



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

May 23, 2006
7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Presentations**
 - None
- V. Student Trustee Report**
- VI. President's Report**
- VII. Harper Employee Comments**
- VIII. Citizen Comments**
- IX. Consent Agenda* (Roll Call Vote)**
 - A. For Approval**
 1. Minutes - April 25, 2006 Regular Board Meeting Exhibit IX-A.1
 2. Bills Payable, Payroll for April 14, 2006 and April 28, 2006 ;
Estimated Payroll for May 12, 2006 Exhibit IX-A.2
 3. Bid Awards Exhibit IX-A.3
 4. Purchase Orders Exhibit IX-A.4
 5. Personnel Action Sheets Exhibit IX-A.5
 6. 2008-2009 Academic Calendar Exhibit IX-A.6
 - B. For Information**
 1. Financial Statements Exhibit IX-B.1
 2. Committee and Liaison Reports Exhibit IX-B.2
 3. Grants and Gifts Status Report Exhibit IX-B.3
 4. Summary of Items Purchased from State Contracts, Consortiums
or Cooperatives Exhibit IX-B.4

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

**Minutes of the Regular Board Meeting and Board Organizational Meeting
of Tuesday, April 25, 2006**

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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, April 25, 2006

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Stone on Tuesday, April 25, 2006 at 7:04 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Gillette, Graft, Hill, Hoffman, Kelley, Murphy and Stone; Student Member Hurtubise
Absent: None

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the President; Judy Thorson, V.P. Administrative Services; Cheryl Kisunzu, Associate V.P. Diversity/Organizational Development; Colleen Murphy, V.P. Enrollment and Marketing; David McShane, V.P. Information Technology; Margaret Skold, V.P. Academic Affairs; Sheila Quirk-Bailey, Associate V.P. for Strategic Planning and Alliances; Catherine Brod, V.P. for Development; Joe Accardi; Cathy Albergo; Della Allen; Mike Alsup; Barb Anderson; Carol Blotteaux; Dave Braunschweig; Arlene Bublick; Phil Burdick; Orlando Cabrera; Karen Chondra; Maria Coons; Laura Crane; Donna Drake; David Dwyer; Terence Felton; Dale Ford; Sally Griffith; Vickie Gukenberger; Michael Harkins; Mia Igyarto; Rich Johnson; Thea Keshavarzi; Kate Kruest; Joanne Leski; Terry Lindsay; Jim Ma; Fredia Martin; Jennifer Mathes; Russ Mills; Maria Moten; Mark Mrozinski; Michael Nejman; Sheryl Otto; Jeanne Pankanin; Janie Petersen; John Poomduang; Rich Seiler; Doug Spiwak; Dragan Teonic; Dennis Weeks; Deanna White; Rick Will and Andrew Wilson. Students: Sharon Cash; Fernando Diaz; Mike Kudia.

Guests: Andrew Mellman, Scientific Verdicts; Sig Saltz, Comiskey Research; Lesley Duncan, parent of Sean Hurtubise; Michael Lundeen, Legat Architects; Marilyn Morel, LWVPA; Tim Kane, Chicago Tribune; Mario Bartoletti, Pioneer Press.

Sean Hurtubise led everyone in the Pledge of Allegiance.

ADJOURNMENT:

Member Kelley moved, Member Hill seconded, that the meeting be adjourned sine die.

In a voice vote, the motion carried at 7:06 p.m.

CALL TO ORDER:

The Organizational meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Stone on Tuesday, April 25, 2006 at 7:06 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL:

Present: Members Gillette, Graft, Hill, Hoffman, Kelley, Murphy and Stone; Student Member Hurtubise
Absent: None

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the President; Judy Thorson, V.P. Administrative Services; Cheryl Kisunzu, Associate V.P. Diversity/Organizational Development; Colleen Murphy, V.P. Enrollment and Marketing; David McShane, V.P. Information Technology; Margaret Skold, V.P. Academic Affairs; Sheila Quirk-Bailey, Associate V.P. for Strategic Planning and Alliances; Catherine Brod, V.P. for Development; Joe Accardi; Cathy Albergo; Della Allen; Mike Alsup; Barb Anderson; Carol Blotteaux; Dave Braunschweig; Arlene Bublick; Phil Burdick; Orlando Cabrera; Karen Chondra; Maria Coons; Laura Crane; Donna Drake; David Dwyer; Terence Felton; Dale Ford; Sally Griffith; Vickie Gukenberger; Michael Harkins; Mia Igyarto; Rich Johnson; Thea Keshavarzi; Kate Kruest; Joanne Leski; Terry Lindsay; Jim Ma; Fredia Martin; Jennifer Mathes; Russ Mills; Maria Moten; Mark Mrozinski; Michael Nejman; Sheryl Otto; Jeanne Pankanin; Janie Petersen; John Poomduang; Rich Seiler; Doug Spiwak; Dragan Teonic; Dennis Weeks; Deanna White; Rick Will and Andrew Wilson. Students: Sharon Cash; Fernando Diaz; Mike Kudia.

Guests: Andrew Mellman, Scientific Verdicts; Sig Saltz, Comiskey Research; Lesley Duncan, parent of Sean Hurtubise; Michael Lundeen, Legat Architects; Marilyn Morel, LWVPA; Tim Kane, Chicago Tribune; Mario Bartoletti, Pioneer Press.

Chair Stone reminded everyone that, since this is not an election year, there are no new Board members to be seated. She announced that a quorum of the Board is present.

ELECTION OF
2006-07 OFFICERS:

Chair Stone asked for nominations for Board Chair.

Member Kelley moved, Member Hill seconded, that Laurie Stone be elected to serve as Chair for a one-year term.

Member Kelley moved, Member Murphy seconded, to close the nominations.

Member Gillette moved that Laurie Stone be elected by acclamation. In a voice vote, the motion carried.

Chair Stone thanked everyone for the nomination. She noted that she will be honored to continue to serve in this role.

Chair Stone asked for nominations for Vice Chair of the Board.

Member Murphy moved, Member Graft seconded, that Bill Kelley be elected to serve as Vice Chair.

Member Hill moved, Member Gillette seconded, to close the nominations.

Member Gillette moved that Bill Kelley be elected by acclamation. In a voice vote, the motion carried.

Chair Stone congratulated Bill Kelley. She asked for nominations for Secretary of the Board.

Member Hoffman moved, Student Member Hurtubise seconded, that Richard Gillette be elected to serve as Secretary of the Board.

Member Kelley moved, Member Murphy seconded, to close the nominations.

Member Kelley moved that Richard Gillette be elected by acclamation. In a voice vote, the motion carried.

Chair Stone thanked everyone for being willing to serve once again. She noted that, as elected officers, they take this role very seriously. They will do their best to conduct the business of this Board in the fashion that is expected. She thanked everyone for their confidence. Member Hill stated that this Board was formed with many new participants last year; they have come together as a deliberative body, not always agreeing, but always approaching the business seriously.

ESTABLISHMENT OF
REGULAR MEETINGS:

Member Kelley moved, Member Hill seconded, that the Board adopt the resolution establishing the dates, times and place of the regular meetings as outlined in Exhibit III

(attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

ADJOURNMENT:

Member Graft moved, Member Murphy seconded, that they adjourn to the Regular Board Meeting.

In a voice vote, the motion carried at 7:11 p.m.

The Regular meeting was reconvened at 7:11 p.m.

APPROVAL OF AGENDA Member Graft moved, Member Murphy seconded, approval of the Agenda.

In a voice vote, the motion carried.

EDUCATIONAL
PRESENTATIONS

Technology Update
SMART Classrooms

Vice President Dave McShane noted that Harper's Technology Plan has four primary components:

- Refresh of hardware - based on a four-year recycle plan;
- Refresh of software - annually, as appropriate;
- Retrofit of instructional spaces - with appropriate technology;
- Remain abreast of the state-of-the-art technologies and pursue initiatives to acquire and implement them. A current example is the new ERP system.

He noted that the challenge is to keep the primary goals in balance with available budgets and competing demands for technology from all over the campus. Vice President McShane introduced Della Allen, Director of Client Services, whose areas of responsibility include media and audio, lab support, technology asset management, software licensing and maintenance management contracts, the Service Desk (Help Desk) and the training of technology. He noted that Ms. Allen will give a brief update on the retrofit of instructional spaces. They have been able to retrofit 10-12 classrooms at the cost of approximately \$220,000.

Ms. Allen thanked John Poomduang for his assistance in helping her develop the Flash presentation. She noted that, because technology is critical to the current and future aspirations of Harper students, they needed to find a way to assist both faculty and students in their further use of media technology in the classroom. In the past, a number of classrooms have been outfitted with a projector, a desktop computer, and sometimes a TV with a VCR, but this really did not meet very many needs of the faculty or students.

In order to make improvements, they installed a campus wireless overlay, completed both a private and a public network infrastructure, and created a plan for the SMART Classrooms. With the assistance of faculty, the Library and other people on campus, they had to convert all of the analog data to digital data, which involved class presentations/notes, videos, experimental data, etc.

What are SMART Classrooms?

They are shared multimedia access to resources for teaching. For both faculty and students, the use of SMART Classroom technology encourages an active role in the learning process. The move into Avanté involved the installation of the first large group of standardized SMART Classrooms. Media Services staff assisted in converting over 17,000 pieces of analog media into digital formats, which took approximately 1,600 man-hours to complete. It involved obtaining the list of information from faculty, researching the licenses and copyrights, contacting publishers (just to ask permission to switch over from VHS to a DVD format), coordinating with Library on purchasing digital versions, copying and then returning everything to the original faculty members. Now, all of that data can be used in a CD, DVD or is stored on a network server.

Ms. Allen noted that, although they would like the classrooms to be standard, they must provide flexibility to support additional functionality and special technology. She noted that classroom model types are classified as Type 1, 1A, 2, 3, 4, etc. She explained that the standard Type 1 comes with either a PC or Mac (depending on what the curriculum requires), an LCD video projector, automated projector screen, document camera, audio system, connection to the internet, Harper institutional software, curriculum specific software and connections for guest laptops and other media equipment. Sometimes there is a need for specialty equipment; for example, in the Nutrition Lab, there is an overhead camera so that whatever someone is creating can show up in each of the kitchen areas. In the Biology Department, there may be a special camera hookup just for microscopes. In the Dental Clinic, dental chairs have integrated PC units or an intercom system. In the Wojcik Conference Center, there is a video wall and a high-end audio system.

With regard to training, faculty and staff attend seminars, sometimes provided for the entire department. Through the year, they also offer one-on-one training sessions for those who feel they want to have extra hands-on experience. Other areas within IT (asset control and the service staff) volunteer to take the training so they can assist with support at peak times. Documentation is provided, which includes quick-tips, and is attached to each of the lecterns. Online documentation and a tutorial are available on the Media Services website, located within Harper's intranet.

Ms. Allen noted that an individual has the ability to look at a specific classroom online and find out what equipment is there. The person can then contact the Service Desk if they need to check-out additional equipment: laptop/projector combos, tape recorders, camcorders, extra microphones, VCR unit, etc. She demonstrated by looking up Room 131 in Building X; it showed that this is an MOA lab and a type 1 lectern. When she clicked on the lectern, it displayed some of the abilities. She also displayed the online documentation. Ms. Allen noted that this is especially helpful for first-time adjunct faculty, because they can walk through everything ahead of time.

Ms. Allen noted that, after Avanté was finished, they received feedback from faculty and support staff, and proceeded to make specifications for modifications. She highlighted some suggested changes that were considered and implemented in this year's model: having a monitor stand so that the faculty can move the monitor off to the side (so that students can see the instructor's face directly or see something that is behind them on the screen); changing the depth of the lectern so that height-challenged faculty can easily reach the control panel; moving it forward at the top so that a faculty member can sit at the lectern without hitting their knees.

Ms. Allen explained why the SMART Classrooms this year were priced approximately \$10,000 less per room than they were previously.

- They trained all of the Media Services Technicians on the lectern control programming language and desktops;
- All of the setups and builds for each lectern's components have been done by the Harper Media Services staff;
- The electrical, network and media wiring has been installed by Harper's Physical Plant;
- They used consortium pricing where possible.

Future

They plan to complete an additional 10-12 SMART Classrooms. At the current funding level, that would mean all classrooms would be converted by 2017. However, they are hopeful that, working through the Foundation and other sources, they will be able to move that schedule forward. Although it is impossible to meet everybody's request, Ms. Allen feels a great many of them have been met as they move forward with the next phase of the SMART Classroom.

Ms. Allen shared the following statistics:

- Harper currently has 110 SMART Classrooms;
- They have another 109 classrooms that need the additional technology;
- They support 2,530 pieces of multimedia equipment;
- They anticipate the rest of the campus will have approximately 35,000 pieces of data that need to be converted from analog to digital.

Ms. Allen noted that faculty members have been very supportive of these efforts. She read notes from several faculty members who expressed gratitude for the SMART Classrooms.

In response to Member Hill, Ms. Allen stated that the SMART Classroom right now costs approximately \$22,000. Member Hill suggested presenting this package to local business people. He noted that \$2,400,000 (109 classrooms times \$22,000) would be a great Foundation program.

Member Gillette noted that he taught a class in a SMART Classroom, and when he asked for help, he instantly received instructions. Additionally, when they had an event in the Wojcik Conference Center with many different presenters, the core group received instructions sufficient enough to be able to teach the others.

In response to Member Hill, Ms. Allen stated that Harper definitely has more classrooms that are completely outfitted than other schools. Harper's document camera is the leader in the industry - it is the only one that works at the same rate as your eye.

Chair Stone noted that this is another source of pride for the Board. She thanked Ms. Allen for the presentation.

STUDENT TRUSTEE REPORT

Chair Stone noted that this is Student Member Hurtubise's last Student Trustee Report. It has been a pleasure having him on the Board this year.

Student Member Hurtubise noted that, for the first time in Harper College history, one of Harper's Debate Teams finished the *National Speech and Debate Tournament* as national champions. He highlighted portions of a recent press release.

- Coached by Joshua Sunderbruch, Steven Pratt and Ynaten Ekse won the final round of debate and were crowned national champs.

- The Individual Events Team (acting and public speaking) finished sixth out of 67 teams from across the country.
- The Harper squad won a total of two Golds in a twelve-speaking event, boasting national championships in Prose Reading and Speech to Entertain.
- Coach Marcia Litrenta was presented with a National Service Award for her 27 years of service to the students in the organizations. She is retiring at the end of this school year.
- Coach Jeff Przybylo was recipient of the National Coaching Fellowship Award, a special award that is voted on by the students at the national tournament and presented to the Coach who best exemplified the finest qualities of a forensics educator.

Student Member Hurtubise noted that one of the entertainment speeches from the national competition will be delivered at the Student Awards Banquet on May 12. He encouraged Board members to attend. He thanked Michael Nejman and Dennis Weeks.

Student Member Hurtubise thanked Board members, administrators and faculty for everything they have done for him this year. They all help to keep Harper one of the greatest academic institutions in the nation. It has been an honor to be the voice of the students on Harper's campus. He gained valuable experience attending conferences throughout Illinois and the nation, and has learned a great deal. He wished everyone the best.

Student Senate President Sharon Cash listed several of the accomplishments in the Student Senate over the past year including the Hurricane Katrina benefit and the March to Springfield in the State House. She feels confident leaving the Senate in the capable hands of newly-elected Student Senate President Fernando Diaz and newly-elected Student Trustee Michael Kudia. She thanked Sean Hurtubise for his great leadership skills and wished him the best in Elmhurst College. Additionally, Ms. Cash thanked Board members for their hard work and dedication to excellence.

Fernando Diaz stated that he looks forward to serving Harper College. He has been at Harper for three semesters, and is involved with Latinos Unidos International Club and Excel Leadership.

