will be co-mingled with existing equipment to furnish the new labs.

In order to obtain the lowest cost for the College the bid will be split per line item to the lowest responsible bidder. The 15 stainless steel carts, 90 safety goggles, skin case, and 10 fire blankets will be awarded to Ward's Natural Science Est., Inc., the low bidder, in the amount of \$5,558.75; the two explosion proof refrigerator/freezers, two potting benches, one environmental chamber, two lab ovens, three acid cabinets, one steam scrubber glassware dishwasher, and one flask scrubber dishwasher will be awarded to Fisher Scientific Co., LLC, the low bidder, in the amount of \$29,468.38; the 16 celestial spheres, 26 universal lab interfaces, eight microphones, eight light sensors, 16 current probes, two ice makers, 11 explosion proof refrigerators and one double door explosion proof refrigerator will be awarded to A. Daigger & Company, Inc., the low bidder, in the amount of \$39,164.89; the six plant stands, two large incubators, two rodent racks, two balances, and one institutional sterilizer will be awarded to Johnson Scientific, Inc., the low bidder, in the amount of \$56,300.00; and the 12 first aid kits, one herbarium cabinet, one analytical balance, one rotovap, one water reactive cabinet and chemical storage shelving for the Chemistry storage room will be awarded to VWR International, Inc., the low bidder, in the amount of \$20,655.28, for a total award of \$151,147.30.

IV. RECOMMENDATION

The administration recommends that the Board award Bid Request Q00353 for 15 stainless steel carts, 90 safety goggles, one skin case, and 10 fire blankets to Ward's Natural Science Est., Inc., the low bidder, in the amount of \$5,558.75; two explosion proof refrigerator/freezers, two potting benches, one environmental chamber, two lab ovens, three acid cabinets, one steam scrubber glassware dishwasher, and one flask scrubber dishwasher to Fisher Scientific Co., LLC, the low bidder, in the amount of \$29,468.38; 16 celestial spheres, 26 universal lab interfaces, eight microphones, eight light sensors, 16 current probes, two ice makers, 11 explosion proof refrigerators, one double door explosion proof refrigerator to A. Daigger & Company, Inc., the low bidder, in the amount of \$39,164.89; six plant stands, two large incubators, two rodent racks, and one institutional sterilizer, two balances to Johnson Scientific, Inc., the low bidder, in the amount of \$56,300.00; one herbarium cabinet, one analytical balance, one rotovap, 12 first aid kits, one water reactive cabinet, and shelving for the Chemistry storage room to VWR International, Inc., the low bidder, in the amount of \$20,655.28 for a total award of \$151,147.30.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

March 23, 2004

SUMMARY OF PURCHASE ORDERS

- Exhibit VII – A.4.a The administration recommends that the Board approve the issuance of a purchase order to Practicon, Inc. for 13 Frasco Mannequins for the new Dental Hygiene Lab in the Science, Emerging Technologies and Health Careers Center, in the amount of \$15,165.93.
- Exhibit VII – A.4.b The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard for computer server equipment for the Science, Emerging Technology and Health Careers Center, in the amount of \$86,162.
- Exhibit VII – A.4.c The administration recommends that the Board approve issuance of a purchase order to Apple Computer, Inc., for 39 Macintosh G5 computers, in the amount of \$112,414.
- Exhibit VII – A.4.d The administration recommends that the Board approve the issuance of a change order to purchase order #022682 issued to Krueger International, Inc. in the amount of \$1,236,832.08 for the purchase and installation of classroom and public area furniture for the Science, Emerging Technology and Health Careers Center. The change order amount is \$98,983.86. The new total of the purchase order is to be \$1,335,815.94.

Exhibit VII – A.4.e The administration recommends that the Board approve issuance of a purchase order to Wenger Corporation for 72 Musician Chairs and eight Cello Chairs for use in the Performing Arts Center, in the amount of \$12,634.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Practicon, Inc. for 13 Frasco Mannequins for the new Dental Hygiene Lab in the Science, Emerging Technology and Health Careers Center as requested by the Life Science and Human Services Division for the Dental Hygiene Program.

II. BUDGET STATUS

Funds in the amount of \$15,165.93 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

This request is for 13 dental mannequins that students will use to learn many of their clinical skills. The mannequins attach to dental chairs and provide a patient simulation. These 13 mannequins will augment the five mannequins currently owned by the Dental Hygiene Program.

Practicon, Inc. has the exclusive rights to sell and distribute all Frasco products within the boundaries of the United States. A letter verifying this is on file in the Purchasing department.

Mannequins provided by another supplier have proven to be unsatisfactory because they do not have the durability necessary to serve multiple students over an extended period of time. By working with several dental suppliers and dental schools, Dental Hygiene Program faculty members identified the Frasco Mannequins as having all of the required instructional features with the needed durability.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Practicon, Inc. for 13 Frasco Mannequins for the new Dental Hygiene Lab in the Science, Emerging Technologies and Health Careers Center, in the amount of \$15,165.93.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Hewlett-Packard for computer server equipment for the Science, Emerging Technology and Health Careers Center as requested by Information Technology for the Technical Services department.

II. BUDGET STATUS

Funds in the amount of \$86,162 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-585.10-9304.

III. INFORMATION

Hewlett-Packard computer server equipment is the core server technology for all services on the Harper College Communication Network (HCCN). It provides centralized computing hardware platforms for all application systems, file and printing services, and Web services. The College has standardized on Hewlett-Packard equipment and it will be used in the new Science, Emerging Technology and Health Careers Center. After the buildings are completed, Information Technology staff will install computer server equipment to provide application, file and printing services to these facilities.

This recommendation is for the purchase of 17 Hewlett Packard Proliant servers, associated peripherals, and racking and mounting hardware for installation in the Science, Emerging Technology and Health Careers Center data center.

The servers will be purchased through the Educational & Institutional Cooperative Service Inc. (E&I). E&I is a not-for-profit buying cooperative that provides goods and services to its members at the best possible value. The Cooperative is owned by its membership of more than 1500 tax-exempt colleges, universities, prep schools, hospitals, medical research institutions and hospital purchasing organizations located throughout the United States. Through a competitive bid process, E&I has joined with Hewlett-Packard to offer its member institutions superior overall value for Hewlett Packard servers, components and support.

This purchase complies with State Statute and Board Policy.

IV.

RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard for computer server equipment for the Science, Emerging Technology and Health Careers Center, in the amount of \$86,162.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Apple Computer, Inc., for 39 Macintosh G5 computers for various Academic programs and Administrative areas throughout the campus as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$112,414 are provided in the 2003/04 Restricted Purposes Fund budget, under account number 0695-245-585.10.

III. INFORMATION

Apple Computer, Inc. does not license its operating system to third party manufacturers and is the only manufacturer of Macintosh desktops. As a result, Apple is the sole educational supplier of its product. Harper College is a Premier Education partner with Apple Computer, Inc., and as such receives a 26 percent discount. This partnership also allows students and faculty the ability to purchase at Apple Store discounted prices.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Apple Computer, Inc., for 39 Macintosh G5 computers, in the amount of \$112,414.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a change order to purchase order #022682 which was issued to Krueger International, Inc. in the amount of \$1,236,832.08 for the purchase and installation of classroom and public area furniture for the Science, Emerging Technology and Health Careers Center.

II. BUDGET STATUS

Funds in the amount of \$98,983.86 are provided in the 2003/04 and will be provided in the 2004/05 Operations and Maintenance Restricted Fund budget, under account number 0392-039-586.00-9310.

III. INFORMATION

The purchase of classroom and public area furniture for the Science, Emerging Technology and Health Careers Center is being done in stages. The first stage was the request presented to and approved by the Board on October 21, 2003 in the amount of \$1,172,481.40. The second stage was the request presented to and approved by the Board on December 18, 2003 in the amount of \$64,350.68, which resulted in a total of \$1,236,832.08.

As the project is extremely complex, there may be additional stages up until the time the building is occupied. This request is for a change order in the amount of \$98,983.86 for the third stage of the project, resulting in a new total of \$1,335,815.94.

As this project is extremely complex, faculty and staff have been given the opportunity to review the furniture specified in classrooms and labs throughout the process. Not only has there been turnover

in faculty and staff since the original requirements were submitted three years ago but teaching techniques and methods continue to evolve. As a result of the final review there were requests from faculty and staff to make some additional changes in the labs and classrooms to accommodate current technology and teaching techniques. This change order is a result of some of those requests.

This change order will change out 15 standard classroom tables with 15 computer tables in one classroom; delete lab tables from four of the Physical Science labs and replace them with 16 standard classroom tables and 32 standard classroom chairs in each lab for a total addition of 64 tables and 128 chairs; add 10 standard classroom tablet arm chairs to each of the two Nursing classrooms for a total addition of 20 tablet arm chairs; add 13 computer tables to one classroom in addition to the existing standard classroom tables; and add six viewing stations to the Nursing Research room.

The College will receive a credit of approximately \$20,000 due to the lab tables deleted from the Physical Science labs.

This purchase is from the State of Illinois Joint Purchasing Agreement, Contract number PSD4008241.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a change order to purchase order #022682 issued to Krueger International, Inc. in the amount of \$1,236,832.08 for the purchase and installation of classroom and public area furniture for the Science, Emerging Technology and Health Careers Center. The change order amount is \$98,983.86. The new total of the purchase order is to be \$1,335,815.94.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Wenger Corporation for 72 Musician Chairs and eight Cello Chairs for use in the Performing Arts Center as request by the Liberal Arts Division for the Music department.

II. BUDGET STATUS

Funds in the amount of \$12,634 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account number 0392-039-589.00-9305.

III. INFORMATION

Musicians in the various Harper College ensembles will use the requested chairs in the Performing Arts Center. These chairs are specifically designed for postures of musical performers. There are no other manufacturers of this type of chair.

Wenger Musician Chairs are designed, manufactured and distributed solely by the Wenger Corporation. A letter to that effect is on file in the Purchasing department.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Wenger Corporation for 72 Musician Chairs and eight Cello Chairs for use in the Performing Arts Center, in the amount of \$12,634.

WILLIAM RAINEY HARPER COLLEGE

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

IV. RECOMMENDATION

The administration recommends that the Board of Trustees ratify the Administrator, the Professional/Technical, the Supervisory/Confidential and the Classified Staff Appointments; the Supervisory/Confidential and the Classified Staff Retirements; the Faculty, 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 ACTION

I. SUBJECT

First reading of an amendment to the Board of Trustees Policy Manual changing 13.05.00 Gift Ban Policy to an Ethics Policy.

II. REASON FOR CONSIDERATION

Board Policy 01.49.00 states that an amendment to the Board Policy Manual requires two readings prior to adoption.

III. BACKGROUND INFORMATION

The Illinois state legislature has passed and the Governor has signed Public Act 93-617. This legislation repeals the Gift Ban Act and replaces it with ethics legislation. The law requires that local boards adopt the model policy provided by the Attorney General by May 19, 2004. A brief description of this item prepared by the College attorney is attached as more background information.

IV. RECOMMENDATION

An amended Board Policy changing 13.05.00 Gift Ban Policy to Ethics Policy (see attached draft) is presented for a first reading and no action is required.

ETHICS REFORM BILL [1].pdf

[INSERT HERE]

~~A. Definitions.~~

~~As used in this Policy:~~

- ~~1. "Employee" means all full time, part time, and contractual employees, and appointed and elected members of the Board of Trustees.~~
- ~~2. "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an employee or officer of the College.~~
- ~~3. "Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) organized and operated primarily for the purposes of directly or indirectly accepting contributions or making expenditures, or both, or the function of influencing or attempting to influence the selection, nomination, election, or appointment of any individual to any office of the College. The term includes the making of expenditures relating to an office described in the preceding sentence that, if incurred by the individual, would be allowed as a federal income tax deduction for trade or business expenses.~~
- ~~4. "Prohibited source" means any person or entity who:~~
 - ~~a) is seeking official action (i) by the College, or (ii) in the case of an employee, by the employee or by the College or another College employee directing the employee;~~
 - ~~b) does business or seeks to do business (i) with the College, or (ii) in the case of an employee, with the employee or with another College employee directing the employee;~~
 - ~~c) conducts activities regulated (i) by the College, or (ii) in the case of an employee, by the employee or by another College employee directing the employee;~~
 - ~~d) has interests that may be substantially affected by the performance or non-performance of the official duties of the College or College employee; or~~
 - ~~e) is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act.~~

~~B. Gift ban.~~

~~Except as otherwise provided in this policy, no employee shall solicit or accept any gift from any prohibited source or in violation of any federal or state statute, rule, or regulation. This ban applies to and includes spouses of and immediate family living with the employee. No prohibited source shall offer or make a gift that violates this Section.~~

~~C. Exceptions.~~

The restriction in 13.05.00 B does not apply to the following:

1. ~~Anything for which the employee pays the market value or anything not used and promptly disposed of as provided in 13.05.00.E.~~
2. ~~A contribution, as defined in Article 9 of the Election Code that is lawfully made under that Act or attendance at a fund-raising event sponsored by a political organization.~~
3. ~~A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.~~
4. ~~Anything provided by an individual on the basis of a personal friendship unless the employee has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the employee and not because of the personal friendship.~~

~~In determining whether a gift is provided on the basis of personal friendship, the employee shall consider the circumstances under which the gift was offered, such as:~~

- ~~(a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;~~
 - ~~(b) whether to the actual knowledge of the employee, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and~~
 - ~~(c) whether to the actual knowledge of the employee, the individual who gave the gift also at the same time gave the same or similar gifts to other employees.~~
5. A commercially reasonable loan evidenced in writing with repayment due by a date certain made in the ordinary course of the lender's business.
 6. A contribution or other payments to a legal defense fund established for the benefit of an employee that is otherwise lawfully made.
 7. Intra-office and inter-office gifts. For the purpose of this Act, "intra-office gifts" means any gift given to an employee of the College from another employee of the College.
 8. Food, refreshments, lodging, transportation, and other benefits:
 - (a) resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the employee, as an office holder or employee) of the employee, or the spouse of the employee, if the benefits have not been offered or enhanced because of

~~the official position or employment of the employee and are customarily provided to others in similar circumstances;~~

- ~~—(b) customarily provided by a prospective employer in connection with bona fide employment discussions; or~~
 - ~~—(c) provided by a political organization in connection with a fund-raising or campaign event sponsored by that organization.~~
- ~~9. Pension and other benefits resulting from continued participation in an employee welfare and benefits plan maintained by a former employer.~~
 - ~~10. Informational materials that are sent to the office of the employee in the form of books, articles, periodicals, other written materials, audiotapes, videotapes, or other forms of communication.~~
 - ~~11. Awards or prizes that are given to competitors in contests or events open to the public, including random drawings.~~
 - ~~12. Honorary degrees (and associated travel, food, refreshments, and entertainment provided in the presentation of degrees and awards).~~
 - ~~13. Training (including food and refreshments furnished to all attendees as an integral part of the training) provided to an employee if the training is in the interest of the governmental entity.~~
 - ~~14. Educational missions, including meetings with government officials either foreign or domestic, intended to educate public officials on matters of public policy, to which the employee may be invited to participate along with other federal, state, or local public officials and community leaders.~~
 - ~~15. Bequests, inheritances, and other transfers at death.~~
 - ~~16. Anything that is paid for by the federal governmental, the state, or a governmental entity, or secured by the government or governmental entity under a government contract.~~
 - ~~17. A gift of personal hospitality of an individual other than a registered lobbyist or agent of a foreign principal, including hospitality extended for a non-business purpose by an individual, not a corporation or organization, at the personal residence of that individual or the individual's family or on property or facilities owned by that individual or the individual's family.~~
 - ~~18. Free attendance at a widely attended event permitted under 13.00.00. D.~~
 - ~~19. Opportunities and benefits that are:~~
 - ~~(a) available to the public or to a class consisting of all employees whether or not restricted on the basis of geographic consideration;~~
 - ~~(b) offered to members of a group or class in which membership is unrelated to employment or official position;~~
 - ~~—(c) offered to members of an organization such as an employee's association or credit union, in which membership is related to~~