Chair Stone read a Resolution honoring Sean Hurtubise for his service to Harper College as Student Trustee. For the past year, he has taken an active role in communicating

students' concerns and suggestions, has kept the Board informed about student issues, initiated the introduction of many outstanding students to the Board who gave presentations on campus life and student achievements, served as a member of the Student Senate in 2005-2006, and was instrumental in spearheading a Hurricane Katrina Relief Rally. In addition, Sean represented part of a Harper delegation that testified before an Illinois House Education Committee for Community College Bachelor Degrees, represented Harper at the Illinois Community College Student Activities Association Fall Conference and introduced Keynote Speaker, Patrick Holmes, and represented Harper at Illinois Community College Trustees Association Conference in Seattle, Washington, Springfield, Illinois and Chicago. Mr. Hurtubise received Student Service Awards for Fall 2005 and Spring 2006, and he represented Harper and served in Springfield for the Illinois Community College Board's Student Advisory Committee. On behalf of the Harper College Board of Trustees, the College community and the citizens of District #512, Chair Stone expressed appreciation for the dedication, loyalty and service given by Sean Hurtubise and presented him with a framed copy of the Resolution.

Student Member Hurtubise introduced newly-elected Student Trustee Michael Kudia. He wished Michael the best of luck. Student Member Kudia noted that this is his first year at Harper College, studying biology. He is excited about this new opportunity.

PRESIDENT'S REPORT

Research Findings

Colleen Murphy, Vice President of Enrollment and Marketing addressed the Board regarding recent research findings. She explained that the executive team made a decision to refocus efforts in Corporate Services, from just providing customized training to being the front door or that first point of contact for all businesses in the Harper district. The unit was renamed *Harper College for Businesses*, and a new Managing Director, Maria Coons, was hired in September. In December, the Board approved a research exhibit, resulting in the hiring of Scientific Verdicts and Comiskey Research. C-Level executives (CEOs, CFOs, COOs) and HR executives in the district were interviewed regarding business trends. Vice President Murphy explained the objective:

- To survey the business climate and have a better understanding of what Harper can do to help the businesses in the district succeed.
- To determine the general business environment and specific training needs from the perspective of HR executives and C-level executives.
- To know what Harper's role might be in assisting businesses to grow and prosper and to determine their workforce development needs.

She introduced Andrew Mellman, Scientific Verdicts and Sig Saltz, Comiskey Research. Both specialize in educational support research, new prospect development, strategic planning, market research and litigation support research. They have done extensive research in the community college arena, including Elgin, Oakton, Waubensee and Harper College.

Methodology and Results

Mr. Mellman explained that they did 20 one-on-one indepth 75-minute interviews with senior executives in district industries. For the purpose of the research, large companies have over 100 employees; small companies have between 50 and 100 employees. In addition, they talked to 115 HR managers. He noted that, for these 20 indepth interviews (which took place at the employer's location) it took over 2,000 telephone calls to reach and recruit a sufficient number of people. It was a very large-scale study.

He highlighted some of the things they learned:

- Very few people track the national business climate. Larger companies look globally; smaller ones look locally.
- Cost of war is a concern relevant to everyone. They are not sure what is going to happen in terms of interest rates and employee availability.
- Energy is an external factor that has a major impact on all of their businesses.
- Government regulations cost companies an exorbitant amount of money initially.
- When asked, "What does it take to succeed in business?" the answer from all companies was uniform - "you have to have a customer focus." Every company said their real business is customers and customer service. It does not matter what else they do.
- When asked about their company's potential threats to growth, everyone mentioned customer focus. Workers who understand this and who can accomplish the skills

- must be found and hired. Trying to find people with this customer service skill is becoming increasingly difficult.
- Harper can help businesses succeed by offering business courses in two areas: 1) for newly minted supervisors and managers of both small and large companies, teaching them what they need to handle employees; 2) for those who are experienced in the trades, but need to learn business operations (accounting, management, handling employees, and customer service areas). ESL is also important.
 - Mid-level managers today are becoming more and more insular; there are no opportunities for them to talk to their counterparts at other companies. Attending forums would benefit them greatly.
 - It was suggested that Harper can improve its outreach program for business by having one constant contact or a phone number to reach Harper College for Businesses. Additionally, a person on the other end of that phone number would answer questions about training, hiring, internships, etc.
 - Discussion of Harper's four-year degree program initiative appears to have had a positive carryover effect.
 - Harper has to remain flexible in terms of where and when training is offered and also the duration of training. Some companies want training at their location and others want their training off-site at Harper.

Maria Coons stated that she was delighted to discover, through this research, that Harper is right now strategically positioned and viewed as an effective provider for this type of education for businesses. During a research study in 1999, Harper was not even on the radar for businesses.

Future

Ms. Coons noted that they have already laid out current plans to offer recertification classes in real estate and CPA. They are also looking into recertification in the legal professions and the expansion of customer service training. On May 9, they are embarking on a forum for upper management, "Business Leaders Outlook Report," which is being co-sponsored by *Crain's Chicago Business*. She encouraged Board members to attend.

In response to Member Hill, Vice President Murphy stated that the national speaker will talk about the national economy, and the research people will be talking about the C-level.

Chair Stone congratulated them on this initiative. She added that it will bear fruit.

ERP Update

Terence Felton stated that things continue to improve on the financial, HR and payroll sides of the house. Payroll runs are getting better; the last few runs had no issues. On the student side, all teams are continuing to do a lot of hard work with configuration, learning the system, interfaces and data conversions.

As they look to make the configurations and do modifications in the test mode, they are trying to look for ways to maximize the system satisfaction in their student population. It continues to be a challenge. One of the solutions appears to be the next version of the system, Release M, which came out late last year. Mr. Felton noted that he and Vice President McShane have had a number of conversations about Release M, and what it means in terms of effort and timeframes if they were to pursue that release. They met with Dr. Breuder yesterday to discuss this further. It has become very clear that if they did want to go with Release M before they went live, they would not be able to meet the current time frame. At a planning group meeting this morning, Dr. Breuder, Vice President McShane and Mr. Felton received overwhelming support to pursue Release M. Therefore, they are looking to push out the date from November 2006 to March 2007. Mr. Felton noted that it will be a big job installing and upgrading to this new version; it is not going to be trivial. When they do this, they have to make sure that all of the financial, HR and payroll pieces still work the way they currently do. There is a lot of retro testing to be done, so it is a big effort.

In response to Chair Stone, Mr. Felton explained that they have not gotten to the level of detail yet to determine exact cost; however, it should be minimal.

In response to Member Hill, Mr. Felton stated that, most importantly, Release M has enhancements in financial aid and in the self-service student piece, among other areas. They have been concerned about the number of screens the student would have to go through and what information is on the screen.

Dr. Breuder explained that, when they started the ERP process, they had to pick a point in time and move forward. They started with the idea that they would use Version L, because Version M had not officially come out yet. It was predicted that Version M would come out in December;

however, there were no guarantees. Rather than waiting for the eventuality of Version M coming out, they moved forward with Version L. Dr. Breuder explained that Version M did come out in December, and was finally shared with Harper in January/February. Consequently, they now have a choice to make - do they stay with Version L or do they take the additional time to convert over to Version M? In the long run, it is in Harper's best interest to do the latter.

Mr. Felton noted that, moving the live date to March actually benefits them in the following ways:

- The first registration would be summer, which is a smaller population.
- They will have a good level of support in doing this because of their software contract.
- It reduces the risk on the project that they would not meet the intermediate dates. If they make the decision today that they will register for summer in Oracle, they do not have the option later to decide to do the registration in Regent. There are dozens of little business processes that have to be lined up.

In response to Member Kelley, Vice President McShane explained that online learning is an environment completely separate from the ERP.

In response to Member Murphy, Mr. Felton stated that he would give Oracle and Greenbrier and Russel overall grades of C or B. He would have to be more specific in terms of technical expertise vs. management expertise vs. functional expertise. It was specified in their contract that Greenbrier and Russel will be with Harper through the end of the Student module to make sure that there is connectivity back to HR and finance. With Release M, they will be working more with the Oracle Software people, rather than Oracle Consulting.

Dr. Breuder stated that they chose Oracle because of their technical prowess and platform, and because most people felt that, of the four major players in the business today, Oracle was going to be the frontrunner longterm going forward. However, they knew that Oracle did not have the strongest student component to it. The enhancements in Release M will be beneficial.

HARPER EMPLOYEE COMMENTS

Michael Harkins, Faculty Senate President, read the following prepared statement to the Board.

"I am here to speak with you about ongoing communications. Some of you may remember a few years ago when Board representatives met the Senate officers and Senators. These events were usually social and sometimes off-campus. From time to time, issues of mutual concern were discussed, dialogue and understanding were enhanced. All in all the gatherings and meetings were professional, productive and collaborative. Several months ago I spoke with you at a Board meeting about ways that we could work together to enhance communication; one was the invitation to the Board Chair to attend a Faculty Senate meeting. The Chair responded, and what ensued was a delightful discussion with Faculty Senators. Tonight, this evening, William Rainey Harper College faculty suggest and recommend we move forward, to the next step and re-establish those positive and collaborative meetings with you, the Board. How do we achieve this? How can we do it? After Laurie's visit, the Senate reviewed and discussed several approaches. After serious deliberation, the Senate voted to establish an Academic and Student Affairs Communications Committee. A call was issued to the faculty, seeking individuals who had ideas and who would strive for positive and open dialogue. I reviewed the faculty responses of that call and duly appointed a committee of five faculty members."

Mr. Harkins introduced the following committee members: Dr. Cathy Albergo, Professor of Music; Professor David Braunschweig, CIS department; Travaris Harris, Coordinator of the Summer Bridge Program for incoming Harper students; Professor and Dr. Richard Johnson, Associate Professor of English; Professor and Dr. Andrew Wilson, Chair of Honors Committee, Professor of English. He noted that the faculty are dedicated to the re-establishment and enhancement of venue for positive dialogue, open discussion and effective communication with the Board of Trustees. On behalf of the Faculty Senate, he distributed a copy of his statement to the Board members.

Chair Stone thanked Mr. Harkins for reaching out to the Board. She noted that Student Trustee Michael Kudia will be receiving a copy of whatever the Board has just received. He is entitled to all information that the Board receives.

CITIZEN COMMENTS

There were no citizen comments.

Review of Closed

Chair Stone noted that Exhibit IX-A.6 Review of Closed

Session Minutes

Session Minutes is on the agenda according to a public act that requires each Board to review, at least every six months, the minutes of closed sessions to determine whether those minutes, in whole or in part, may be made part of the public record. The minutes were last reviewed at the October 2005 meeting. This item on the agenda will signify that the minutes will remain unreleased to the public, on the advice of counsel. Member Graft clarified that it is the second of the two choices on the Resolution.

Member Graft moved, Member Hill seconded, that the closed session minutes of October 27, 2005; January 11, 2006 Special Meeting; January 31, 2006; and February 28, 2006 Special Meeting will remain confidential.

In a voice vote, the motion carried.

CONSENT AGENDA

Member Murphy moved, Member Gillette seconded, approval of the minutes of the March 21, 2006 regular Board meeting; bills payable; payrolls for March 17, 2006 and March 31, 2006; estimated payroll for April 14, 2006; bid awards; purchase orders; personnel action sheets; financial statements, committee and liaison reports, grants and gifts status report, and summary of items purchased from state contracts, consortiums or cooperatives, as outlined in Exhibits IX-A.1 through IX-B.4, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Accounts Payable &

Tuition Refunds (Oracle)	\$3,896,289.00
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The payroll of March 17, 2006 in the amount of \$1,682,310.19; and March 31, 2006 in the amount of \$1,703,669.44; and estimated payroll of April 14, 2006 in the amount of \$1,692,989.89.

Bid Awards

- | | |
|--------------|---|
| Ex. IX-A.3.a | Award bid Q00460 for window replacement at the north side, as well as the west side, of the Northeast Center to C.A.D. Contract Glazing, the low bidder, in the amount of \$60,441. |
| Ex. IX-A.3.b | Award bid Q00463 for roadway and parking lot rehabilitation on the south side of the campus to Schroeder Asphalt Services, Inc., the low bidder, in the amount of \$166,460.74 for work on the south side of the campus, for possible additional work including |

landscape repairs in the amount of not to exceed \$68,539.26, for architects fees of not to exceed \$17,625.00 and for reimbursables of not to exceed \$500.00, for a total award of \$253,125.00.

Purchase Orders

Ex. IX-A.4.a

Approve issuance of a purchase order to Apple Computer, Inc. for Macintosh desktops, Apple monitors and Macintosh servers for the new Graphic Arts Technology Program, the Department of Instructional Technology (DoIT) and the Marketing Services Department in the amount of \$135,000.

Ex. IX-A.4.b

Approve issuance of a purchase order to ABDick for an ABDick Digital PlateMaster for use in the Graphic Arts Technology Program, in the amount of \$38,501.

Ex. IX-A.4.c

Approve issuance of a purchase order to EMI Network for ads in the U.S. News and World Report in the amount of \$20,800.

Personnel Actions

Administrator Appointment

Marsha McCormick, Associate Dean, Business and Social Science, BUS/SS, 06/05/06, \$74,000/year

Faculty Appointments

Margaret Geppert, Instructor-Physical Science, TMS, 08/15/06, \$39,686/year (to be adjusted FY 06/07)

Dragan Teonic, Instructor/Head Football Coach-Physical Education, WCA, 08/15/06, \$47,944/year (to be adjusted FY 06/07)

Professional/Technical Appointment

Jennifer Jennings, Biology Laboratory Assistant, TMS, 04/03/06, \$31,005/year

Supervisory/Confidential Appointment

Shannon Donahue, Enterprise Operations Manager/Security Officer, IT/TS, 05/01/06, \$72,500/year

Classified Staff Appointments

Carolyn Belli, Recruiting Assistant, SRO, 03/15/06, \$33,150/year

Elaine Denzel, Receptionist, p/t, REG OFF, 03/20/06,
\$15,210/year
Jennifer Kulczak, HR Office Assistant, p/t, HR/DOD,
04/17/06, \$22,620/year
Susana Martinez, Admissions Outreach Representative,
SRO, 03/15/06, \$26,813/year
Evelyn Seiler, Executive Assistant, ENR/MKT, 03/13/06,
\$41,009/year

Limited Term Employment

Classified Staff Appointments

Juan Jasso, Assistant Cook, DCS, 04/17/06, \$24,375/year
Cheryl LaRocca, Foundation Assistant, CR/F, 04/01/06,
\$23,888/year

Classified Staff Resignations

Deneese Ferreira, Cashier, BUR/OFF, 04/06/06, 14 years 2
months
Rita Gregory, Executive Assistant, ENR/MKT, 02/23/06, 10
years 5 months
Sandra Overlin, Library Assistant I, p/t, LIB SER, 03/31/06, 4
months
Cheryl White-Akuffo, Receptionist, p/t, STU DEV/WP,
03/13/06, 4 years 6 months

Harper #512 IEA-NEA Resignations

Michael Spinks, Utilities Mechanic, PHY PLT, 03/31/06, 2
years 10 months
Dustin Szarkowicz, HVAC Mechanic, PHY PLT, 03/31/06, 1
year 5 months
Basilio Valenzuela, Custodian/Groundskeeper, PHY PLT,
03/24/06, 11 months

Members Gillette, Hill and Murphy noted that they abstained from approving the minutes of the March 21, 2006 Board meeting (Exhibit IX-A.1), because they were absent.

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

Ayes: Members Gillette, Graft, Hill, Hoffman, Kelley,
Murphy and Stone
Nays: None

Motion carried. Student Member Kudia voted aye.

Liaison Reports

Member Hoffman called attention to Exhibit IX-B.2. He highlighted several items.