~~employment or official position and similar opportunities are available to large segments of the public through organizations of similar size;~~

- ~~—(d) offered to any group or class that is not defined in a matter that specifically discriminates among governmental employees on the basis of branch of government or type of responsibility, or on a basis that favors those of higher rank or rate of pay;~~
- ~~—(e) in the form of loans from banks and other financial institutions on terms generally available to the public; or~~
- ~~—(f) in the form of reduced membership or other fees for participation in organization activities offered to all government employees by professional organizations if the only restrictions on membership relate to professional qualifications.~~

~~20. A plaque, trophy, or other item that is substantially commemorative in nature and that is extended for presentation.~~

~~21. Golf or tennis.~~

~~22. Food or refreshments of nominal value.~~

~~23. Catered food or refreshments.~~

~~24. Meals or beverages consumed on the premises from which they were purchased.~~

~~25. Donations of products from an Illinois company that are intended primarily for promotional purposes, such as display or free distribution, and are of minimal value to any individual recipient.~~

~~26. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100. — Added on 10-24-02~~

~~D. Attendance at events.~~

~~1. An employee may accept an offer of free attendance at a widely attended convention, conference, symposium, forum, panel discussions, dinner, viewing, reception, or similar event, provided by the sponsor of the event, if:~~

~~—(a) the employee participates in the event as a speaker or a panel participant, by presenting information related to a government, or by performing a ceremonial function appropriate to the member's, officer's, or employee's official position or employment; or~~

~~—(b) attendance at the event is appropriate to the performance of civic affairs in Illinois or the official duties or representative function of the member, officer or employee.~~

~~2. An employee who attends an event described in subsection (1) may accept a sponsor's unsolicited offer of free attendance at the event for an accompanying individual.~~

~~3. An employee, or the spouse or dependent thereof, may accept a sponsor's unsolicited offer of free attendance at a charity event, except that~~

~~reimbursement for transportation and lodging may not be accepted in connection with the event.~~

- ~~4. For purposes of this Section, the term "free attendance" may include waiver of all or part of a conference or other fee, the provision of transportation, or the provision of food, refreshments, entertainment, and instructional materials furnished to all attendees as an integral part of the event. The term does not include entertainment collateral to the event, nor does it include food or refreshments taken other than in a group setting with all or substantially all other attendees, except as authorized under subsection (21) of 13.05.00.C.~~

~~E. Disposition of gifts.~~

~~The recipient of a gift that is given in violation of this policy may, at his or her discretion, return the item to the donor or give the item or an amount equal to its value to an appropriate charity.~~

~~F. Reimbursement.~~

- ~~1. A reimbursement (including payment in kind) to an employee from a private source other than a registered lobbyist or agent of a foreign principal for necessary transportation, lodging, and related expenses for travel to a meeting, speaking engagement, fact finding trip, or similar event in connection with the duties of the employee, as an office holder or employee shall be deemed to be a reimbursement to the governmental entity and not a gift prohibited by this policy if the employee:
 - ~~(a) discloses the expenses reimbursed or to be reimbursed and the authorization to the Community College Board, within 30 days after the travel is completed; and~~
 - ~~(b) in the case of an employee, who is salaried, receives advance authorization, from the other employee under whose direct supervision the employee works to accept reimbursement.~~~~
- ~~2. For purposes of subsection (1), events, the activities of which are substantially recreational in nature, shall not be considered to be in connection with the duties of an employee as an office holder or employee.~~
- ~~3. Each advance authorization to accept reimbursement shall be signed by the other employee under whose direct supervision the employee works and shall include:
 - ~~(a) the name of the employee;~~
 - ~~(b) the name of the person who will make the reimbursement;~~
 - ~~(c) the time, place, and purpose of the travel; and~~
 - ~~(d) a determination that the travel is in connection with the duties of the employee as an employee and would not create the appearance that the employee is using public employment for private gain.~~~~

~~4. Each disclosure made under subsection (1) of expenses reimbursed or to be reimbursed shall be signed by the other employee under whose direct supervision the employee works (in the case of travel by an employee) and shall include:~~

~~(a) a good faith estimate of total transportation expenses reimbursed or to be reimbursed;~~

~~(b) a good faith estimate of total lodging expenses reimbursed or to be reimbursed;~~

~~(c) a good faith estimate of total meal expenses reimbursed or to be reimbursed;~~

~~(d) a good faith estimate of the total of other expenses reimbursed or to be reimbursed; and~~

~~(e) a determination that all those expenses are necessary transportation, lodging, and related expenses.~~

~~G. Ethics Officer.~~

~~The President of the College shall designate an employee to serve as the Ethics Officer for the College. The Ethics Officer shall:~~

~~1. review statements of economic interest and disclosure forms of employees before they are filed with the County Clerk; and~~

~~2. provide guidance to employees in the interpretation and implementation of this policy.~~

~~H. Complaint procedure.~~

~~Complaints alleging the violation of this Policy should be filed with the Legislative Ethics Commission.~~

NEW MODEL POLICY FROM ATTORNEY GENERAL IS ATTACHED.

MODEL ETHICS ORDINANCE [2].pdf

[INSERT HERE]

ROBBINS
SCHWARTZ
NICHOLAS
LIFTON &
TAYLOR LTD.

In Brief

December 2003

ETHICS REFORM BILLS BECOME LAW

House Bill 3412 was passed earlier this year, but it was amendatorily vetoed by the Governor, who insisted that the bill create an Inspector General for the executive branch of state government. A compromise was reached under which the legislature overrode the Governor's veto of House Bill 3412, but then enacted a "trailer bill," Senate Bill 702, which the Governor signed on December 9

House Bill 3412, now Public Act 93-615, restricts the use of governmental funds and facilities for political purposes. The law is a comprehensive "ethics package" addressing many issues which came to light in recent political scandals in Springfield. Most of the law deals with state officials and employees. However, Article 70 of the law requires all governmental entities, including units of local government and school districts, to adopt "an ordinance or resolution" regulating the political activities of its officers and employees "in a manner no less restrictive" than section 5-15 of the new state law.

Section 5-15 of the new state law, as applied to local governments and school districts, would prohibit:

- employees from intentionally performing any prohibited political activity during any compensated time (other than vacation, personal, or compensatory time off);
- employees from intentionally misappropriating any government property or resources by engaging in any prohibited political activity for the benefit of any campaign for elective office or any political organization;

- elected officials, department heads, supervisors or employees from intentionally misappropriating the services of any government employee by requiring that employee to perform any prohibited political activity (i) as part of that employee's duties, (ii) as a condition of employment, or (iii) during any time off that is compensated by the governmental body (such as vacation, personal, or compensatory time off);
- employees from being required at any time to participate in any prohibited political activity in consideration for being awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise;
- employees from being awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise, in consideration for the employee's participation in any prohibited political activity.

However, the law states that it does *not* prohibit activities that are:

- otherwise appropriate for an employee to engage in as a part of his or her official employment duties;
- undertaken by an employee on a voluntary basis as permitted by law.

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House Bill 3412 also provides that no person either (i) in a position that is subject to recognized merit principles of public employment, or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, may be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

Senate Bill 702, which is now Public Act 93-617, creates Inspectors General for various state departments and agencies. The bill repeals the Gift Ban Act, but re-enacts it, in slightly different form, as part of a new "State Officials and Employees Ethics Act." The new gift ban rules are stricter than the old ones. For example, prohibited sources do not have

carté blanche to entertain officials or employees with golf or tennis outings.

Together, the laws require that the Attorney General issue a model ordinance or resolution by **March 9, 2004** for local governments and school districts to enact. The model ordinance or policy will cover both the use of governmental facilities and personnel for political purposes and the gift ban. The deadline for units of local government and school districts to adopt the ordinance or resolution is **May 19, 2004**. We recommend that units of local government adopt the law by ordinance, and that school districts and community college boards do so through a resolution amending their policy manuals.

Mathias W. Delort of the firm's Chicago office prepared this In Brief.

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WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. **SUBJECT**

First reading of the Health Insurance Portability and Accountability Act (HIPAA) and Privacy Rule, a policy being presented for adoption.

II. **REASON FOR CONSIDERATION**

In 1996 the United States Department of Health and Human Services issued the Privacy Rule to implement the requirement of HIPAA. In accordance with recently established compliance deadlines, this new policy is being submitted for approval to the Board of Trustees.

III. **BACKGROUND INFORMATION**

The Assistant Vice President for Diversity and Organizational Development In conjunction with the college attorneys, have determined that components of this law are applicable to Harper. Therefore, this new policy is recommended to demonstrate the College's commitment to ensuring that members of the Harper College community comply with the HIPAA and Privacy Rule, as necessary. Procedures for this policy are presented for Board information, but will not be presented for approval in the second reading.

IV. **RECOMMENDATION**

This new HIPAA and Privacy Rule policy is attached and is presented for a first reading by the Board of Trustees.

13.49.00 Health Insurance Portability and Accountability Act (HIPAA) and Privacy Rule

As a hybrid entity under the Standards for Privacy of Identifiable Information (Privacy Rule), promulgated under the Health Insurance Portability and Accountability Act (HIPAA), it is the policy of Harper College, District No. 512, to fully comply with these requirements as necessary.

It remains the policy that a plan participant's individual health information will not be used or disclosed for employment-related actions or decisions affecting benefits of an individual employee.

HIPAA and Privacy Rule Procedures

I. PRIVACY OFFICER RESPONSIBILITIES

The Privacy Officer shall oversee all activities relating to Harper's Health Plan's compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) promulgated under the Health Insurance Portability and Accountability Act (HIPAA).

Responsibilities:

The Privacy Officer shall have the responsibilities as outlined below:

- familiarize oneself with all aspects of the Privacy Rule as it relates to the Harper College Health Plan and amend the Harper College Health Plan with changes to the Privacy Rule;
- develop, maintain, and implement policies and procedures with respect to protected health information (PHI) designed to comply with the standards, implementation specifications, or other requirements of the Privacy Rule;
- oversee the distribution of Privacy Notices to plan participants;
- facilitate understanding of the Harper College Health Plan's privacy policies and procedures;
- maintain a plan to protect participant's PHI;
- maintain the security of a participant's protected health information;
- oversees and/or conducts staff training on policies and procedures relating to the Privacy Rule;
- respond to a plan participant's requests;
- accept and investigate Complaints made by plan participants;
- communicate and assist the Secretary of Health and Human Services in investigating Complaints; and,
- minimize incidental disclosures of PHI and document such accidental disclosures.

II. GUIDELINES FOR PRIVACY TRAINING

1. All employees who have access to plan participants' PHI shall undergo Privacy training on the Privacy Rule and/or the related College's policies and procedures by the HIPAA Privacy Officer or the College's designee.
2. All employees who undergo privacy training shall receive copies of the Privacy Rule and Harper's associated policies and procedures.
3. All employees who undergo privacy training shall sign an acknowledgment that he/she attended a privacy training session, that he/she understands the information provided, and that he/she agrees to abide by the Privacy Rule policies and procedures while employed by the Board of Harper College. In addition, each employee shall sign a pledge that affirms the employee's duty to maintain the privacy and safeguard the plan participants' PHI.

4. Employees shall be trained on the following Privacy Rule topics:
 - a. PHI;
 - b. an individual's rights;
 - c. minimum necessary requirements;
 - d. designated record set;
 - e. Board of Trustees of Harper College No. 512 policies and procedures relating to HIPAA and the Privacy Rule;
 - f. the HIPAA Privacy Officer's role;
 - g. importance of privacy compliance;
 - h. consequences of failing to maintain adequate privacy measures;
 - i. documenting accidental disclosures;
 - j. personal representatives;
 - k. maintaining PHI security;
 - l. authorization;
 - m. required release of PHI;
 - n. disclosure of PHI for treatment, payment, and health care operations;
 - o. accounting of disclosures;
 - p. Privacy Notice
 - q. complaint procedures;
 - r. business associates; and,
 - s. the following forms:
 1. Authorization to Use and Disclose PHI
 2. Request to Amend
 3. Response to Request to Amend (Acceptance/Denial)
 4. Personal Representative
 5. Complaint form
 6. Request to Access PHI or Designated Record Set
 7. Response to Request to Access (Acceptance/Denial)
 8. Disclosure Accounting Form
 9. Request for Restriction on the use of PHI or Designated Record Set
 10. Request for an Accounting

III. DEFINITION OF DESIGNATED RECORD SETS AND PROCEDURE

A Designated Record Set is defined as a group of records maintained by or for the Harper College Health Plan that is:

1. The medical records and billing records;
2. The enrollment, payment, claims adjudication, and case or medical management record systems;
3. Used, in whole or in part, by or for Harper College Health Plan to make decisions about individuals; and,
4. Any other item, collection, or grouping of information that includes PHI and is maintained, collected, used, or disseminated .

The Designated Record Set includes PHI as defined by the Privacy Rule and should not include information used for operational purposes of the health plan, such as quality assurance data. Amendments to PHI, requests to amend, and the decision shall be included as patient care information in the Designated Record Set.

IV.GUIDELINES FOR DOCUMENTATION

All required documentation, shall be maintained a minimum of a period of six (6) years from the date of its creation or the date when it was last in effect, whichever is later.

V.GUIDELINES ON SECURITY

Paper and Electronic Files

To the extent possible each individual's PHI shall be maintained in a separate file. These files shall be stored in a safe and secured area. Only those employees who need to access information to complete a task should have access to the paper records. When the task is completed, the paper records should be immediately returned to the individual's file. Employees shall minimize, to the extent possible, leaving paper records out in the open for others to see. Computers and electronic files should be kept secure and shall be protected by an administrative password. Only those in [the business office, human resources, etc.] shall have access to this password. Employees shall be sensitive to those in viewing range of the monitor and shall stake reasonable steps to shield the screen from view and/or leaving an individual's PHI on the monitor when stepping away from the desk. Access to an individual's file, paper or electronic, will not be allowed except when provided for pursuant to authorization or when necessary for payment, treatment or health care operations purposes. Access to an individual's file, paper or electronic, shall be identified and documented in an accounting when used other than for payment, treatment or health care operations purposes.

Incidental Disclosure

There will be times when there are incidental disclosures about an individual's PHI, other than in carrying out payment, treatment or health care operations. All employees need to be aware of the importance of maintaining the confidentiality and discrete nature of an individual's PHI. Employees should not have access to information that is not necessary for him or her to complete his or her task.