- The Educational Foundation raised over \$1M year-to-date; approximately \$722,000 of which is through donations and contributions, with the remaining portions raised through investments.
- They are on track to reach their goal of \$1.3M.
- The Employee Campaign hit an all-time record high of \$50,000. Fifty percent of the entire institution contributed to that campaign, and 100 percent of the administrators achieved that. On behalf of the Foundation, he thanked the employees for their outstanding contribution.
- The Foundation has hired a consulting firm to help with a big fundraising campaign.
- 96 percent of the scholarships have been awarded. It has been a goal of the Foundation to make sure that the money is used and used properly.
- Upcoming dates: June 5 is the Golf Outing; June 21 is Schaumburg Community Night; September 6 is Barrington Community Night.

Chair Stone thanked Member Hoffman for the impressive report and thanked Cathy Brod and her team for their efforts.

NEW BUSINESS:

Computer Forensics and Security AAS Degree and Computer Forensics Certificate

Member Graft moved, Member Hill seconded, approval of the new Computer Forensics and Security AAS degree and the new Computer Forensics Certificate programs for implementation in the 2006-2007 academic year, as outlined in Exhibit X-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Public Relations AAS Degree, Public Relations Certificate, Public Relations for the Web Certificate

Member Graft moved, Member Gillette seconded, approval of the new Public Relations AAS degree, Public Relations certificate, and Public Relations for the Web Certificate for implementation in the 2006-2007 academic year, as outlined in Exhibit X-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Illinois CurricUNET Project

Member Gillette moved, Member Kelley seconded, approval of the following:

1. The signing of the Memorandum of Understanding (MOU) with the Illinois Community College Board (ICCB) prior to June 30, 2006 to secure Harper the negotiated pricing for the initial cost of implementation of \$34,142 in the first year (FY2007-08) and the annual support and hosting fee of \$16,000 per year for the second (FY2008-09) and third (FY2009-10) years, and;
2. Authorization of the VP of Information Technology to sign the Memorandum of Understanding (MOU) with ICCB, and;
3. Authorization of the VP of Information Technology to sign licensing agreements for the CurricUNET software, annual support and hosting with Governet, as outlined in Exhibit X-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Hill, Vice President Margaret Skold explained that they are currently managing all courseware, all program development and all submissions to the State on a stack of papers three inches high. In joining this consortium, they will be doing everything electronically and will be able to communicate with the State and share the database with others, as well. In response to Member Hoffman, Vice President Skold explained that they initially started talking about this as a pilot grant; however, it has moved ahead, ICCB has adopted it, and they are encouraging all to sign on. The College will not be doing it immediately, because they are fully engaged in the ERP initiative. By signing, however, they lock in at a cheaper price as part of the consortium.

In a voice vote, the motion carried.

Faculty Promotions -
2006-2007 Academic
Year

Chair Stone clarified that, if this item is approved, any monetary consideration will not take effect until they are under a new contract. They are currently in the midst of contract negotiations.

Member Hill moved, Member Graft seconded, approval of the following promotions for the 2006-2007 academic year, as outlined in Exhibit X-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

To Assistant Professor
David Braunschweig – BUSS
Lin Cui – AELS

Patricia Hamlen – BUSS
Kelly Hamontree – HCPS
Travaris Harris – STUDEV
Kathleen LaBeau – TMS
Jeannine Lombardi – BUSS
Diane Martling - TMS
Pamela McLaughlin - TMS
Kelly Page - TMS
Jason Peot - LIBARTS
Michele Robinson - BUSS
Judith Sallee - TMS
Craig Stettner - TMS
M. Glenn Taylor - LIBARTS
Jessica Walsh - LIBARTS
Joyce Wisniewski - AELS

To Associate Professor

Vicki Atkinson – STUDEV
Collette Marsh-Bockman – TMS
Willis Boughton – BUSS
Barbara Ellis-Bowker – LIBARTS
Helen Burroughs – BUSS
Joan Carlson – HCPS
David Clydesdale – TMS
John Curran – LIBARTS
Thomas Goetz - RFL
Richard Middleton-Kaplan - LIBARTS
Terry Ann Morris - BUSS
Sean Noonan - BUSS
Ross Olmos - HCPS
William Pankey - RFL
Alice Roberts - AELS
Geri Kale-Smith - TMPS
Judith Zaplatynsky - BUSS

To Professor

Paul Guymon - BUSS
Greg Herriges – LIBARTS
Diane Mack – TMS
Jacquelyn Mott – LIBARTS
Sue Overland – WHP
Shari Pergricht – STUDEV
Renate vonKeudell – LIBARTS
Member Hill congratulated them. Chair Stone suggested they meet these individuals at a future Board meeting and congratulate them in person.

In a voice vote, the motion carried.

ERP Contingency

Member Kelley moved, Member Hoffman seconded, approval of the President to utilize the requested contingency of up to \$800,000 for the ERP project (a maximum of \$400,000 for FY06 and FY07, respectively) and to provide periodic updates when these funds are utilized, as outlined in Exhibit X-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Murphy stated that he would like to make an amendment to approve the \$400,000 allotted for this year tonight, and have the additional \$400,000 be requested at a later time, if needed. Additionally, he would like an explanation of how the first \$400,000 was used and a road map for what is anticipated with the additional \$400,000.

Member Murphy moved, Member Hill seconded, to amend the motion to approve the \$400,000 budgeted for this year and later approve the second \$400,000, if and when necessary.

In response to Member Hill, Dr. Breuder explained that this \$800,000 is ten percent of the original \$8M ERP budget. In response to Member Kelley, Dr. Breuder stated that it saves paper, time and effort to approve the total \$800,000 at one time; however, it is the Board's prerogative to approve \$400,000 now and the remaining \$400,000 in FY 07 later. He added that he is delighted to provide the Board with a periodic statement showing the line item expenditures from the contingency. In response to Member Hill, Dr. Breuder explained that the \$400,000 was contained in the original financial plan for FY 06 that the Board approved. But, he has come to the Board for formal authorization to use that. Board members expressed their support of the amendment.

Upon roll call of the **amendment**, the vote was as follows:

Ayes: Members Gillette, Graft, Hill, Hoffman, Kelley, Murphy and Stone
Nays: None

Motion carried. Student Member Kudia voted aye.

Upon roll call of the amended motion, the vote was as follows:

Ayes: Members Gillette, Graft, Hill, Hoffman, Kelley, Murphy and Stone

Nays: None

Motion carried. Student Member Kudia voted nay.

Chair Stone thanked Board members for their thoughtful consideration. This should not be construed as negative; it is the Board exercising fiduciary responsibility. The Board has every confidence in those who are administering the implementation of the ERP. Dr. Breuder explained that the \$400,000 will be included in the financial plan for FY 07; the Board will have the opportunity to approve that financial plan in totality in August. At a later time, he will come back to the Board and formally request the additional \$400,000, when and if it is necessary.

Awarding Faculty
Emeritus Recognition -
2006

Member Gillette moved, Member Graft seconded, granting Professor Emeritus recognition to the following Harper College tenured faculty retirees, as outlined in Exhibit X-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Employee	Retirement Date	Years of Service
Susan Farmer	July 31, 2006	19 years
William Jedlicka	July 31, 2006	31 years
Dianne Batzkall	July 31, 2006	17 years
Marcia Litrenta	July 31, 2006	20 years
Paul Sipiera	July 31, 2006	30 years
John Eliasik	May 31, 2006	35 years

In a voice vote, the motion carried.

Dr. Breuder explained that, over the last three or four years, Harper has had a large population of employees who retired with 28, 30, or 35 years of service. There is a changing complexion at Harper, where many of the people who were here from the beginning are now retiring and being replaced by a younger population of people who will carry this institution for the next 20-30 years. The average age, in terms of professional experience, is much lower, and that has implications. It is important to keep that in mind as one compares salaries from one community college to another.

Member Hill stated that, as a Board member, he would like to see a profile of service for these retiring individuals. Outstanding careers are being honored. He suggested that Board members be provided profiles for the full-time faculty, and, if possible, the adjunct faculty.

Affiliation Agreement
with Centegra Health
System for Nursing
and Phlebotomy Program

Member Graft moved, Member Gillette seconded, approval of the Affiliation Agreement between Harper College and *Centegra Health System* as submitted, and authorization for the Dean of Health Careers and Public Safety to sign all of the above, as outlined in Exhibit X-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Affiliation Agreement
with Children's Memorial
Hospital for the
Nursing Program

Member Hill moved, Member Murphy seconded, approval of the Affiliation Agreement between Harper College and *Children's Memorial Hospital* as submitted, and authorization for the Dean of Health Careers and Public Safety to sign all of the above, as outlined in Exhibit X-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Dr. Breuder introduced Mia Igyarto, Director of Personnel, who will be replacing Larry Bielawa when he retires in July.

ANNOUNCEMENTS BY CHAIR

Communications

Chair Stone noted that Milton Hanson, who served on the very first Board of Harper College from 1964 to 1973, passed away recently. Mr. Hanson served two years as Board Chair, and during his tenure, Harper was recognized as the first Illinois community college to become fully accredited. Mr. Hanson was instrumental, along with the other original Board members, in hiring the first president, selecting the site of Harper College and choosing the name of William Rainey Harper College.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The next Board meeting will be May 23, 2006. Chair Stone encouraged everyone to support the Foundation Golf Open which will be held on June 5.

OTHER BUSINESS

Chair Stone noted that it is good Board policy to periodically review the Board Policy Manual to make sure it is crafted in such a way that it serves this Board and Harper College correctly. She has asked Trustees Gillette and Hoffman to work together on behalf of the Board to review the manual and bring suggested changes to the Board. She thanked them for serving in that capacity.

ADJOURNMENT

Member Graft moved, Member Hill seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 9:08 p.m.

Chair

Secretary

BOARD REQUESTS

APRIL 25, 2006 REGULAR BOARD MEETING

1. With regard to faculty promotions, Chair Stone suggested they meet these individuals at a future Board meeting and congratulate them in person.
2. With regard to Exhibit X-F, Member Hill stated that he would like to see a profile of service for these retiring individuals. Outstanding careers are being honored. He suggested that Board members be provided profiles for the full-time faculty, and, if possible, the adjunct faculty.

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I. BILLS PAYABLE

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

II. PAYROLL

04/14/2006 \$ 1,649,261.44

04/28/2006 1,680,069.19

III. ESTIMATED PAYROLL

05/12/2006 \$ 1,664,665.32

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

May 23, 2006

SUMMARY OF BIDS

- Exhibit IX – A.3.a The administration recommends that the Board award Q00465 to P&P Press, Inc., the low bidder for printing of the Fall 2006 Continuing Education Course Schedule, which is a major publication promoting enrollment, in the amount of \$34,449.15.
- Exhibit IX – A.3.b The administration recommends that the Board award request for proposal Q00397 for the purchase, installation, training and maintenance pertaining to a practice management system (PMS) and a clinical management system (EMR) to Media Highway, the lowest responsible bidder meeting specifications, in the amount of \$41,881.
- Exhibit IX – A.3.c The administration recommends that the Board award request for proposal Q00456 for a three year agreement for Strategic and Creative Communication consultation and services related to brand image and enrollment growth to Tom, Dick and Harry Advertising (TDH) in amounts not to exceed \$71,888 for 2006/07, \$98,500 for 2007/08 and \$98,500 for 2008/09 for a total of \$268,888.
- Exhibit IX – A.3.d The administration recommends that the Board award request for proposal Q00457 for a three year agreement for consultation and services related to Media Planning, Placing of Media Orders and New Student Recruitment Initiatives to Performance Communications Group in amounts equal to or less than \$355,090 for 2006/07, \$372,845 for 2007/08 and \$391,487 for 2008/09 for a total of \$1,119,422.

- Exhibit IX – A.3.e The administration recommends that the Board award Q00464 to Donahue Elevator, Inc., the low bidder for elevator maintenance for three years and the option to renew for an additional two years at the same or lower price, subject to the discretion of the administration, in the amount of \$28,500 per year for a three-year total of \$85,500.
- Exhibit IX – A.3.f The administration recommends that the Board award Q00467 to Bourbon Tile & Marble, Inc., for repair and regrouting of the Harper College Pool in the amount of \$69,031.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00465 for printing of the Fall 2006 Continuing Education Course Schedule, which is a major publication promoting enrollment, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$34,449.15 will be provided in the 2006/07 Auxiliary Enterprise Fund budget, under account number 2691-4080-777-5407003.

III. INFORMATION

A legal bid notice was published and seven bids solicited. Four responses were received. The following is a recap of the bid tab sheet for 150M copies of the 80-page Fall 2006 Continuing Education Course Schedule:

P&P Press, Inc.	\$34,449.15
Precise Printing Network, Inc.	37,415.00
Relizon/Workflow One	52,951.75
Imagine Print Group	79,986.00

Harper College Course Schedules are sent to households in the College district. Copies are also sent to out of district students, businesses, libraries and individuals upon request. The Course Schedule will list the College Continuing Education class offerings for the Fall 2006 term.

Last year's award, to P&P Press, Inc. (formerly College Class Schedule Specialists) in the amount of \$29,055.00 for printing of

150M copies of the 88-page Fall 2005 Continuing Education Course Schedule, was approved by Board action June 23, 2005. This year the price has increased by \$5,394.10, or 18.6 percent. The increase is due to paper price increases as well as increased fuel prices which have also affected the price of paper.

IV. RECOMMENDATION

The administration recommends that the Board award Q00465 to P&P Press, Inc., the low bidder for printing of the Fall 2006 Continuing Education Course Schedule, which is a major publication promoting enrollment, in the amount of \$34,449.15.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of request for proposal Q00397 for the purchase, installation, training and maintenance pertaining to a Practice Management System (PMS) and a Clinical Management System (EMR) for use by the Health & Psychological Services department as requested by Student Affairs.

II. BUDGET STATUS

Funds in the amount of \$41,881 are provided in the 2005/06 Educational Fund budget, under account number 0001-3030-032-5404002.

III. INFORMATION

A legal request for proposal notice was published and six proposals solicited. Four responses were received, two of which met the requirements. The following is a recap of the proposal tab sheet:

Media Highway	\$ 41,881
Medicat, LLC	44,043

The Health & Psychological Services department (HPS) provides services to both the students and employees of the College regarding illness and the need for health screenings.

Health career students and student athletes account for the majority of visits to HPS. There were 6,873 office visits in 2004/05; 3,240 of which were by health career students and 1,042 by student athletes.

HPS is responsible for ensuring that health career students meet the requirements of clinical agencies for participation in the clinical component of the programs. These requirements include TB testing, physical examination and testing for immunity to communicable disease, with immunization if necessary.

HPS is also responsible for ensuring that student athletes meet health requirements as prescribed by the NJCAA for athletic participation.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) demands that healthcare organizations place a higher regard on patient security, confidentiality and privacy.

HPS currently safeguards 12,000 confidential medical records, including social security numbers, in file cabinets. As enrollment at the College continues to expand, so will the number of medical files. HPS is mandated by law to keep these records for a minimum of ten years. If there is a blood borne pathogen exposure, those records must be stored for 30 years as mandated by the Occupational Health and Safety Administration (OSHA).

This request is for the purchase of a Practice Management System (PMS) and a Clinical Management System otherwise known as an Electronic Medical Records System (EMR). The purchase includes on-site training, implementation and one year of software maintenance.

The PMS will provide the ability to schedule and monitor patients' medical visits, capture diagnoses and procedures, record charges incurred, facilitate billing and run reports. It will also allow HPS to confirm that the patient is a current student since it will interface with the College ID system.

The current PMS, Telemagic, is outdated and no longer supported by the manufacturer.

The EMR will provide electronic record keeping of all detailed medical information such as patient history, labs, tests, allergies, referrals and consultations. It offers a secure environment to keep

medical records and provides on-line access of these records by HPS. It will facilitate tracking of abnormal test results and aid in the appropriate follow-up care. It will also provide the ability to monitor various students seen in the clinic for similar symptoms that could be indicative of a disease outbreak, such as mumps or pandemic flu. In the event of a natural disaster resulting in the destruction of physical records, HPS will still have access to confidential medical files since they will be backed up routinely to a server.

IV. RECOMMENDATION

The administration recommends that the Board award request for proposal Q00397 for the purchase, installation, training and maintenance pertaining to a practice management system (PMS) and a clinical management system (EMR) to Media Highway, the lowest responsible bidder meeting specifications, in the amount of \$41,881.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of request for proposal Q00456 for a three year agreement for Strategic and Creative Communication consultation and services related to brand image and enrollment growth as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$268,888 will be provided, including \$71,888 in the 2006/07, \$98,500 in the 2007/08 and \$98,500 in the 2008/09 Education Fund budgets, under account number 0001-8010-060-5407001.

III. INFORMATION

A legal invitation for pre-qualification of vendors notice was published and 14 pre-qualification invitations extended. Six responses were received and evaluated. Three vendors became pre-qualified and each was sent a request for proposal.

The proposals were graded on the following criteria:

- Overall response to the described assignment.
- Understanding of the client, Harper College.
- Understanding of the client's challenges and objectives.
- Understanding of the client's target audience(s).
- Ability to provide new thinking, ideas and concepts relevant to the client's objectives.

Each criterion was rated on a five-point scale by three reviewers, with 5 representing “exceeds” and 1 representing “did not meet.” The total scores follow:

Tom, Dick and Harry Advertising (TDH)	70
Brainforest, Inc.	63
Killian & Company Advertising	56

TDH, the incumbent vendor, provides ready access to senior-level personnel. In fact, the direct contacts with Harper are partners in the agency. This provides a high level of value for the dollar spent. Having performed well during the course of the past two and one-half years, TDH also exceeded expectations during the request for proposal process by providing a thorough evaluation of the strengths and weaknesses of the current brand positioning of Harper College while laying out a strategic direction for the future. TDH reinforced and added value to its relationship with the College through the proposal.

The amount approved by the Board for this service for fiscal year 2005/06 was \$51,818. In 2003/04 the Board approved \$147,000 for this service. In 2004/05 the Board approved \$176,000 for this service. This recommendation is for \$71,888 for 2006/07, \$98,500 for 2007/08 and \$98,500 for 2008/09.

Harper College produces new television advertising every three to four years to keep its message current. The additional amounts budgeted in years two and three are to cover these production costs.

IV. RECOMMENDATION

The administration recommends that the Board award request for proposal Q00456 for a three year agreement for Strategic and Creative Communication consultation and services related to brand image and enrollment growth to Tom, Dick and Harry Advertising (TDH) in amounts not to exceed \$71,888 for 2006/07, \$98,500 for 2007/08 and \$98,500 for 2008/09 for a total of \$268,888.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of request for proposal Q00457 for a three year agreement for consultation and services related to Media Planning, Placing of Media Orders and New Student Recruitment Initiatives as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$1,119,422 will be provided, including \$355,090 in the 2006/07, \$372,845 in the 2007/08 and \$391,487 in the 2008/09 Educational Fund budgets, under account number 0001-8010-060-5407001.

III. INFORMATION

Why the College works with a media buyer: The primary reason for working with a media buyer is to develop the most cost-effective, targeted and high-impact media solutions, while still maintaining Harper's measurable, accountable and trackable marketing communication orientation.

By representing many clients and millions of dollars of placed media, an expert media buyer brings the ability to negotiate best rates, premium placements and extras on behalf of its clients. Media buyers who have worked with Harper College have been able to negotiate value-added placements and promotions. If the college purchases 15 paid 60-second spots on a radio station, an expert media buyer may also be able to negotiate additional unpaid spots in overnight or weekend time slots. Harper media buyers are also able to negotiate other promotions on stations where advertising is placed.

Media buyers provide access to research that would cost the College hundreds of thousands of dollars to replicate. This data is invaluable in planning the most efficient media campaign. Media buyers are also valuable because they track when print ads appear and radio and TV ads are broadcast. They monitor quality control and will negotiate “make goods” if an ad does not appear or does not appear up to standards.

Commission System: Media buying agencies typically operate on a commission system. Fees are typically a standard 15 percent for any advertising time or space purchased.

Media planning: In regard to the dollars spent on print and broadcast media, the College begins each enrollment period with an amount budgeted that would need to be spent so that awareness and inquiry goals are met. In other words, Harper sets the amount that is to be spent for that enrollment period, and then we work through our agency to negotiate among the stations relevant to our target audiences for the two to four stations that will deliver:

- Most spots in the best time period,
- Best demographic that matches our target audience and service area and
- Best value-added premiums (extra spots, sponsorships, remotes, etc.).

What we are able to negotiate through our agency among stations such as these is the following:

- Number of spots offered for the budget we have set.
- Time of day the spots will run (in other words, you would not want most of your inventory aired at 2 a.m. weekday mornings).
- Extras: Including the opportunity for remotes, traffic or special program sponsorship or premiums or giveaways that can be used by the College.

College Media Spending: Harper College media spends approximately 1.3 percent of tuition and fee revenue on paid media. The national average for this type of spending in higher education is between 2% and 5% for public institutions and much higher for private colleges and universities (STAMATS). Further, Harper spending equals approximately 0.6% of the total spending by colleges and universities in the Chicago market. This compares to spending in the same period (2005 calendar year) by Triton (0.6% of the market) and College of Lake County (0.5%) and ranks behind College of DuPage (1.7%).

Media measurement: Harper College measures the results of its media campaigns in a variety of ways, including:

- Phone traffic by campaign date to numbers used specifically in print and radio advertisements, such as (847) 925-6700.
- Traffic to the harpercollege.edu Web site as measured by Google Analytics and various other measurement methods.
- Share of voice, as calculated by VoiceTrak, a service that tracks media spending by industry and market.

Campaign measurement data and analysis is reported to the Vice President of Enrollment and Marketing and the College President each quarter and evaluated continually by the Marketing team and its agency partner.

These services are excluded from bidding in exception (a) of State Statute 110ILCS805/3.27.1.

As the agreement with the current vendor will expire June 30, a new search for a media planning and placement agency was conducted. A legal request for proposal notice was published requesting responses from interested vendors. Any vendor that provided this type of service and was on record with the Purchasing department was also contacted and invited to participate. Five vendors attended the pre-qualification meeting. Following this meeting, the College requested proposals. None were submitted for a variety of reasons, including:

- The size of Harper's media budget. Though these are significant funds for the College, Harper's media spending represents just 0.6% of the total media dollar spent in the Chicago market among higher education advertisers (VoiceTrak 2005).
- The requirement on the part of one vendor to bundle creative/strategic services. While the College is not opposed to working with a one-stop vendor, the goal is to select the best possible vendor to provide each service. In this case, of the three vendors selected as finalists for creative/strategic services, none chose to participate in the media search.

In an effort to find additional vendors for the request for proposal, vendors that applied for the pre-qualification for Strategic and Creative Communication consultation and services were then contacted. Several indicated that they did not provide media planning and placement of media orders. One uses media partners based on the east coast that do not have Chicago market experience. Another showed the request to a partner firm that does media buys however the representative of the firm felt Harper's media budget was not large enough to warrant their business.

One proposal submission was received during the second request, from PCG. As the incumbent, PCG has performed well during the past two and one-half years.

The agreement includes an option to cancel by either party with 60-day notification.

The amount approved by the Board for this service for fiscal year 2005/06 was \$301,199. In 2004/2005 the Board approved \$348,000 for this service, and in 2003/2004 the board approved two separate POs for this service totaling \$329,192.

This recommendation is for \$355,090 for 2006/07, \$372,845 for 2007/08 and \$391,487 for 2008/09. The totals for these recommendations reflect increases in local broadcast and print media rates as well as the addition of Internet/Web channel advertising.

Budgeted funds increase by 5 percent each year to account for cost increases in purchasing media space. Chicago is rated nationally by Nielsen as among the top three most expensive Designated Market Areas (DMAs) in which to buy media. Costs for buying media space typically increase each year, driven by market factors including fuel, paper and other consumable costs.

IV. RECOMMENDATION

The administration recommends that the Board award request for proposal Q00457 for a three year agreement for consultation and services related to Media Planning, Placing of Media Orders and New Student Recruitment Initiatives to Performance Communications Group in amounts equal to or less than \$355,090 for 2006/07, \$372,845 for 2007/08 and \$391,487 for 2008/09 for a total of \$1,119,422.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00464 for elevator maintenance for three years and the option to renew for an additional two years at the same or lower price, subject to the discretion of the administration, as requested by Physical Plant for the Maintenance department.

II. BUDGET STATUS

Funds in the amount of \$85,500 will be provided, \$28,500 each in the 2006/07, 2007/08 and 2008/09 Building Fund budgets, under account number 0002-7010-050-5304001.

III. INFORMATION

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

Donohue Elevator, Inc.	\$ 85,500.00
Valley Elevator, Inc.	89,476.20
Colley Elevator Co.	95,256.00
Elite Elevator Systems	113,292.00
Jeffrey Elevator Co.	129,024.00
Anderson Elevator Co.	163,296.00
Fujitec America, Inc.	178,011.72

This recommendation is to award the bid for a maintenance agreement to cover the period of July 1, 2006 through June 30, 2009, and renewal for two years at the same or lower price if service is satisfactory. The agreement will include monthly inspection and maintenance of 21 elevators and two dumbwaiters at the main campus and one elevator at the Northeast Center.

IV. RECOMMENDATION

The administration recommends that the Board award Q00464 to Donahue Elevator, Inc., the low bidder for elevator maintenance for three years and the option to renew for an additional two years at the same or lower price, subject to the discretion of the administration, in the amount of \$28,500 per year for a three-year total of \$85,500.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00467 for repair and regrouting of the Harper College Pool as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$69,031 will be provided in the 2006/07 Operations and Maintenance Fund budget, under account number 0002-7080-071-5304001.

III. INFORMATION

Wellness and Human Performance, Physical Plant and Continuing Education worked together to plan a seven week shut down of the pool for significant repairs. The conclusion was that the summer months would be best, even though no time is actually good since the pool is in use every weekday except between Christmas and New Year's Day.

A legal bid notice was published and bids solicited from 11 vendors. Five were on the Harper College bidders list; two responded to the legal bid notice; two vendors have previously done work on the Harper College Pool; and two vendors experienced in using the tile grout specified were found by the Purchasing department via an Internet search.

Four vendors attended the pre-bid meeting and expressed interest in the project. The bid opening was originally scheduled for April 27, 2006 at which time only one bid was received although more were promised. The bid opening date was extended to May 10, the last possible date to be in time for the May board meeting, to

accommodate other potential bids. The other vendors still did not submit bids.

Attempts were made to contact the other three vendors that had attended the pre-bid meeting. One stated that he was not in a position to pursue this project because he would not be available for the time frame as he is already obligated to perform a number of large projects. The remaining two vendors did not return numerous phone calls.

The seven vendors that did not attend the pre-bid meeting were also contacted. One is too busy during the time frame of the project. Six stated that the project was not within the scope of their work; five install vinyl tile and flooring and one works on mechanical pool repair.

For comparison purposes the College again contacted the vendor that had attended the pre-bid meeting but would not be available for the time frame of the project. He said that if he had submitted a bid the amount would have been \$86,000.

Summers are busy for pool repair companies. This was a primary reason for not receiving more bids. In addition, many of the companies are small businesses and the College needs a quicker turn around time for the repairs than most of them can provide.

In the summer the pool is primarily used by Continuing Education classes. Last summer \$67,000 in revenue was received for pool classes for children with a net of about \$34,000. This year, with the closing of the pool, the revenue from pool classes for children is expected to drop to \$36,000 with a net of \$18,000. This means a loss of \$16,000 in net revenue from children's programs as well as \$5,000 from adult programs for a total of \$21,000. The summer programs have already been dropped from the course schedule and it is too late to reinstate them. If the work is not performed this summer it would be necessary to plan for another shut down next summer and forego more revenue. Also, community members depend upon the College to offer these programs and if the programs are not offered by the College two years in a row the

community members might find other places that do and the loss could be long term.

The cost is probably more than it would be if the work was not being performed during the summer and there is a premium to be paid for weekend work that will be required in order to complete the work within the time frame, but the repairs need to be done at the specified time in order to be ready for the start of the fall semester.

The swimming pool is 26 years old. The grout is badly worn, is porous in many areas and will continue to deteriorate unless replaced. In the past the College has performed spot repairs in critical areas but has never performed a complete regrouting of the pool. This request is for removal and replacement of all existing grout, replacement and repair of broken tile where needed and a three year warranty for all work performed.

Bourbon Tile & Marble, Inc., the only vendor that submitted a bid, has extensive experience in pool repair and has performed repairs on such pools as those at the University of Chicago, Kelvy Park High School and the Swissotel.

IV. RECOMMENDATION

The administration recommends that the Board award Q00467 to Bourbon Tile & Marble, Inc., for repair and regrouting of the Harper College Pool in the amount of \$69,031.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

May 23, 2006

SUMMARY OF PURCHASE ORDERS

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

Exhibit IX – A.4.b The administration recommends that the Board approve issuance of a purchase order to AT&T (formerly SBC/Ameritech-Illinois CABS) for a three year contract to provide a transportation highway (physical connection) for ICN redundant Internet access during the period of July 1, 2006 through June 30, 2009 in the amount of \$18,600 per year for a total amount of \$55,800.

It is also recommended that the Vice President of Information Technology be authorized to sign the contract agreement with AT&T.

Exhibit IX – A.4.c The administration recommends that the Board approve issuance of a purchase order to Aastra Intecom, Inc. for renewal of a maintenance agreement covering the digital phone switch system hardware and software, in the amount of \$128,067.

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

Exhibit IX – A.4.d The administration recommends that the Board approve issuance of a purchase order to AVAYA, Inc. for a service and maintenance agreement for AVAYA voice messaging hardware and software in the amount of \$15,219.24.

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

Exhibit IX – A.4.e The administration recommends that the Board approve issuance of a purchase order to Comcast (formerly AT&T Cable) for continued Internet access through a DS3 facility (physical connection) in the amount of \$30,000.

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

Exhibit IX – A.4.f The administration recommends that the Board approve issuance of a purchase order to Peregrine Systems, Inc. for renewal of a maintenance agreement for software and related licenses for the Peregrine application system for \$64,794.

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

Exhibit IX – A.4.g The administration recommends that the Board approve issuance of a purchase order to EMC Corporation for renewal of a maintenance agreement covering hardware for a data storage device in the amount of \$35,317.20.

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

- Exhibit IX – A.4.h The administration recommends that the Board approve issuance of a purchase order to IKON Office Solutions for renewal of a maintenance and support agreement for the OCE high-speed printer in the amount of \$38,798. It is also recommended that the Vice President of Information Technology be authorized to sign the contract agreement with IKON Office Solutions.
- Exhibit IX – A.4.i The administration recommends that the Board approve issuance of a purchase order to Autodesk, Inc. for a three year contract for the Autodesk Design Institute (ADI) 2007 – Campus Pack software license and maintenance for the period of July 1, 2006 through June 30, 2009 in the amount of \$15,525 per year for a total of \$46,575.
- It is also recommended that the Vice President of Information Technology be authorized to sign the contract agreement with Autodesk, Inc.
- Exhibit IX – A.4.j The administration recommends that the Board approve the issuance of a purchase order to Blackboard, Inc. for renewal of a course management software site license, support and hosting in the amount of \$45,200.
- It is also recommended that the Vice President of Information Technology be authorized to sign the contract agreement with Blackboard, Inc.
- Exhibit IX – A.4.k The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard Corporation (HP) for renewal of a maintenance agreement for UNIX hardware and operating system software in the amount of \$66,268.52.
- Exhibit IX – A.4.l The administration recommends that the Board approve issuance of a purchase order to South Suburban College for the purchase of ACT COMPASS Test Units in the amount of \$22,264.