VI.COMPLAINT PROCEDURE

An individual has the right to make a complaint directly to the Privacy Officer concerning its policies and procedures with respect to the use and disclosure of his or her individual's protected health information. All complaints will be documented and maintained by the Privacy Officer along with their dispositions. All complaints should be directed to Harper's Privacy Officer. An individual who believes that the Harper College Health Plan is not complying with the requirements of the Standards for Privacy of Individual Identifiable Health Information may file a complaint with the Secretary of Health and Human Services. Complaints made to the Secretary of Health and Human Services must meet the following requirements:

1. A complaint must be filed in writing;
2. A complaint must name the entity that is the subject of the complaint and describe the acts or omissions believed to be in violation and,
3. A complaint must be filed within 180 calendar days of when the complainant knew or should have known that the act or omission complained of occurred, unless waived by the Secretary of Health and Human Services for good cause shown

WILLIAM RAINEY HARPER COLLEGE
Preliminary Schedule of Investments
As of February 29, 2004

Exhibit VII-B.1
March 23, 2004

	<u>Outstanding Investments</u>	<u>Earned To Date</u>
EDUCATION FUND	\$ 25,568,527	218,980
OPERATIONS, & MAINT. FUND	9,912,753	97,205
OPERATIONS, & MAINT. FUND (Restricted)	3,194,941	32,476
BOND & INTEREST	2,689,481	39,547
AUXILIARY ENTERPRISES	2,727,014	18,094
RESTRICTED FUNDS	5,123,433	74,212
WORKING CASH FUND	12,670,797	131,738
AUDIT FUND	211,113	1,885
LIABILITY, PROTECTION & SETTLEMENT	<u>245,494</u>	<u>4,686</u>
Total	<u>\$ 62,343,553</u>	<u>618,822</u>

WILLIAM RAINEY HARPER COLLEGE
Schedule of Investments
As of February 29, 2004

Exhibit VII-B.1
March, 23 2004

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 2/29/2004	Market Value
Certificates of Deposits							
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/Mercantile Bank of W Michigan	07/24/03	03/18/04	238	1.10	14,377.72	2,000,000.00	
PMA/MBNA America	09/12/03	04/01/04	202	1.10	9,146.50	1,500,000.00	
PMA/Heritage Bank of Central Illinois	08/22/03	04/15/04	237	1.30	12,702.41	1,500,000.00	
PMA/Associated Bank	09/12/03	04/29/04	230	1.15	10,881.74	1,500,000.00	
PMA/Discover Bank	09/12/03	05/13/04	244	1.15	11,556.75	1,500,000.00	
PMA/Associated Bank	09/12/03	05/27/04	258	1.21	12,852.59	1,500,000.00	
LaSalle Bank	10/21/03	05/28/04	220	1.15	15,461.11	2,200,000.00	
PMA/Associated Bank	09/19/03	06/10/04	265	1.21	13,200.78	1,500,000.00	
Harris Bank	09/19/03	06/24/04	279	1.24	14,141.34	1,500,000.00	
PMA/American Business Bank	06/30/03	06/29/04	365	1.22	21,983.71	1,800,000.00	
PMA/Associated Bank	09/26/03	07/07/04	285	1.25	19,546.80	2,000,000.00	
PMA/Associated Bank	09/26/03	07/21/04	299	1.25	20,509.64	2,000,000.00	
Harris Bank	08/22/03	08/19/04	363	1.29	19,322.27	1,500,000.00	
Harris Bank	10/01/03	09/02/04	337	1.29	17,930.07	1,500,000.00	
Harris Bank	10/01/03	09/16/04	351	1.29	18,679.56	1,500,000.00	
PMA/Associated Bank Illinois	10/01/03	09/30/04	365	1.30	19,541.31	1,500,000.00	
PMA/Associated Bank Illinois	10/01/03	10/14/04	379	1.30	20,293.94	1,500,000.00	
PMA/International Bank	10/01/03	10/28/04	393	1.30	28,667.64	2,000,000.00	
PMA/Farmers Mercantile Bank	01/27/04	11/12/04	290	1.40	16,750.49	1,500,000.00	
PMA/Farmers Mercantile Bank	01/27/04	11/24/04	301	1.45	18,002.08	1,500,000.00	
PMA/Bank of Waukegan	01/27/04	11/30/04	308	1.60	27,137.64	2,000,000.00	
PMA/East Dubuque Bank	01/27/04	11/30/04	308	1.60	40,706.46	3,000,000.00	
PMA/Associated Bank Illinois	10/02/03	11/30/04	425	1.35	63,053.37	4,000,000.00	
PMA/West Pointe Bank	10/02/03	11/30/04	425	1.35	31,618.56	2,000,000.00	
	Weighted Average: 1.30					47,000,000.00	47,000,000.00 *
Illinois Funds	Monthly Average			0.96		15,343,552.68	15,343,552.68
TOTALS AS OF:	2/29/2004				\$	62,343,552.68	62,343,552.68

*Market value not available

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

WILLIAM RAINEY HARPER COLLEGE
FY2003/2004 BUDGET AND EXPENDITURES
February 29, 2004

March 23, 2004
Exhibit VII-B.1

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Institutional						
Admin Services	10,824,748.00	6,111,652.72	4,602,786.26	224,169.97	44.59%	5,997,791.77
Sub-Total	\$10,824,748.00	6,111,652.72	\$4,602,786.26	\$224,169.97	44.59%	\$5,997,791.77
President						
Development Office	390,634.00	220,551.96	250,547.72	116,532.72	93.97%	23,553.56
Pres/Brd of Trustees	332,975.00	187,997.69	208,542.57	93,715.65	90.78%	30,716.78
Strategic Alliance	171,493.00	96,824.95	103,470.72	37,219.32	82.04%	30,802.96
Assoc VP Development	177,528.00	100,232.31	112,392.92	55,434.77	94.54%	9,700.31
Sub-Total	\$1,072,630.00	605,606.90	\$674,953.93	\$302,902.46	91.16%	\$94,773.61
Student Affairs						
Student Activities	372,302.00	210,201.71	199,163.12	102,716.44	81.08%	70,422.44
Student Development	3,434,939.00	1,939,366.56	2,001,384.57	822,887.67	82.22%	610,666.76
Wellns/Human Perform	1,615,519.00	912,122.03	956,238.86	386,257.88	83.10%	273,022.26
Sub-Total	\$5,422,760.00	3,061,690.30	\$3,156,786.55	\$1,311,861.99	82.41%	\$954,111.46
VP Academic Affairs						
Acad Enrich/Lang Std	4,015,424.00	2,267,108.39	2,382,270.98	1,171,093.90	88.49%	462,059.12
Academic Affairs	709,427.00	400,542.48	162,710.06	59,067.44	31.26%	487,649.50
Assoc VP Aca Affairs	309,316.00	174,639.81	179,698.61	82,375.38	84.73%	47,242.01
Bus/Social Sciences	5,351,564.00	3,021,493.03	3,074,695.34	1,497,676.24	85.44%	779,192.42
Dean of Cont Educ	471,878.00	266,422.32	277,900.69	124,546.08	85.29%	69,431.23
Liberal Arts	5,384,570.00	3,040,128.22	3,309,385.18	1,620,066.60	91.55%	455,118.22
Life Sci/Hum Services	4,373,606.00	2,469,337.95	2,434,150.54	1,238,500.10	83.97%	700,955.36
Resource for Learning	2,040,811.00	1,152,241.89	1,275,773.99	502,624.27	87.14%	262,412.74
Tech/Math & Phy Sci	4,340,697.00	2,450,757.53	2,750,780.60	1,263,586.74	92.48%	326,329.66

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
VP Aca Affairs	264,351.00	149,252.57	137,065.59	62,807.22	75.61%	64,478.19
Sub-Total	\$27,261,644.00	15,391,924.20	\$15,984,431.58	\$7,622,343.97	86.59%	\$3,654,868.45
VP Admin Services						
Admin Services	1,598,000.00	902,230.80	929,024.54	489,484.68	88.77%	179,490.78
Sub-Total	\$1,598,000.00	902,230.80	\$929,024.54	\$489,484.68	88.77%	\$179,490.78
VP Diversity/Org Dev						
Human Res/Int. Affairs	495,016.00	279,486.03	177,188.90	0.00	35.79%	317,827.10
Asst VP Diversity/Org	544,534.00	307,443.90	342,988.29	119,069.68	84.85%	82,476.03
Sub-Total	\$1,039,550.00	586,929.93	\$520,177.19	\$119,069.68	61.49%	\$400,303.13
VP Info Technology						
Info Technology	5,326,931.00	3,007,585.24	3,291,816.06	1,377,513.08	87.66%	657,601.86
Sub-Total	\$5,326,931.00	3,007,585.24	\$3,291,816.06	\$1,377,513.08	87.66%	\$657,601.86
VP Mktg & Advancement						
VP Enroll/Marketing	1,884,364.00	1,063,911.91	1,035,018.60	681,923.27	91.12%	167,422.13
Enrollment Svcs	1,437,166.00	811,423.92	866,243.95	347,562.97	84.46%	223,359.08
Pub/Comm Services	1,445,410.00	816,078.49	811,558.90	451,958.74	87.42%	181,892.36
Sub-Total	\$4,766,940.00	2,691,414.32	\$2,712,821.45	\$1,481,444.98	87.99%	\$572,673.57
Grand Total:	\$57,313,203.00	32,359,034.41	\$31,872,797.56	\$12,928,790.81	78.17%	\$12,511,614.63