Exhibit IX – A.4.m The administration recommends that the Board approve the issuance of a purchase order to Kraft Paper Sales Co., Inc. and the option to renew for one additional year at the same or lower pricing, subject to the discretion of the administration, for standard size roll toilet tissue, junior jumbo roll toilet tissue, jumbo roll toilet tissue, multifold paper towels and roll paper towels, in the amount of \$52,590.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a change order to increase purchase order number 500665 issued to Onyx Waste Services, Inc. for Trash Removal Service for the main campus and for renewal of the agreement for fiscal year 2006/07 as requested by Physical Plant .

II. BUDGET STATUS

Funds in the amount of \$10,000 are provided in the 2005/06, and funds in the amount of \$50,000 will be provided in the 2006/07 Operations and Maintenance Fund budget, under account number 0002-7060-068-5707000.

III. INFORMATION

The award of Bid Request Q00359 for Trash Removal Service for the main campus in the amount of \$40,390 for fiscal year 2004/05, plus an option to renew for fiscal years 2005/06 and 2006/07 at the same rate, was approved by Board action April 27, 2004.

The bid request was based on the average number of pickups required per month. With the opening of Avanté in the fall of 2004 Onyx Waste Services, Inc. returned the dumpster that had been removed due to construction. In prior years this dumpster only required pickup twice a month. With the addition of Avanté and an increase of campus events, this dumpster has required weekly pickup service.

Purchase order 500665 was issued in the amount of \$40,000 for fiscal year 2005/06. This request is for the approval of an additional \$10,000 for the months of April, May and June for a new

total of \$50,000, and for renewal for fiscal year 2006/07 in the amount of \$50,000.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a change order to increase purchase order number 500665 issued to Onyx Waste Services, Inc. for Trash Removal Service for the main campus by \$10,000 from \$40,000 to a new total of \$50,000 for fiscal year 2005/06, and for renewal of the agreement for fiscal year 2006/07 in the amount of \$50,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to AT&T (formerly SBC/Ameritech-Illinois CABS) for a three year contract to provide a transportation highway (physical connection) for ICN redundant Internet access for use by the entire College community as requested by Information Technology/Technical Services.

II. BUDGET STATUS

Funds in the amount of \$18,600 per year will be provided in the 2006/07, 2007/08 and 2008/09 Operations and Maintenance Fund budget, under account number 0002-8080-256-5705000.

III. INFORMATION

In 2002, Harper College became the recipient of a State Grant via the ICN (Illinois Century Network). The Grant provided both a DS3 facility (physical connection) and Internet access at no cost to the College. Subsequently, the ICN was required to implement a business model to share cost which resulted in Harper College receiving Internet access at no cost and contracting with Comcast (formerly AT&T Cable) for the DS3 facility at greatly reduced rates.

This request is for additional connectivity to the ICN through AT&T which will provide automated fail-over of Internet access at the same level of connectivity that is provided by our primary Comcast connection. ICN will provide this failover connectivity at no additional expense to the College. The redundancy will allow continued communication between the College and the user community and will insure access to the production environment, instructional delivery and student services in the event of a carrier

outage. In addition, it will position the infrastructure to exploit load-balancing for the added demand of ERP self-service.

This request is for a three year contract from July 1, 2006 through June 30, 2009.

Comcast and AT&T are currently the only two carriers providing a presence at the ICN infrastructure.

Currently physical transport redundancy is provided via AT&T with a DS3 (45 Mbps) at \$33,000 per year. This new contract will be for 20 Mbps at \$18,600 per year which is a yearly savings of \$14,400 or 44 percent. Historically, bandwidth could only be purchased in defined quantities of T1, T3 etc. The newer access services include rate limiting technology, allowing the College to purchase access in line with the committed data rate of the ICN.

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

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to AT&T (formerly SBC/Ameritech-Illinois CABS) for a three year contract to provide a transportation highway (physical connection) for ICN redundant Internet access during the period of July 1, 2006 through June 30, 2009 in the amount of \$18,600 per year for a total amount of \$55,800.

It is also recommended that the Vice President of Information Technology be authorized to sign the contract agreement with AT&T.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Aastra Intecom, Inc. for renewal of a maintenance agreement covering the digital phone switch system hardware and software, as requested by Information Technology/Technical Services.

II. BUDGET STATUS

Funds in the amount of \$128,067 will be provided in the 2006/07 Operations & Maintenance Fund budget, under account number 0002-8080-256-5705000.

III. INFORMATION

Aastra Intecom, Inc. provides regular service and maintenance for the digital phone switch system hardware and software, assuring uninterrupted voice communication for the College. All system components are covered under the maintenance agreement, including system common control equipment and system peripheral equipment such as printers, terminals and station devices. The renewal period is from July 1, 2006 through June 30, 2007.

Aastra Intecom, Inc., the manufacturer, is the only vendor that is authorized to provide this hardware and software maintenance for Harper College. A letter verifying this is on file in the Purchasing department.

The \$128,067 cost for renewal is \$7,991.77, or 6.66 percent, more than the current fiscal year's amount of \$120,075.23. This increase is due to the rising costs of labor and materials experienced by the manufacturer.

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

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Aastra Intecom, Inc. for renewal of a maintenance agreement covering the digital phone switch system hardware and software, in the amount of \$128,067.

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to AVAYA, Inc. for a service and maintenance agreement for AVAYA voice messaging hardware and software as requested by Information Technology/Technical Services.

II. BUDGET STATUS

Funds in the amount of \$15,219.24 will be provided in the 2006/07 Operations and Maintenance Fund budget, under account number 0002-8080-256-5304001.

III. INFORMATION

AVAYA provides regular service and maintenance for the voice messaging hardware and software, assuring uninterrupted voice mail communication for the College. All system components are covered under the maintenance agreement, including system common control equipment and system peripheral equipment. The renewal period is from July 16, 2006 through July 15, 2007.

AVAYA, the manufacturer, allows business partners to resell its maintenance services as demonstrated by bid request Q00471 last year. Subsequent to this bid request it was discovered that Avaya would sell its maintenance services direct and is the lowest cost provider at a savings of \$500 below any distributor. State Statute does not require the bidding of this type of agreement.

The \$15,219.24 cost for renewal is the same as the amount for the current fiscal year.

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

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to AVAYA, Inc. for a service and maintenance agreement for AVAYA voice messaging hardware and software in the amount of \$15,219.24.

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Comcast (formerly AT&T Cable) for continued Internet access through a DS3 facility (physical connection) for use by the entire College community as requested by Information Technology/Technical Services.

II. BUDGET STATUS

Funds in the amount of \$30,000 will be provided in the 2006/07 Operations and Maintenance Fund budget, under account number 0002-8080-256-5705000.

III. INFORMATION

In 2002, Harper College became the recipient of a State Grant via the ICN (Illinois Century Network). The Grant provided both a DS3 facility (physical connection) and Internet access at no cost to the College. Subsequently, the ICN was required to implement a business model to share cost which resulted in Harper College receiving Internet access at no cost and contracting with Comcast (formerly AT&T Cable) for the DS3 facility at greatly reduced rates.

The renewal period is from July 1, 2006 through June 30, 2007.

The \$30,000 cost for renewal is the same as the amount for the current fiscal year.

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

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Comcast (formerly AT&T Cable) for continued Internet access through a DS3 facility (physical connection) in the amount of \$30,000.

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Peregrine Systems, Inc. for renewal of a maintenance agreement for software and related licenses for the Peregrine application system as requested by Information Technology/Application Systems.

II. BUDGET STATUS

Funds in the amount of \$64,794 will be provided in the 2006/07 Educational Fund budget, under account number 0001-8080-245-5304002.

III. INFORMATION

This Peregrine application system has a number of modules and the College utilizes two primary modules to manage the daily operations for the Information Technology (IT) Organization: Peregrine Service Management and Peregrine Asset Management.

1. Peregrine Service Management (herein referred to as "ServiceCenter") software and related licenses are utilized by the Service Desk (Help Desk) and IT support staff to facilitate the services they provide to the institution. Additionally, Get-Answers and Get-Services are web-based components of ServiceCenter.
2. Peregrine Asset Management (herein referred to as "AssetCenter") software and related licenses are utilized to support and maintain IT related hardware and software assets, thereby reducing the total cost of ownership and return on investment for the institution.

This ServiceCenter and AssetCenter maintenance agreement for software and related licenses entitles the College to receive upgraded software and continued support. The renewal period is from July 1, 2006 through June 30, 2007.

The \$64,794 cost is \$3,086, or five percent, more than the current fiscal year's amount of \$61,708. As per the negotiated terms and conditions the annual increase cannot exceed five percent per year.

Peregrine is the sole provider of this licensing and maintenance. A letter verifying this is on file in the Purchasing department.

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

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Peregrine Systems, Inc. for renewal of a maintenance agreement for software and related licenses for the Peregrine application system for \$64,794.

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to EMC Corporation for renewal of a maintenance agreement covering hardware for a data storage device as requested by Information Technology/Technical Services.

II. BUDGET STATUS

Funds in the amount of \$35,317.20 will be provided in the 2006/07 Operations & Maintenance Fund budget, under account number 0002-8080-256-5304001.

III. INFORMATION

This maintenance agreement covers the EMC Symmetrix mass data storage device. The storage device houses administrative data used by the production Hewlett-Packard computing systems. EMC, the manufacturer, is the only company that is authorized to provide maintenance for this equipment. A letter verifying this is on file in the Purchasing department. The renewal period is from July 1, 2006 through June 30, 2007.

This is the primary storage device that supports the Regent ERP system. Once the Phoenix (ERP) project, implementation is complete the requirement for this storage system will be eliminated. Any residual data required for College business will be migrated to a more cost effective solution. A short term migration at this juncture would prove more costly and disruptive than beneficial.

The \$35,317.20 cost for renewal is the same as the amount for the current fiscal year.

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

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to EMC Corporation for renewal of a maintenance agreement covering hardware for a data storage device in the amount of \$35,317.20.

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to IKON Office Solutions for renewal of a maintenance and support agreement for the OCE high-speed printer as requested by Information Technology/Technical Services.

II. BUDGET STATUS

Funds in the amount of \$38,798 will be provided in the 2006/07 Educational Fund budget, under account 0002-8080-256-5304001.

III. INFORMATION

The OCE high-speed printer is the primary operations printer that is used to produce all reports for business functions and student information. The annual maintenance support agreement includes supplies and maintenance for this printing system. The renewal period is from July 1, 2006 through June 30, 2007.

IKON has been maintaining the printer since it was purchased in 1999 and is the preferred vendor for this maintenance.

The \$38,798 cost for renewal is \$2,538, or seven percent, more than the current year's amount of \$36,260. This increase is due to the rise in costs of parts, labor and travel.

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

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to IKON Office Solutions for renewal of a maintenance and support agreement for the OCE high-speed printer in the amount of \$38,798.

It is also recommended that the Vice President of Information Technology be authorized to sign the contract agreement with IKON Office Solutions.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Autodesk, Inc. for a three year contract for the Autodesk Design Institute (ADI) 2007 – Campus Pack software license and maintenance for use by Academic Divisions and Administrative areas as requested by Information Technology/Client Services.

II. BUDGET STATUS

Funds in the amount of \$46,575 will be provided in the 2006/07, 2007/08 and 2008/09 Educational Fund budgets, under account number 0001-8080-245-5404002.

III. INFORMATION

The ADI 2007 – Campus Pack license entitles the College to use 75 concurrent licenses that include multiple software titles and associated maintenance. This request is to renew the ADI 2007 – Campus Pack software license for a three year contract from July 1, 2006 through June 30, 2009.

The amount for the current fiscal year is \$17,250. Renewing for three years will reduce the annual cost by \$1,725, or 10 percent, to \$15,525. Renewal for one year would have increased the annual cost by \$1,745, or 10 percent, to \$18,995. Utilizing the three year option results in a net savings to the College of \$10,410 over the three year period.

Autodesk, Inc. is the sole provider for the licensing and maintenance of the ADI 2007 - Campus Pack. A letter verifying this is on file in the Purchasing department.

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

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Autodesk, Inc. for a three year contract for the Autodesk Design Institute (ADI) 2007 – Campus Pack software license and maintenance for the period of July 1, 2006 through June 30, 2009 in the amount of \$15,525 per year for a total of \$46,575.

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Blackboard, Inc. for renewal of a course management software site license, support and hosting as requested by Information Technology/Client Services for Resources for Learning/Department of Instructional Technology.

II. BUDGET STATUS

Funds in the amount of \$45,200 will be provided in the 2006/07 Educational Fund budget, under account number 0001-8080-245-5309001.

III. INFORMATION

Blackboard provides a course management system for online course delivery and management. The hosting service included in this recommendation ensures that all courses are easily accessible from any location for students and faculty with an Internet connection. The renewal is for the period of July 1, 2006 through June 30, 2007.

Blackboard maintains a shared fully dedicated server for Harper College with redundant connectivity, comprehensive backup, RAID fault protection and four levels of power backup at a secured location with restricted access. Blackboard services are secure while allowing Harper College faculty to maintain complete control over their own course Web sites and content.

The \$45,200 cost represents an increase of \$5,700, or 14.43 percent, over the current fiscal year's amount of \$39,500. License, support and hosting and/or maintenance agreements experience

upward pricing pressures for various reasons, including increases in salaries paid to support staff by the vendors, costs for additional software components acquired and added to base system(s) and infrastructure upgrades.

The College has standardized on the Blackboard course management system for online course delivery and management. Blackboard, Inc. is the sole provider for licensing and support for this system. A letter verifying this is on file in the Purchasing department.

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

IV.

RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Blackboard, Inc. for renewal of a course management software site license, support and hosting in the amount of \$45,200.

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Hewlett-Packard Corporation (HP) for renewal of a maintenance agreement for UNIX hardware and operating system software as requested by Information Technology/Technical Services.

II. BUDGET STATUS

Funds in the amount of \$66,268.52 will be provided in the 2006/07 Operations & Maintenance Fund budget, under account number 0002-8080-256-5304001.

III. INFORMATION

Hewlett-Packard provides maintenance for the HP UNIX computing hardware hosts and operating system software which support instructional and administrative systems. The renewal period is from August 1, 2006 through July 31, 2007.

The College has chosen HP to provide hardware and software support for the UNIX server platform for several reasons:

1. HP is the only source for software maintenance as the HP/UX operating system is proprietary.
2. The College requires four hour response time on critical "down in production" hardware support issues. This requirement has been tested with HP to good result. The current database for the ERP system resides on an HP server.

3. HP maintains a Chicago repair parts depot that stocks spares, making the “on-site with parts” requirement of the College achievable.

The \$66,268.52 cost for renewal is \$1,382.44, or two percent, more than the current fiscal year’s amount of \$64,886.08. This increase is due to the end of the warranty for equipment that will now be supported by the maintenance agreement.

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

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard Corporation (HP) for renewal of a maintenance agreement for UNIX hardware and operating system software in the amount of \$66,268.52.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to South Suburban College for the purchase of ACT COMPASS Test Units as requested by Information Technology/Application Systems for the Assessment and Testing Center.

II. BUDGET STATUS

Funds in the amount of \$22,264 will be provided in the 2006/07 Restricted Purposes Fund budget, under account number 6606-8080-245-5309001.

III. INFORMATION

The Assessment and Testing Center and the ESL department proctor tests to determine applicants' competency in English and mathematics. Electronically administered ACT COMPASS Test Units are the standard tests used for this purpose.

South Suburban College formed a consortium to purchase 175,000 or more Test Units at a discounted price of \$1.10 per unit. Purchasing 20,240 Test Units through the consortium will cost \$22,264.