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

- Richard Gillette
 - March 10 ICCTA Regional Meeting
 - March 19-20 ICCTA Meeting

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: March 23, 2004

NOTE: CHANGES FROM PREVIOUS MONTH IN BOLD

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
<u>CARRYOVER</u>			
ACHA Building Healthy Campus Community Project Health & Wellness D. Yurik	Cultural competency demonstration site	ACHA/CDC \$12,200	09/01/01 04/30/04
<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
<u>CARRYOVER</u>			
Energy & Recycling Used Tire Recovery Program Wellness & Human Performance J. Pankanin	Provide Harper with an innovative football field that will exhibit improved durability of the turf, while improving footing and safety for athletes.	DCCA \$15,000	07/01/02 04/03/04
<u>NEW</u>			
Northern Illinois Regional Consortium ETIP GRANT Corporate Services C. McClement	Awarded through Employer Training Investment Program (ETIP) Small/Mid-sized Company component, grant is to be used to upgrade skills of workers.	DCEO \$49,280	07/01/03 06/30/04
<u>CARRYOVER</u>			
Tire Crumb Rubber Contribution Agreement Wellness & Human Performance J. Pankanin	Contribution to help offset cost of the crumb rubber used in Harper's athletic field.	FORD MOTOR CO. \$15,000	07/01/02 04/03/04
<u>RENEWAL</u>			
Minority Student Transfer Center Center for Cultural Multicultural Learning L. LaBauve-Maher	To improve the successful IBHE transfer rate of underrepre- sented minority students from Harper to baccalaureate institutions.	HECA \$45,500	08/20/03 08/31/04
<u>NEW</u>			
CHOICES (IL Cooperative Work Study Program) Academic Affairs & Education to Careers L. Kolbusz	Creating hiring opportunities through instruction and career education support.	IBHE \$12,100	04/01/03 06/30/04
<u>RENEWAL</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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
<u>CARRYOVER</u> Illinois Century Network "Bricks and Clicks" DoIT & TMPs S. Griffith/S.Stark	To support the development of online architecture studies.	IBHE \$15,832	04/02/02 06/30/04
<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
<u>RENEWAL</u> 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
<u>RENEWAL</u> 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
<u>RENEWAL</u> Welfare to Work Workforce Preparation J. Hennig	State Allocation Grant Workforce Preparation	ICCB \$37,313	07/01/03 06/30/04
<u>RENEWAL</u> P-16 Initiative 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>RENEWAL</u> Perkins III J. Hennig	Career and Technical Education	ICCB \$292,787	07/01/03 06/30/04
<u>RENEWAL</u> Program Improvement Grant J. Hennig	Supports improvement in career and technical educational programs.	ICCB \$30,649	07/01/03 06/30/04
<u>CARRYOVER</u> 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>RENEWAL</u> Federal Tech Prep Grant S. Simmons	Comprehensive Career Development at secondary and post- secondary level	ICCB \$132,663	07/01/03 06/01/04

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
<u>CONTINUATION</u> FY04 Adult Education And Family Literacy Grant AE/LS D. Corr	Supports Adult Education Development Programs (State Basic \$135,026 State Public Assistance 19,871 State Performance 72,427 Federal Basic 138,998 EL/Civics 38,839)	ICCB \$405,161	07/01/03 06/30/04
<u>NEW</u> ICCB Adult Education Leadership Grant AE/LS D. Corr	Improve instruction, develop effective and appropriate curriculum, improve professional dev., and disseminate innovative practices that lead to improvement of instruction in local Adult Education & Family Literacy programs in Illinois.	ICCB \$48,145	11/01/03 10/31/04
<u>NEW</u> Continuous Quality Improvement Grant J.Hennig	Develop, enhance or implement a process and/or system that provides regular and systematic program evaluation and improve- ment related to career and technical education administration, programs and services.	ICCB \$10,000	01/01/04 06/30/04
<u>RENEWAL</u> Performance Enhance- ment Grant J. Hennig	Develop, implement and improve computerized automated degree and certificate auditing systems which recognize and promote student success.	ICCB \$10,000	01/01/04 06/30/04
<u>NEW</u> Lighting Upgrade Project Physical Plant J. Ma	Improve building energy efficiency for Bldgs. A, C and L and reduce the operating costs for the College.	ICECF \$35,539	11/1/03 10/31/04
<u>RENEWAL</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>RENEWAL</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>RENEWAL</u> Federal Tech Prep J. Hennig	Comprehensive Career Development Program	ISBE/USDE \$23,483	07/01/03 06/30/04
<u>RENEWAL</u> Perkins III S. Simmons	Career and Technical Education Secondary Level	ISBE \$475,063	07/01/03 06/30/04

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
<u>RENEWAL</u> Career Technical and Education Improvement Grant S. Simmons	Support improvement in career and technical education at the secondary and postsecondary level	ISBE \$919,355	07/01/03 06/30/04
<u>RENEWAL</u> Agricultural Education Incentive Grant S. Simmons	Provide incentive for agricultural education at the secondary level	ISBE \$ 665	07/01/03 06/30/04
<u>CARRYOVER</u> Education to Career Implementation Grant S. Simmons	Provide career awareness and development for K-14	ISBE \$175,282	07/01/03 06/01/04
<u>CARRYOVER</u> Education to Career Transition Grant S. Simmons	Provide career awareness and development for K-14	ISBE \$ 46,505	07/01/03 06/30/04
<u>CONTINUATION</u> 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
<u>RENEWAL</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical College \$15,000	07/01/03 09/30/03
<u>RENEWAL</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical College \$66,000	10/01/03 06/30/04
<u>RENEWAL</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical \$42,000	10/01/03 06/30/04
<u>CONTINUATION</u> COPS Public Safety M. Alsup	Universal Hiring Program Hire 3 full time officers (Full grant is \$225,000 spread over three years – 08/01/02-7/31/05	USDJ \$123,129 (F) (\$42,043 per officer x 3)	07/01/03 06/30/04
Total as March 23, 2004		\$3,639,278	

DESCRIPTION OF ABBREVIATIONS

ACHA	American College Health Association
AE/LS	Academic Enrichment and Language Studies
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
ICECF	Illinois Clean Energy Community Foundation
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 February Fundraising Report FY04

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Annuitants Fulfilling Dreams Direct Mail	5	\$825.00	\$0.00	\$0.00	\$0.00	\$825.00
FY04 Calendar Year End Direct Mail	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Spring Gala 2004	3	\$5,000.00	\$0.00	\$515.00	\$0.00	\$5,515.00
Golf Open 2004	2	\$2,000.00	\$0.00	\$500.00	\$0.00	\$2,500.00
Harper Symphony Orchestra Memorial	1 6	\$200.00 \$580.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$200.00 \$580.00
Nursing Alumni FY04	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Pacesetter Campaign FY04	1	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00
Speech Team Fundraising	5	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Special Initiatives	1	\$301.93	\$0.00	\$0.00	\$0.00	\$301.93
Tradition of Excellence 2003	1	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00
Tradition of Excellence Campaign 2002	2	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Unsolicited	4	\$4,105.00	\$0.00	\$129.03	\$0.00	\$4,234.03
Grand Totals:	33	\$14,776.93	\$0.00	\$1,144.03	\$0.00	\$15,920.96