The cost per unit will be the same as it has been for fiscal year 2005/06. Due to an increase in the number of tests administered the total cost will increase by \$2,024, or 10 percent, over the current year's amount of \$20,240 for 18,400 Test Units.

ACT is the sole provider of ACT COMPASS Test Units and has approved the group purchase. A letter verifying this is on file in the Purchasing department.

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

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to South Suburban College for the purchase of ACT COMPASS Test Units in the amount of \$22,264.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Kraft Paper Sales Co., Inc. and the option to renew for one additional year at the same or lower pricing, subject to the discretion of the administration, for standard size roll toilet tissue, junior jumbo roll toilet tissue, jumbo roll toilet tissue, multifold paper towels and roll paper towels as requested by Physical Plant for the Custodial department.

II. BUDGET STATUS

Funds in the amount of \$52,590 will be provided in the 2006/07 Operations and Maintenance Fund budget, under account number 0002-7020-064-5404004.

III. INFORMATION

The award of bid request Q00431 for standard size roll toilet tissue, junior jumbo roll toilet tissue, jumbo roll toilet tissue, multifold paper towels and roll paper towels to Kraft Paper Sales Co., Inc. in the amount of \$67,000 was approved by Board action July 26, 2005. Included in the bid request was the option to renew for two years at the same or lower pricing. This recommendation is for renewal in the amount of \$52,590 for the quantities estimated to be needed for the 2006/07 fiscal year at the same pricing and the option to renew for one additional year at the same or lower pricing, subject to the discretion of the administration.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Kraft Paper Sales Co., Inc. and the option to renew for one additional year at the same or lower pricing, subject to the discretion of the administration, for standard size roll toilet tissue, junior jumbo roll toilet tissue, jumbo roll toilet tissue, multifold paper towels and roll paper towels, in the amount of \$52,590.

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 Appointments.
- B. Ratification of Faculty Appointments.
- C. Ratification of Professional/Technical Appointments.
- D. Ratification of Harper #512 IEA-NEA Appointment.
- E. Ratification of Public Safety-ICOPS Appointment.
- F. Ratification of Professional/Technical Retirements.
- G. Ratification of Classified Staff Retirements.
- H. Ratification of Administrator Resignations.
- I. Ratification of Faculty Resignation.
- J. Ratification of Professional/Technical Resignations.
- K. Ratification of Supervisory/Confidential Resignation.
- L. Ratification of Classified Staff Resignations.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

2008-2009 Academic Calendar.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The Academic Calendar for 2008-2009 has been reviewed by the Faculty Senate, Deans' Council and President's Council. Upon approval, the calendar will be published in the College Bulletin, on the Web Site and in other appropriate publications.

IV. RECOMMENDATION

It is recommended that the attached calendar for the 2008-2009 academic year be adopted.

**WILLIAM RAINEY HARPER COLLEGE
ACADEMIC CALENDAR
2008-2009**

FIRST SEMESTER - FALL, 2008

Registration as scheduled	Through August 16
Final Registration Week	August 18 - 23
Faculty Report	August 19
Classes Begin*	August 25
Last Day for 100% Refunds**	August 30
Labor Day (Classes Not in Session)	September 1
Midterm	October 18
Veterans Day (Classes Not in Session)	November 11
Last Day for Withdrawals (16 week classes) ***	November 15
Thanksgiving Holiday (Classes Not in Session)	November 27 - 30
Last Week of Fall Term (Final Exams)	December 15 - 19
Semester Break Begins	December 20

SECOND SEMESTER - SPRING, 2009

Registration as scheduled	Through January 10
Final Registration Week	January 12 - 17
Faculty Report	January 14
Martin Luther King Day (Classes Not in Session)	January 19
Classes Begin*	January 20
Last Day for 100% Refunds**	January 27
Lincoln's Birthday Observed (Classes Not in Session)	February 12
Midterm	March 14
Spring Break	March 29 - April 4
Classes Resume	April 6
Reading Day (Classes not in session)	April 10
Last Day for Withdrawals (16 week classes) ***	April 18
Last Week of Spring Term (Final Exams)	May 18 - 22
Graduation	May TBA
Semester Break Begins	May 23

SUMMER SESSION, 2009

Registration as scheduled	Through May 30
Final Registration Week	June 1 - 6
Classes Begin*	June 8
Last Day for 100% Refunds**	June 10
Midterm (for classes beginning 6/8)	July 4
Fourth of July	July 4
Last Day for Withdrawals***	July 16
Final Exams	July 29 - 30

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

** Per institutional tuition refund policy in the College Catalog and Student Handbook. The full policy for tuition refunds and withdrawal from classes is available in the Harper College Catalog and Student Handbook. The date varies for classes with various start dates.

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

WILLIAM RAINEY HARPER COLLEGE
 Schedule of Investments
 As of April 30, 2006

Exhibit IX-B.1
 May 23, 2006

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 4/30/2006	Market Value
<u>Certificates of Deposits</u>							
PMA/ISB Community Bank	03/17/05	05/11/06	420	3.62	62,751.38	1,500,000.00	
PMA/Leaders Bank	06/09/05	05/31/06	356	3.66	35,853.86	1,000,000.00	
PMA/Corus Bank	06/09/05	05/31/06	356	3.66	71,690.91	2,000,000.00	
PMA/Inter Savings Bank	06/30/05	06/07/06	342	3.75	17,632.11	500,000.00	
PMA/Bank of Elk River	06/30/05	06/07/06	342	3.75	35,264.21	1,000,000.00	
PMA/Inter Savings Bank	06/30/05	06/21/06	356	3.75	55,069.50	1,500,000.00	
PMA/Associated Bank	10/27/05	07/05/06	251	4.35	44,996.39	1,500,000.00	
PMA/Associated Bank	10/27/05	07/19/06	265	4.40	48,069.05	1,500,000.00	
LaSalle Bank	11/04/05	08/02/06	271	4.48	50,586.67	1,500,000.00	
LaSalle Bank	11/04/05	08/17/06	286	4.48	53,386.67	1,500,000.00	
PMA/Associated Bank	03/15/06	08/30/06	168	4.91	11,319.06	500,000.00	
Harris Bank	02/28/05	08/31/06	549	3.60	222,551.80	4,000,000.00	
PMA/Morton Community Bank	03/17/05	09/14/06	546	3.86	87,514.98	1,500,000.00	
PMA/Am Heritage Natl Bank	09/07/05	09/28/06	386	3.96	63,161.85	1,500,000.00	
PMA/Missouri State B&TC	09/07/05	10/12/06	400	3.96	65,370.64	1,500,000.00	
PMA/Guaranty Bank-MO	09/07/05	10/26/06	414	3.96	67,696.04	1,500,000.00	
PMA/Associated Bank	10/18/05	10/26/06	373	4.43	68,198.55	1,500,000.00	
PMA/Southern New Hampshire	11/04/04	11/09/06	735	2.91	89,448.59	1,500,000.00	
PMA/Corus Bank	11/04/04	11/09/06	735	2.91	88,566.77	1,500,000.00	
PMA/Stratford State	10/28/05	11/21/06	389	4.52	72,478.50	1,500,000.00	
PMA/Associated Bank	10/18/05	11/30/06	408	4.43	124,377.41	2,500,000.00	
Northern Trust	10/21/05	11/30/06	405	4.43	196,619.23	4,000,000.00	
PMA/Associated Bank	10/27/05	11/30/06	399	4.50	49,432.68	1,000,000.00	
PMA/Natl Bank of Commerce	11/10/04	11/30/06	750	3.07	95,592.63	1,500,000.00	
Northern Trust	11/21/05	12/07/06	381	4.65	74,458.58	1,500,000.00	
PMA/American Enterprise Bank	11/21/05	01/04/07	409	4.67	78,761.86	1,500,000.00	
Northern Trust	12/07/05	01/18/07	407	4.72	80,900.56	1,500,000.00	
Northern Trust	12/07/05	02/01/07	421	4.72	83,758.57	1,500,000.00	
Harris Bank	01/12/06	02/15/07	400	4.76	96,381.60	1,800,000.00	
Harris Bank	01/12/06	03/01/07	414	4.76	99,846.86	1,800,000.00	
Harris Bank	01/12/06	03/15/07	428	4.76	103,318.45	1,800,000.00	

Harris Bank	01/12/06	03/29/07	442	4.76	106,796.39	1,800,000.00	
PMA/Associated Bank	03/06/06	04/12/07	402	5.00	110,677.35	2,000,000.00	
LaSalle Bank	03/06/06	04/26/07	416	4.97	114,862.22	2,000,000.00	
PMA/Flagstar Bank	03/06/06	05/10/07	430	5.05	119,346.17	2,000,000.00	
PMA/Flagstar Bank	03/06/06	05/24/07	444	5.05	123,243.26	2,000,000.00	
Northern Trust	03/16/06	06/07/07	449	5.10	129,213.67	2,000,000.00	
PMA/Flagstar Bank	03/06/06	06/07/07	458	5.05	127,141.02	2,000,000.00	
Northern Trust	03/16/06	06/21/07	463	5.10	133,373.13	2,000,000.00	
PMA/Flagstar Bank	03/06/06	06/21/07	472	5.05	131,039.46	2,000,000.00	
PMA/Associated Bank	03/22/06	07/05/07	470	5.06	130,973.98	2,000,000.00	
PMA/Heritage Bank of Central II	03/22/06	07/19/07	484	5.06	54,131.48	800,000.00	
PMA/Heritage Bank of Central II	03/30/06	08/02/07	490	5.11	152,296.49	2,200,000.00	
LaSalle Bank	04/26/06	06/08/06	43	4.79	4,004.97	700,000.00	
LaSalle Bank	04/26/06	06/22/06	57	4.79	5,308.92	700,000.00	
LaSalle Bank	04/26/06	07/06/06	71	4.86	7,668.00	800,000.00	
LaSalle Bank	04/26/06	07/20/06	85	4.86	9,180.00	800,000.00	
LaSalle Bank	04/26/06	08/03/06	99	4.96	10,912.00	800,000.00	
Weighted Average: 4.44						77,000,000.00	77,000,000.00

Agencies

Fed Home Loan Bank Callable	11/10/04	05/23/06	559	2.87	66,244.79	1,500,000.00	1,495,320.00
FNMA Notes	12/22/04	12/22/06	730	3.50	105,000.00	1,500,000.00	1,482,660.00
Weighted Average: 2.87						3,000,000.00	2,977,980.00

Illinois Funds

Monthly Average				4.62		3,486,990.41	3,486,990.41
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**WILLIAM RAINEY HARPER COLLEGE
FY2005/2006 BUDGET AND EXPENDITURES**

April 30, 2006

May 23, 2006
Exhibit IX-B.1

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Institutional						
Institutional	13,804,275.00	9,900,426.03	5,754,766.00	159,149.00	42.84%	7,890,360.00
Sub-Total	\$13,804,275.00	\$9,900,426.03	\$5,754,766.00	\$159,149.00	42.84%	\$7,890,360.00
President						
Development Office	559,179.00	401,043.18	438,402.00	74,158.00	91.66%	46,619.00
Pres/Brd of Trustees	389,935.00	279,661.38	324,536.00	44,402.00	94.62%	20,997.00
Strategic Alliance	635,226.00	455,584.09	508,045.00	94,009.00	94.78%	33,172.00
Assoc VP Development	42,854.00	30,734.89	42,854.00	0.00	100.00%	0.00
Media Comm & Gov Rel	210,231.00	150,777.67	175,457.00	24,994.00	95.35%	9,780.00
Sub-Total	\$1,837,425.00	\$1,317,801.21	\$1,489,294.00	\$237,563.00	93.98%	\$110,568.00
Student Affairs						
Student Activities	457,473.00	328,099.64	326,315.00	49,407.00	82.13%	81,751.00
Student Development	2,954,858.00	2,119,224.16	2,273,569.00	304,012.00	87.23%	377,277.00
Wellns & Human Perf	1,915,733.00	1,373,963.71	1,537,021.00	162,714.00	88.73%	215,998.00
VP Student Affairs	349,083.00	250,362.33	280,979.00	46,881.00	93.92%	21,223.00
Access & Disability	681,418.00	488,712.99	511,212.00	44,668.00	81.58%	125,538.00
Sub-Total	\$6,358,565.00	\$4,560,362.82	\$4,929,096.00	\$607,682.00	87.08%	\$821,787.00
VP Academic Affairs						
Acad Enrich/Lang Std	3,639,327.00	2,610,125.32	2,825,517.00	413,632.00	89.00%	400,178.00
VP Academic Affairs	1,415,493.00	1,015,191.58	208,523.00	29,915.00	16.84%	1,177,055.00

Assoc VP Transfer Prog	334,708.00	240,052.58	250,050.00	33,475.00	84.71%	51,183.00
Bus & Soc Sciences	5,570,939.00	3,995,477.45	4,559,240.00	596,509.00	92.55%	415,190.00
Continuing Education	532,852.00	382,161.45	409,299.00	82,692.00	92.33%	40,861.00
Liberal Arts	6,413,362.00	4,599,663.23	5,118,757.00	683,227.00	90.47%	611,378.00
Hlth Car & Public Safety	3,762,706.00	2,698,612.74	2,868,952.00	393,171.00	86.70%	500,583.00
Resources for Learning	2,891,657.00	2,073,896.40	2,206,267.00	264,538.00	85.45%	420,852.00
Tech, Math & Science	6,163,719.00	3,339,832.00	5,281,190.00	721,529.00	97.39%	161,000.00

EDUCATION FUND

DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Assoc. VP Career Prog	252,236.00	180,903.66	184,100.00	29,707.00	84.76%	38,429.00
Sub-Total	\$30,976,999.00	\$22,216,703.68	\$23,911,895.00	\$3,248,395.00	87.68%	\$3,816,709.00
VP Admin Services						
Admin Services	1,838,867.00	1,318,835.41	1,427,707.00	247,005.00	91.07%	164,155.00
Sub-Total	\$1,838,867.00	\$1,318,835.41	\$1,427,707.00	\$247,005.00	91.07%	\$164,155.00
VP Diversity/Org Dev						
Assoc VP Diversity/Org	1,134,267.00	813,496.29	783,522.00	56,691.00	74.08%	294,054.00
Sub-Total	\$1,134,267.00	\$813,496.29	\$783,522.00	\$56,691.00	74.08%	\$294,054.00
VP Info Technology						
Info Technology	6,461,779.00	4,634,387.90	5,136,070.00	690,377.00	90.17%	635,332.00
Sub-Total	\$6,461,779.00	\$4,634,387.90	\$5,136,070.00	\$690,377.00	90.17%	\$635,332.00
VP Mktg & Enrollment						
VP Enroll & Marketing	1,412,466.00	1,013,020.62	1,027,980.00	194,880.00	86.58%	189,606.00
Enrollment Svcs	1,403,391.00	1,006,512.03	1,132,667.00	180,182.00	93.55%	90,542.00
Pub & Comm Services	1,543,615.00	1,107,080.68	1,112,127.00	244,291.00	87.87%	187,197.00
Sub-Total	\$4,359,472.00	\$3,126,613.32	\$3,272,774.00	\$619,353.00	89.28%	\$467,345.00
Grand Total:	\$66,771,649.00	\$47,888,626.66	\$46,705,124.00	\$5,866,215.00	78.73%	\$14,200,310.00

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

WILLIAM RAINEY HARPER COLLEGE

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.

- Bill Kelley: ICCTA Update

Illinois Community College Trustees Association Action Alert

May 5, 2006

The Illinois General Assembly adjourned its spring 2006 session on Thursday, May 4. The House concluded its business during the afternoon, and the Senate finished its business at 10 PM, Thursday evening. Both houses of the General Assembly will return to Springfield on November 14 to begin the fall 2006 veto session.

The last order of business for the General Assembly was to adopt a Fiscal Year 2007 operating budget for all agencies of state government. The budget was adopted by both houses with voting along partisan lines (Democrats voted for the budget and Republicans voted against it). In its final form, the approved FY 2007 budget is similar to the one proposed by Gov. Blagojevich during his February budget address, with some modifications.

The Governor is expected to approve the budget package that the General Assembly has sent to him, as well as pension legislation that ICCTA is supporting.

FY 2007 BUDGET

The \$56 billion FY 2007 budget includes increased funding for higher education as compared to the FY 2006 budget. Community colleges will receive a state budget that is similar to the Governor's budget recommendations, although some changes were made in some line items. Overall, **community colleges will receive a 1.9% increase in state funding** compared to the prior year.

Additional information will be provided next week after the entire state budget legislation is analyzed. The budget was contained in **Senate Bill 1520** and is 863 pages in length.

PENSION LEGISLATION

One of the last orders of business was the approval of legislation to address issues that were created last year by the enactment of a "pension reform" package (SB 27). The General Assembly unanimously approved **SB 49**, which clarifies the 6% salary limitation put in place last year.

The pension legislation that was enacted last year created a 6% limitation on earnings increases that a participant in the State Universities Retirement System can receive during his / her final four years of employment. Salary increases above the 6% limitation are allowable, but the employer must pay the actuarial retirement impact if the increases occur during an employee's final four years of employment. Until passage of SB 49, there were no exceptions to the 6% provision. This newly proposed legislation would adequately solve most of the issues identified by the higher education community following the passage of SB 27 last year. ICCTA viewed the current law as a personnel management issue that required resolution. The Governor is expected to approve SB 49.

Senate Bill 49 Provisions

Exemptions to the 6% Salary limitations

Part-time faculty moving to full-time faculty are exempt.

Part-time faculty earnings increases are exempt if the employee does not make more than he/she would have with the full-time employment.

Overload or overtime is exempt when the employer certifies to SURS and SURS certifies that:

(I) in the case of overloads (A) the overload work is for the sole purpose of academic instruction occurring during the academic year that the overload is paid; and (B) the earnings increases are equal to or less than the rate of pay for academic instruction computed using the participant's current salary rate and work schedule; and (ii) in the case of overtime, the overtime was necessary for the educational mission.

Summer school loads would be treated in a similar way to overload.

Promotions for State Universities Civil Service System classifications and community college equivalent classifications are exempt for: (i) a promotion for which the employee moves from one classification to a higher classification under the State Universities Civil Service System or (ii) a promotion in academic rank for a tenured or tenure-track faculty position; or (iii) a promotion that the Illinois Community College Board has approved for positions that have close similarities to positions recognized by the State University Civil Service System. These earnings increases shall be excluded only if the promotion is to a position that has existed and been filled by a member for no less than one complete academic year and the earnings increase as a result of the promotion is an increase that results in an amount no greater than the average salary paid for other similar positions.

Contracts and Collective bargaining agreements - Sunset dates - excludes any salary increase given on or after July 1, 2011 but before July 1, 2014 under a contract or collective bargaining agreement entered into, amended, or renewed on or after June 1, 2005 but before July 1, 2011. Notwithstanding any other provision of this Section, any payments made or salary increases given after June 30, 2014, shall be used in assessing payment for any amount due.

Appeals - Current law gives employers 30 days from the receipt of charges incurred for salary increases greater than 6%. An appeals process for employers may be established that could extend the payment to 90 days depending on the outcome of the appeal. Districts will have up to three years to pay the final bill, but after 90 days interest will be charged at the rate equal to the System's annual actuarially assumed rate of return on investments compounded annually.

Ten-year Limit - Employers will not be liable for any salary increases given to employees who are 10 or more years from retirement eligibility.

Grants and Stipends - Any grants or stipends that come from the state (i.e., N.B.P.T.S.) over which the employer has no control are exempt from the cap.

For additional legislative updates, call ICCTA at 1-800-454-2282

Michael S. Monaghan, Executive Director

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Illinois Community College Trustees Association

401 E. Capitol Ave., Suite 200

Springfield, IL 62701-1711

1-800-454-2282 (office)

217-528-8662 (fax)

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Grants and gifts status report.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

HARPER COLLEGE
Listing of
GRANT PROGRAMS
July 1, 2005 – June 30, 2006

NOTE: CHANGES ARE IN BOLD

Reported: May 23, 2006

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<u>NEW</u> IT Security Grant BSS J. Mathes	Funds operation of a Homeland Security Computer Security Training Center and refinement of coursework in network security and computer forensics.	DCEO \$57,000	03/01/06 03/01/07
<u>RENEWAL</u> Disability Matrics Sub-grant Access & Disability Services T. Thompson	Working with UIUC and other colleges to develop data collection tools.	IBHE/U of I \$22,012	09/01/05 08/31/06
<u>CONTINUATION</u> CSSI (Critical Skill Shortages Initiative – Healthcare Solutions) Partnering for healthcare Systems Solutions Career Program D. Corr	Addressing the shortage of health care workers. Forty incumbent workers enrolled in healthcare core courses and twenty incumbent workers enrolled in nursing program.	WBMC \$150,000	02/01/05 01/31/06
Project Access for Deaf/Hard of Hearing Sub-grant Access & Disability Services T. Thompson	Train faculty on improving access for deaf/hard of hearing students.	DOE Rochester Institute of Technology \$3,000	07/01/05 06/30/06
FY2006 Illinois Community College Tech Prep Support Grant AE/LS D. Corr	Fund innovative activities initiated by Illinois community colleges in support of the overall goals & objectives of the federal Tech Prep grant.	ICCB \$47,143	07/01/05 06/30/06
New Look Project: Career Services for Deaf/HH Students Access & Disability Services T. Thompson	Career services for deaf/hh students.	ISU – Illinois Center for Specialized Professional Support \$1,000	12/01/05 06/30/06
SIU Tobacco Control Initiative Health/Psych Services D. Evans	Implementation of a comprehensive approach to a campus wide tobacco control initiative.	SIU \$10,000	10/26/05 06/30/06

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
<u>CONTINUATION</u> Northern Illinois Regional Consortium ETIP Grant Harper College for Businesses M. Coons	Awarded through Employer Training Investment Program (ETIP) Large Company component, grant is to be used to upgrade skills of workers.	DCEO \$306,323	07/01/04 06/01/06
<u>CONTINUATION</u> Minority Student Transfer Center Center for Multicultural Learning L. LaBauve-Maher	To support Center activities in the area of student articulation and transfer, student support services, and counseling and mentoring.	HECA \$47,775	08/23/05 08/31/06
<u>RENEWAL</u> Business/Industry Workforce Preparation Harper College for Businesses M. Coons	State Allocation Grant to assist with local economic development efforts within Business & Industry Centers.	ICCB \$92,303	07/01/05 06/30/06
<u>RENEWAL</u> P-16 Initiative Career Programs D. Corr	State Allocation Grant to support high school students taking college credit.	ICCB \$134,551	07/01/05 06/30/06
<u>RENEWAL</u> Perkins III Career Programs D. Corr	Career and Technical education	ICCB \$318,978	07/01/05 06/30/06
Career and Technical Education Strand Grant I - Continuous Quality Improvement AE/LS D.Corr	Develop, enhance or implement process/system that provides regular and systematic program evaluation and improvement related to career and technical education administration, programs and services.	ICCB \$10,000	07/01/05 06/30/06
Career and Technical Education Strand Grant II - Performance Enhancement AE/LS D.Corr	Develop, implement and improve computerized automated degree and certificate auditing systems which recognize and promote student success.	ICCB \$10,000	07/01/05 06/30/06
<u>CARRYOVER</u> Target Hardening – Public Safety Building M. Alsup	Provides for securing a complete building against unauthorized access during emergencies as well as periods when the college is closed.	ILEAS \$30,000	05/05/05 12/31/05

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
Transportation, Warehousing, And Logistics AE/LS D. Corr	For the development and implementation of “bridge programs” to transition AED and ESL students into electronics-related occupations.	ICCB \$50,250	07/01/04 06/30/06
<u>CONTINUATION</u> FY06 Adult Education & Family Literacy Grant AE/LS D. Corr	Supports Adult Educational Development Programs (Federal Basic, \$183,320 State Basic, \$175,701 State Public, \$18,358 EL/Civics, \$45,773 State Performance, \$169,098)	ICCB \$592,250	07/01/05 06/30/06
<u>RENEWAL</u> Disabled Student Project Access & Disability Services T. Thompson	To provide services to students with disabilities.	IDHS \$134,754	07/01/05 06/30/06
<u>RENEWAL</u> Displaced Homemakers Assistance Act Women’s Program K. Canfield	Career, educational and personal support for Women’s Program participants.	IDOL \$58,410	07/01/05 06/30/06
<u>EXTENSION</u> Scholarships for Success TMS/Marketing Services S. Griffith/D. Loprieno	Scholarship assistance to support Math, Science, Engineering & Computer Science students. (Increased by \$20,074)	NSF \$60,000	07/01/04 12/31/06
Advancing Through Literacy: Workforce ESL for Hospital Employees Harper College for Businesses M. Coons	Grant for English as a Second Language classes at Northwest Community Hospital as part of an ongoing literacy initiative for incumbent workers.	Office of the Secretary of State Illinois State Library Literacy Office \$15,000	07/01/05 06/30/06
<u>RENEWAL</u> Midwest Center of Post- Secondary Outreach Access & Disability Services T. Thompson/D. Kavin	Provides technical assistance to A & D Service Programs	USDE/St. Paul Technical \$80,010	07/01/05 06/30/06
<u>EXTENSION</u> COPS Universal Hiring Program Harper Police M. Alsup	Universal Hiring Program Hire 3 full time officers (Original full grant was \$225,000 spread over three years – 08/01/02 – 07/31/05) Given 18 month extension.	USDJ \$49,216	07/01/05 01/31/07

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
CSSI (Critical Skill Shortages Initiative – Partnership for Healthcare Solutions II) Partnering for healthcare Systems Solutions Career Program D. Corr	50 incumbent workers will be enrolled in training (39 to successfully complete training). 39 individuals will be upgraded to CSS occupations; 8 of the individuals advancing to LPN occupations and to continue training in second year for advancement to RN's. (March 2006 increased by \$35,000)	WBMC \$110,000	08/01/05 06/30/06
CSSI (Critical Skill Shortages Initiative) Addressing Manufacturing Shortages D. Corr	Provides training to underemployed or unemployed workers in manufacturing occupations in the Northwest suburbs.	WBMC \$100,000	10/01/05 09/30/06
Collaborative Research:2YC-REU S. Griffith	Two-year college research experience for undergraduates site	NSF \$78,168	09/15/05 08/31/07

Total as of May 23, 2006

\$ 2,568,143

DESCRIPTION OF ABBREVIATIONS

AE	Academic Enrichment	TMS	Technology, Math & Sciences
LS	Language Studies	USDE	United States Department of Education
AED	Adult Education Development	USDJ	United States Department of Justice
COPS	Community Oriented Policing Services	WBMC	The Workforce Boards of Metropolitan of Chicago
DCEO	Department of Commerce & Economic Opportunity		
ESL	English as a Second Language		
HECA	Higher Education Cooperation Act		
IBHE	Illinois Board of Higher Education		
ICCB	Illinois Community College Board		
IDHS	Illinois Department of Human Services		
IDOL	Illinois Department of Labor		
ILEAS	Illinois Law Enforcement Alarm System		
ISU	Illinois State University		
NSF	National Science Foundation		
SIU	Southern Illinois University		

**Harper College Educational Foundation
April Fundraising Report FY06**

Appeal Description	Gift Count	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Football Program Golf Open	82	\$5,865.00	\$0.00	\$0.00	\$0.00	\$5,865.00
FY06 Year End Direct Mail	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Golf Open 2006	16	\$32,000.00	\$0.00	\$0.00	\$0.00	\$32,000.00
Lifelong Learning Direct Mail	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Memorial	1	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00
Personal Solicitation	2	\$0.00	\$10,000.00	\$2,300.00	\$0.00	\$12,300.00
Pacesetter Campaign FY06	1	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00
Resource for Excellence Campaign FY05	10	\$39.00	\$0.00	\$0.00	\$0.00	\$39.00
Resource for Excellence Campaign FY06	15	\$411.00	\$1,130.00	\$0.00	\$0.00	\$1,541.00
Scholarship Stewardship	2	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Special Initiatives	2	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Unsolicited	5	\$0.00	\$0.00	\$1,051.00	\$0.00	\$1,051.00
Grand Total	138	\$40,490.00	\$11,130.00	\$3,351.00	\$0.00	\$54,971.00

**Harper College Educational Foundation
Year to Date Fundraising Report (as of 04/30/2006)**

Appeal Description	Gift Count	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Corporate Scholarship Drive	5	\$2,050.00	\$0.00	\$0.00	\$0.00	\$2,050.00
Football Program Golf Open	82	\$5,865.00	\$0.00	\$0.00	\$0.00	\$5,865.00
FY06 Year End Direct Mail	80	\$17,915.00	\$0.00	\$231.00	\$0.00	\$18,146.00
Golf Open 2006	28	\$48,500.00	\$14,000.00	\$250.00	\$0.00	\$62,750.00
Harper Symphony Orchestra	3	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Kolbusz-Kosan Wedding	89	\$17,630.00	\$5,000.00	\$0.00	\$0.00	\$22,630.00
Lifelong Learning Direct Mail	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
James McGrath Scholarship	56	\$9,890.00	\$0.00	\$0.00	\$0.00	\$9,890.00
Jim McGuire Golf Open	28	\$3,540.00	\$0.00	\$0.00	\$0.00	\$3,540.00
Memorial	62	\$4,630.25	\$0.00	\$0.00	\$0.00	\$4,630.25
Margaret Scott	39	\$2,730.00	\$0.00	\$38.33	\$0.00	\$2,768.33
Personal Solicitation	24	\$25,001.50	\$225,570.00	\$21,300.00	\$205,000.00	\$476,871.50
Proposal	2	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00
Pacesetter Campaign FY06	36	\$19,400.00	\$8,559.60	\$0.00	\$0.00	\$27,959.60
Resources for Excellence Employee Campaign FY04	1	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00
Resource for Excellence Campaign FY05	44	\$190.50	\$78.00	\$0.00	\$0.00	\$268.50
Resource for Excellence Campaign FY06	382	\$8,861.95	\$39,556.28	\$0.00	\$0.00	\$48,418.23
Scholarship Stewardship	21	\$26,100.00	\$3,125.00	\$0.00	\$0.00	\$29,225.00
Special Initiatives	9	\$9,795.00	\$0.00	\$0.00	\$0.00	\$9,795.00
Stewardship	4	\$3,525.00	\$0.00	\$0.00	\$0.00	\$3,525.00
Unsolicited	32	\$3,870.00	\$0.00	\$8,424.00	\$0.00	\$12,294.00
Web Donation	2	\$52.00	\$0.00	\$0.00	\$0.00	\$52.00
Calendar Year-End Direct Mail FY05	3	\$395.96	\$0.00	\$0.00	\$0.00	\$395.96
Grand Totals:	1,033	\$245,842.16	\$295,888.88	\$30,243.33	\$205,000.00	\$776,974.37

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

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

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

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

Source	Vendor	Purchase Date	Items Purchased	Dollar Amount of Purchase	Assessment Attached?*
IPHEC	KI	April-06	Classroom Furniture	\$30,162.28	yes
IPHEC	CDW-G	April-06	Computer Peripheral Equipment	\$27,481.62	yes
IPHEC	Fisher Scientific	April-06	Chemistry Supplies	\$1,948.13	yes
IPHEC	Office Concepts	April-06	Office Furniture	\$3,570.18	yes
MHEC	MPC Solutions Sales LLC	April-06	Computer Peripheral Equipment	\$97,773.00	yes

*Supporting documentation regarding process followed to award the contract

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

ProStart Hospitality Management Certificate

II. REASON FOR CONSIDERATION

The Illinois Community College Board requires the Board approve new certificate and degree programs prior to submission for approval to ICCB and IBHE.