**Harper College Educational Foundation
Year to Date Fundraising Report (as of 2/29/2004)**

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
ADS Walk and Roll 2004	171	\$9,010.00	\$0.00	\$0.00	\$0.00	\$9,010.00
Alumni Direct Mail	2	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Annuitants Fulfilling Dreams Direct Mail	7	\$1,025.00	\$0.00	\$0.00	\$0.00	\$1,025.00
Arsenic and Old Lace FY04	41	\$14,916.00	\$1,000.00	\$0.00	\$0.00	\$15,916.00
Community Catalyst	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
FY04 Calendar Year End Direct Mail	42	\$6,581.00	\$0.00	\$0.00	\$0.00	\$6,581.00
Spring Gala 2004	13	\$17,500.00	\$450.00	\$3,832.00	\$0.00	\$21,782.00
Golf Open 2003	3	\$2,500.00	\$100.00	\$0.00	\$0.00	\$2,600.00
Golf Open 2004	2	\$2,000.00	\$0.00	\$500.00	\$0.00	\$2,500.00
Harper Symphony Orchestra	1	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Jim McGuire Golf Open	56	\$4,243.00	\$0.00	\$0.00	\$0.00	\$4,243.00
Memorial	31	\$2,345.00	\$0.00	\$0.00	\$0.00	\$2,345.00
Mary Jo Willis Row	15	\$1,440.00	\$150.00	\$0.00	\$0.00	\$1,590.00
Margaret Scott	48	\$1,266.00	\$0.00	\$0.00	\$0.00	\$1,266.00
Nursing Alumni FY04	16	\$985.00	\$0.00	\$0.00	\$0.00	\$985.00
Pacesetter Campaign FY04	24	\$13,825.00	\$4,312.60	\$0.00	\$0.00	\$18,137.60
Personal Solicitation	11	\$9,550.00	\$139,000.00	\$400.00	\$10,000.00	\$158,950.00
Planned Giving	2	\$0.00	\$0.00	\$0.00	\$65,350.00	\$65,350.00
Proposal	3	\$22,000.00	\$50,000.00	\$0.00	\$0.00	\$72,000.00
Scholarship Stewardship Reports	15	\$7,850.00	\$0.00	\$0.00	\$0.00	\$7,850.00
Speech Team Fundraising	5	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Special Initiatives	8	\$2,771.22	\$0.00	\$0.00	\$0.00	\$2,771.22
Stewardship	11	\$7,110.00	\$0.00	\$200.00	\$0.00	\$7,310.00
Tradition of Excellence 2003	7	\$255.00	\$732.00	\$0.00	\$0.00	\$987.00
Tradition of Excellence Campaign 2002	2	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00

Theatre Seat Campaign	1	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
Unsolicited	34	\$9,235.00	\$0.00	\$5,545.82	\$0.00	\$14,780.82
Grand Totals:	572	\$140,467.22	\$195,744.60	\$10,477.82	\$75,350.00	\$422,039.64

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to approve a financing team and to proceed with a swap transaction related to College's outstanding Referendum Bonds.

II. REASON FOR CONSIDERATION

State law has recently changed to allow a non-home rule taxing district access to financing mechanisms which were available only to home rule districts in the past. Bank One has approached the College through its Financial Advisor, Kane McKenna, with an analysis of the benefits to the College of moving forward with this swap opportunity.

III. BACKGROUND INFORMATION

In a first communication, the Board of Trustee's was informed of this potential partial refunding and was offered the opportunity to review and discuss the proposal presented by Bank One through its Financial Advisor, Kane McKenna. In a second communication, a letter and recommendation from our Financial Advisor has been forwarded to the Board of Trustee's. Phil McKenna from Kane McKenna (Financial Advisor) and Larry White from Chapman and Cutler (Bond Counsel) will both be present at the March 23, 2004 Regular Board meeting to discuss this complex transaction and to answer questions regarding the resolution.

IV. RECOMMENDATION

The administration presents the attached resolution relating to a swap transaction for the Board's consideration.

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, held at the Wocjik Conference Center Room W214-215, 1200 West Algonquin Road, Palatine, Illinois in said Community College District at 7:00 o'clock P.M., on the 23rd day of March, 2004.

* * *

The meeting was called to order by the Chairman, and upon the roll being called, Laurie Stone, the Chairman, and the following trustees at said location answered present: Barbara Barton, William Kelley, Richard Gillette, Kris Howard, Richard Kolze, Matt Murphy and William Sheppard, Jr. (student trustee).

The following trustees were absent from the meeting: _____ .

The Chairman announced that the next item for consideration was the approval of a financing team to proceed with negotiations with respect to the execution by the District of an interest rate exchange agreement (swap) and that the Board of Trustees would consider the adoption of a resolution providing for the approval of such financing team and determining certain other matters in connection therewith.

Whereupon Trustee _____ presented the following resolution, copies of which were made available to all in attendance at said meeting who requested a copy:

RESOLUTION of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, approving and appointing a financing team to proceed with negotiations with respect to the execution by such District of an interest rate exchange agreement in connection with all or a portion of such District's outstanding General Obligation Bonds, Series 2001A, and determining certain other matters in connection therewith.

* * *

WHEREAS, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois (the "*District*"), has heretofore issued and now has outstanding certain of its General Obligation Bonds, Series 2001A (the "*Series 2001A Bonds*"); and

WHEREAS, it is necessary and desirable to refund some or all of the outstanding Series 2001A Bonds; and

WHEREAS, it is in the best interests of the District to approve and appoint a financing team to proceed with negotiations with respect to the execution by such District of an interest rate exchange agreement or option to enter into an interest rate exchange agreement (the "*Interest Rate Swap*") in connection with all or a portion of the Series 2001A Bonds, and determining certain other matters in connection therewith:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board of Trustees of the District (the "*Board*") hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Authorization. It is hereby found and determined that the Board is authorized to approve and appoint a financing team to proceed with negotiations with respect to

the execution by the District of the Interest Rate Swap, and to determine certain other matters in connection therewith.

Section 3. Financial Advisor. The Board hereby approves and appoints Kane, McKenna Capital, Inc., Chicago, Illinois (the “*Financial Advisor*”), to act as Financial Advisor to the District in connection with the proposed Interest Rate Swap.

Section 4. Bond Counsel. The Board hereby approves and appoints Chapman and Cutler LLP, Chicago, Illinois (“*Bond Counsel*”), to act as Bond Counsel to the District in connection with the proposed Interest Rate Swap.

Section 5. Swap Counterparty. The Board hereby authorizes and directs the Financial Advisor, the Swap Advisor (as defined below) and Bond Counsel to assist the District in negotiating satisfactory terms with respect to the Interest Rate Swap with Bank One, N.A., or any of its affiliates, as counterparty (the “*Counterparty*”) to the Interest Rate Swap.

Section 6. Bond Underwriter. The Board hereby approves and appoints Banc One Capital Markets, Inc, Chicago, Illinois, to act as underwriter in connection with the issuance by the District of any bonds for the purpose of refunding some or all of the outstanding Series 2001A Bonds.

Section 7. Swap Advisor. The Chairman of the Board is hereby authorized to proceed, after consultation with the Vice Chairman and the Secretary of the Board, without any further authorization or direction from the Board, to approve and appoint a swap advisor (the “*Swap Advisor*”) to act as Swap Advisor to the District in connection with the proposed Interest Rate Swap.

Section 8. Objectives for Interest Rate Swap. It is the intention of the Board that the following objectives shall be followed as the Interest Rate Swap is negotiated:

1. Utilize low interest rate environment for maximum savings
2. Eliminate interest rate risk

3. Realize upfront savings of a minimum of \$1,000,000

Section 9. Other Agreements. The Board hereby authorizes the Financial Advisor, the Swap Advisor and the other members of the financing team, including the Chairman of the Board and the District's Vice President of Administrative Services, to negotiate such other terms and agreements as may be necessary to effect the execution of the Interest Rate Swap, including, but not limited to, an ISDA Master Agreement, 2000 ISDA Definitions and 1992 U.S. Municipal Counterparty Definitions promulgated by the International Swaps and Derivatives Association, Inc., a related Schedule and Credit Support Annex, an insurance company commitment, a letter of credit or liquidity support agreement, and a remarketing agreement.

Section 10. Final Approval. Notwithstanding anything to the contrary contained herein, this Resolution is intended only to approve and appoint the financing team for the proposed Interest Rate Swap, and shall not serve as final authorization by the Board for the District to enter into the Interest Rate Swap or any agreements related thereto. It is the intent of the Board that final business terms and transaction documents relating to the Interest Rate Swap will be presented for Board consideration at a later date.

Section 11. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 12. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted March 23, 2004.

Chairman, Board of Trustees

Secretary, Board of Trustees

Trustee _____ moved and Trustee _____ seconded the motion that said resolution as presented be adopted.

After a full discussion thereof, the Chairman directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following trustees voted

AYE: _____
_____ .

NAY: _____ .

Whereupon the Chairman declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois (the “*Board*”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 23rd day of March, 2004, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, approving and appointing a financing team to proceed with negotiations with respect to the execution by such District of an interest rate exchange agreement in connection with all or a portion of such District’s outstanding General Obligation Bonds, Series 2001A, and determining certain other matters in connection therewith.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that said agenda contained a separate specific item concerning the proposed adoption of said resolution, a true, correct and complete copy of said agenda as so posted being attached as *Exhibit A* to this certificate, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 23rd day of March, 2004.

Secretary, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Faculty Tenure Status Report

II. REASON FOR CONSIDERATION

Article III.M.2 of the 2002-2006 Agreement with the faculty requires that the College President notify all faculty "who shall enter upon tenure at the onset of the subsequent academic year."

III. BACKGROUND INFORMATION

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

Attached are the names of faculty who are currently non-tenured and the academic year each would be first eligible for tenure.

Additionally, this is a summary of tenure status during the spring, 2004 semester.

**NON-TENURED FACULTY
2004-2005 Academic Year**

FIRST YEAR EMPLOYED

FIRST YEAR ELIGIBLE FOR TENURE

2001-2002

Manouchehr Azad -*Math*
Getachew Begashaw -*Economics*
Jennifer Bell -*Adult Ed Development*
David Clydesdale -*Math*
Dawn McKinley -*Accounting*

2004-2005

Kurt Hemmer -*English*
Diane Martling -*Math Lab*
Christopher Padgett -*English*
William Pankey -*Library Services*

2002-2003

Bowker, Barbara -*Music*
Braunschweig, David -*Computer Info Systems*
Cui, Lin -*English as Second Language*
Curran, John -*Speech/Theatre*
Hammontree, Kelly -*Cardiac Tech*
Harris, Travaris -*Counselor*
Kaplan, Richard -*English*
Kaplow, Judy -*Humanities*
Labeau, Kathleen -*Math*
Larkin, Richard -*Physical Ed*
Lasko, Larry -*Counselor*
Lombardi, Jeannine -*Education*
McLaughlin, Pamela -*Biology*

2005-2006

Moran, Corinne -*Art*
Nevels, Kathi -*Counselor*
Noonan, Sean -*Sociology*
Olmos, Ross -*Criminal Justice*
Page, Kelly -*Physics*
Peot, Jason -*Art*
Robinson, Michele -*ECE*
Rubin, Adam -*Math*
Sallee, Judith -*Math*
Stettner, Craig -*Biology*
Taylor, M. Glenn -*English*
Walsh, Jessica -*English*
Williams, LaVonya -*Counselor*

2003-2004

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

2006-2007

Knuth, Maria -*AED, Math*
Puente, Jennifer -*Psychology*
Rothstein, Karen -*StuDev*
Summers, Bobby -*Political Science*
Sunderbruch, Joshua -*English*
Tomasian, Alicia -*English*

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation agreements between clinical agencies and Harper College are used for students in the Health Career Programs. The following topics are presented for Board review:

- (a) Affiliation Agreements between William Rainey Harper College and *Cardiopulmonary Services at Hinsdale Hospital, University of Illinois Echocardiography Laboratory, Evanston Northwestern Healthcare and Central DuPage Hospital* require Harper Board approval.
- (b) Affiliation agreements that require annual renewal.
- (c) Business Associate addendums between *Sherman Hospital and West Suburban Health Care* and Harper College.

II. REASON FOR CONSIDERATION

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

Several clinical agencies require their affiliation agreement to be renewed at predetermined intervals (i.e., annually or every 3 years). As per the process described above, each July the Board will approve a master list of all the agencies with whom we wish to affiliate for the upcoming year.

The Health Insurance and Portability Act of 1996 (HIPAA) established new privacy rules for the protection of patient health information. The law requires clinical agencies to enter into written agreements with their business associates, which include any person or organization that has access to protected health information. The College attorney has determined that Harper College is indeed a business associate and has reviewed the Business Associate Addendum prepared by Sherman Hospital.

III. BACKGROUND INFORMATION

The facilities and educational opportunities available at *Hinsdale Hospital, University of Illinois Echocardiography Laboratory, Evanston Northwestern Healthcare* and *Central DuPage Hospital*, are consistent with the clinical objectives of the Harper College Health Career Programs.

Students and faculty in all Health Career Programs will continue to participate in HIPAA training before beginning any clinical experiences. Such training includes but is not limited to: watching a video, discussing the impact of the HIPAA law as it relates to students' specific health career program, successfully passing a comprehensive quiz, and signing the "Contract of Patient Confidentiality" as an acknowledgement of training.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between Harper College and *Hinsdale Hospital, University of Illinois Echocardiography Laboratory, Evanston Northwestern Healthcare* and *Central DuPage Hospital* and the Business Associate Addendums with *Sherman Hospital and West Suburban Health Care* be approved as submitted and authorize the Dean of Life Science and Human Services to sign all of the above.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00354 for the redevelopment of Parking Lot 3 as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$525,489 are provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account numbers 0392-039-533.00-9038 and 0392-039-582.00-9038.

III. INFORMATION

A legal bid notice was published and twenty-two bids solicited. Eleven responses were received. The following is a recap of the bid tab sheet:

Callaghan Paving, Inc.	\$442,687
J. A. Johnson Paving Co., Inc.	497,400
Brothers Asphalt Paving, Inc.	499,220
Schroeder Asphalt Services, Inc.	531,568
R. W. Dunteman Co.	557,559
Accu-Paving Co.	560,000
J. C. Blacktop Co., Inc.	570,900
Hardin Paving Co.	606,700
Maneval Construction Co.	610,259
Abbey Paving Co., Inc.	616,800
Plote Construction, Inc.	669,800

Parking Lot 3 has been the access point for all of the construction related traffic for the Science, Emerging Technology and Health Careers Center for the past two years. Materials have been sited throughout the lot and temporary cuts have had to be made in the pavement to accommodate the construction. The overall plan of construction includes redeveloping this lot upon completion of the building project. At that time an electrical duct bank will also be installed, to support future needs of the College.

Included in this recommendation are an architectural fee of \$33,202, reimbursables of \$2,000 and a contingency of not to exceed \$47,600.

IV.

RECOMMENDATION

The administration recommends that the Board award bid request Q00354 for the redevelopment of Parking Lot 3 to Callaghan Paving, Inc., the low bidder, in the amount of \$442,687, plus the architect's fee of \$33,202, reimbursables of \$2,000 and a contingency of not to exceed \$47,600 for a total award of \$525,489.