III. BACKGROUND INFORMATION

Harper College currently offers dual credit courses for high school students in the Hospitality Management program in a two-year curriculum series. The National Restaurant Association and its affiliated Educational Foundation endorse the ProStart curriculum for high school students.

This unique curriculum includes internships for three out of the four semesters for high school students. Specific course content teaches skill sets for food safety, sanitation, and preparation. By learning a trade early on with hands-on experience, it is felt that immediate employment upon graduation is a distinct possibility. This certificate will provide proof of completion as well as the student's determination and job skills.

IV. RECOMMENDATION

The administration and the curriculum committee recommend that the Board approve the new ProStart Hospitality Management Certificate to be submitted to ICCB for implementation in the 2006-2007 academic year.

NEW CERTIFICATE

PROSTART HOSPITALITY MANAGEMENT CERTIFICATE

This is a 16 credit-hour certificate program designed to give students the necessary skills for entry-level jobs in the foodservice industry as hostesses, waitstaff, and cooks. The curriculum is specifically designed for dual credit high school students and is endorsed by the National Restaurant Association.

FIRST YEAR

First Semester

FSM 121 ProStart I4

Second Semester

FSM 122 ProStart II3

FSM 140 ProStart Internship I1

SECOND YEAR

First Semester

FSM 123 ProStart III3

FSM 141 ProStart Internship II1

Second Semester

FSM 124 ProStart IV3

FSM 142 ProStart Internship III1

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Prevailing Wage Act

II. REASON FOR CONSIDERATION

By law, Harper College has an obligation to ascertain, publish, keep available for inspection and mail to employers requesting same, its determination of the prevailing wage in the locality and to file annually a certified copy thereof with both the Secretary of State and the Department of Labor of the State of Illinois.

III. BACKGROUND INFORMATION

The Illinois Compiled Statutes 820 ILCS 130\1 *etseq.* requires that any public body awarding any contract for public work or doing the work by contracted day labor shall ascertain the general prevailing hourly rate of wages for employees engaged in such work. "Public body" has been defined to include public educational institutions.

IV. RECOMMENDATION

The Administration recommends that the Board adopt the Prevailing Wage Act resolution and authorize the Secretary of the Board to file a certified copy thereof with both the Secretary of State and the Department of Labor of the State of Illinois.

RESOLUTION AUTHORIZING ADOPTION OF PREVAILING WAGE ACT

WHEREAS, the State of Illinois has enacted An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works, approved June 26, 1941, 820 ILCS 130\1 *etseq*,

WHEREAS, the aforesaid Act required that the Board of Trustees of William Rainey Harper College investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said William Rainey Harper College employed in performing construction of public works, for said William Rainey Harper College;

NOW THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD OF TRUSTEES OF WILLIAM RAINEY HARPER COLLEGE;

Section 1: To the extent and as required by An Act regulating wages of laborers, mechanics and other workers employed in any public works by State, county, city or any public body or any political subdivision or by anyone under contract for public works, approved, June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of William Rainey Harper College is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook, Kane, Lake and McHenry Counties area as determined by the Department of Labor of the State of Illinois as of June of each year, a copy of each annual determination incorporated herein by reference. The definition of any terms appearing in this Resolution which are also used in aforesaid Act shall be the same as in said Act.

Section 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the William Rainey Harper College to the extent required by the aforesaid Act.

Section 3: The Secretary of the Board of Trustees shall publicly post and keep available for inspection by any interested party in the main office of William Rainey Harper College this determination of such prevailing rate of wage. A copy of the applicable Prevailing Wage rates should be attached to all contractors specifications for work covered by the Act.

Section 4: The Secretary of the Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and address,

requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

Section 5: The Secretary of the Board of Trustees shall promptly file a certified copy of this Resolution with both the Secretary of State and the Department of Labor of the State of Illinois.

Section 6: Within 30 days of filing this resolution with the Secretary of State, the Secretary of the Board of Trustees shall cause to be published in a newspaper of general circulation within the area a Public Notice of Adoption of Prevailing Wage Standards, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED THIS 23rd DAY OF MAY, 2006:

APPROVED:

Chair
Board of Trustees

(SEAL)

ATTEST:

Secretary
Board of Trustees

STATE OF ILLINOIS)
)
COUNTY OF COOK) SS

RESOLUTION CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and as such official I do further certify that attached hereto is a true, correct and complete copy of the Resolution Authorizing Adoption of the Prevailing Wage Act which was adopted by the Board of Trustees on the 23rd day of May, 2006.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 23rd day of May, 2006.

Secretary, Board of Trustees

Cook County Prevailing Wage for April 2006

Trade Name Trng	RG	TYP	C	Base	FRMAN	*M-F>8	OSA	OSH	H/W	Pensn	Vac
ASBESTOS ABT-GEN 0.170		ALL		30.150	30.900	1.5	1.5	2.0	6.860	3.940	0.000
ASBESTOS ABT-MEC 0.000		BLD		23.300	24.800	1.5	1.5	2.0	7.860	4.910	0.000
BOILERMAKER 0.210		BLD		37.700	41.090	2.0	2.0	2.0	6.720	6.790	0.000
BRICK MASON 0.440		BLD		33.250	36.580	1.5	1.5	2.0	6.450	7.020	0.000
CARPENTER 0.490		ALL		35.320	37.320	1.5	1.5	2.0	6.760	5.310	0.000
CEMENT MASON 0.150		ALL		36.600	37.850	2.0	1.5	2.0	6.110	4.920	0.000
CERAMIC TILE FNSHER 0.100		BLD		27.200	0.000	2.0	1.5	2.0	5.400	5.200	0.000
COMM. ELECT. 0.700		BLD		31.440	33.940	1.5	1.5	2.0	6.300	5.290	0.000
ELECTRIC PWR EQMT OP 0.260		ALL		34.950	40.720	1.5	1.5	2.0	7.420	8.730	0.000
ELECTRIC PWR GRNDMAN 0.210		ALL		27.260	40.720	1.5	1.5	2.0	5.790	6.820	0.000
ELECTRIC PWR LINEMAN 0.260		ALL		34.950	40.720	1.5	1.5	2.0	7.420	8.730	0.000
ELECTRICIAN 0.750		ALL		35.150	37.750	1.5	1.5	2.0	8.680	6.850	0.000
ELEVATOR CONSTRUCTOR 0.400		BLD		40.745	45.840	2.0	2.0	2.0	7.775	5.090	2.445
FENCE ERECTOR 0.200		ALL		25.840	27.090	1.5	1.5	2.0	7.250	7.080	0.000
GLAZIER 0.500		BLD		31.400	32.400	1.5	2.0	2.0	6.490	9.050	0.000
HT/FROST INSULATOR 0.310		BLD		33.300	35.050	1.5	1.5	2.0	7.860	8.610	0.000
IRON WORKER 0.300		ALL		36.250	37.750	2.0	2.0	2.0	8.970	10.77	0.000
LABORER 0.170		ALL		30.150	30.900	1.5	1.5	2.0	6.860	3.940	0.000
LATHER 0.490		BLD		35.320	37.320	1.5	1.5	2.0	6.760	5.310	0.000
MACHINIST 0.000		BLD		35.630	37.630	2.0	2.0	2.0	3.880	4.750	2.460
MARBLE FINISHERS 0.580		ALL		25.750	0.000	1.5	1.5	2.0	6.070	7.020	0.000
MARBLE MASON 0.580		BLD		33.250	36.580	1.5	1.5	2.0	6.450	7.020	0.000
MILLWRIGHT 0.490		ALL		35.320	37.320	1.5	1.5	2.0	6.760	5.310	0.000

OPERATING ENGINEER 0.650	BLD 1	39.550	43.550	2.0	2.0	2.0	6.450	5.150	1.800
OPERATING ENGINEER 0.650	BLD 2	38.250	43.550	2.0	2.0	2.0	6.450	5.150	1.800
OPERATING ENGINEER 0.650	BLD 3	35.700	43.550	2.0	2.0	2.0	6.450	5.150	1.800
OPERATING ENGINEER 0.650	BLD 4	33.950	43.550	2.0	2.0	2.0	6.450	5.150	1.800
OPERATING ENGINEER 0.000	FLT 1	42.700	42.700	1.5	1.5	2.0	6.050	4.850	1.800
OPERATING ENGINEER 0.000	FLT 2	41.200	42.700	1.5	1.5	2.0	6.050	4.850	1.800
OPERATING ENGINEER 0.000	FLT 3	36.650	42.700	1.5	1.5	2.0	6.050	4.850	1.800
OPERATING ENGINEER 0.000	FLT 4	30.500	42.700	1.5	1.5	2.0	6.050	4.850	1.800
OPERATING ENGINEER 0.650	HWY 1	37.750	41.750	1.5	1.5	2.0	6.450	5.150	1.800
OPERATING ENGINEER 0.650	HWY 2	37.200	41.750	1.5	1.5	2.0	6.450	5.150	1.800
OPERATING ENGINEER 0.650	HWY 3	35.150	41.750	1.5	1.5	2.0	6.450	5.150	1.800
OPERATING ENGINEER 0.650	HWY 4	33.750	41.750	1.5	1.5	2.0	6.450	5.150	1.800
OPERATING ENGINEER 0.650	HWY 5	32.550	41.750	1.5	1.5	2.0	6.450	5.150	1.800
ORNAMNTL IRON WORKER 0.750	ALL	33.600	35.350	2.0	2.0	2.0	7.250	10.09	0.000
PAINTER 0.340	ALL	33.550	37.560	1.5	1.5	1.5	5.800	5.400	0.000
PAINTER SIGNS 0.000	BLD	25.530	28.660	1.5	1.5	1.5	2.600	2.040	0.000
PILEDRIVER 0.490	ALL	35.320	37.320	1.5	1.5	2.0	6.760	5.310	0.000
PIPEFITTER 0.800	BLD	36.100	38.100	1.5	1.5	2.0	7.910	6.100	0.000
PLASTERER 0.400	BLD	32.100	33.600	1.5	1.5	2.0	6.240	6.600	0.000
PLUMBER 0.790	BLD	38.400	40.400	1.5	1.5	2.0	7.170	3.940	0.000
ROOFER 0.330	BLD	32.800	34.800	1.5	1.5	2.0	5.930	3.140	0.000
SHEETMETAL WORKER 0.590	BLD	33.400	36.070	1.5	1.5	2.0	6.460	7.850	0.000
SIGN HANGER 0.000	BLD	24.640	25.490	1.5	1.5	2.0	3.980	2.050	0.000
SPRINKLER FITTER 0.500	BLD	36.000	38.000	1.5	1.5	2.0	8.000	5.600	0.000
STEEL ERECTOR 0.300	ALL	36.250	37.750	2.0	2.0	2.0	8.970	10.77	0.000
STONE MASON 0.440	BLD	33.250	36.580	1.5	1.5	2.0	6.450	7.020	0.000
TERRAZZO FINISHER 0.220	BLD	27.950	0.000	1.5	1.5	2.0	6.150	5.560	0.000
TERRAZZO MASON	BLD	32.050	35.050	1.5	1.5	2.0	6.150	7.140	0.000

0.120											
TILE MASON		BLD		33.000	37.000	2.0	1.5	2.0	5.400	6.400	0.000
0.180											
TRAFFIC SAFETY WRKR		HWY		22.800	24.400	1.5	1.5	2.0	3.078	1.875	0.000
0.000											
TRUCK DRIVER	E	ALL	1	28.700	29.350	1.5	1.5	2.0	5.000	3.700	0.000
0.000											
TRUCK DRIVER	E	ALL	2	28.950	29.350	1.5	1.5	2.0	5.000	3.700	0.000
0.000											
TRUCK DRIVER	E	ALL	3	29.150	29.350	1.5	1.5	2.0	5.000	3.700	0.000
0.000											
TRUCK DRIVER	E	ALL	4	29.350	29.350	1.5	1.5	2.0	5.000	3.700	0.000
0.000											
TRUCK DRIVER	W	ALL	1	28.700	29.250	1.5	1.5	2.0	5.900	3.300	0.000
0.000											
TRUCK DRIVER	W	ALL	2	28.850	29.250	1.5	1.5	2.0	5.900	3.300	0.000
0.000											
TRUCK DRIVER	W	ALL	3	29.050	29.250	1.5	1.5	2.0	5.900	3.300	0.000
0.000											
TRUCK DRIVER	W	ALL	4	29.250	29.250	1.5	1.5	2.0	5.900	3.300	0.000
0.000											
TUCKPOINTER		BLD		34.500	35.500	1.5	1.5	2.0	4.710	6.340	0.000
0.400											

Legend :

M-F>8 (Overtime is required for any hour greater than 8 worked each day, Monday through Friday.)

OSA (Overtime is required for every hour worked on Saturday)

OSH (Overtime is required for every hour worked on Sunday and Holidays)

H/W (Health & Welfare Insurance)

Pensn (Pension)

Vac (Vacation)

Trng (Training)

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Agreement with KPMG for ERP Post Implementation Review of System.

II. REASON FOR CONSIDERATION

KPMG is the current College auditor. In working with the auditor and looking forward to the implementation of the new ERP system, it was clearly stated that once the implementation had occurred, a post implementation review would need to take place prior to the actual audit. In addition, each year the College picks one special area to do a focused review. In the past we have done focused reviews on the adjunct and overload payroll process, cash handling and purchasing. It was decided that this year the focused review would concentrate on the implementation of the ERP system.

III. BACKGROUND INFORMATION

The implementation of a new comprehensive and complex enterprise wide software system is an endeavor that has many risks inherent in the process. The College has done a thorough job of planning for those risks and employing strategies to mitigate the risks. Two modules have now been implemented; they are the financial module and the Human Resources/Payroll modules. We are also approaching the early phases of the College audit cycle.

Attached is a letter and proposal from KPMG on this topic. The level 1 review was selected for this year since there will need to be another review next year after the student module is implemented.

IV. RECOMMENDATION

The administration recommends that the Board approve the Level One proposal from KPMG for a price not to exceed \$35,000 and authorize the President to sign the agreement.

HARPER COLLEGE

BOARD ACTION

I. SUBJECT

New AAS degree and certificate program in Emergency Management.

II. REASON FOR CONSIDERATION

The Illinois Community College Board requires the Board approve new certificate and degree programs.

III. BACKGROUND INFORMATION

Currently there are no programs within a 50-mile radius that provide a degree program in Emergency Management. There is alternative Emergency Management training available to area Emergency Management practitioners but only in the form of individual courses, independent study courses or computer-based training such as is offered by the Illinois Emergency Management Agency (IEMA), Federal Emergency Management Agency (FEMA) and various career-oriented organizations.

Many members of the Northern Illinois Emergency Managers Consortium (NIEMC) have expressed verbal support for both the degree and certificate Emergency Management programs.

According to www.ilworkinfo.com the starting wage for an Emergency Management Specialist is \$16,361, median \$35,701, and experienced \$48,259. Emergency Management Specialist is #47 on the fastest growing list at www.careeronestop.com.

Salary for entry level positions is \$32,900 statewide and \$50,496 Chicago MSA (2003).

According to the U.S. Department of Labor, Bureau of Labor Statistics, Occupational Employment Statistics (2002), the Emergency Management Specialist career employs 10,948 people and is projected to employ 14,040 people in this career by 2012. These figures represent a 28.2% growth over 10 years. The mean annual wage nationally (2003) was \$49,180.

The Emergency Management AAS degree program will share similar general education and select career courses of existing AAS Criminal Justice/Fire

Science general education courses including an emphasis on oral and written communication.

The first year of the program will concentrate on AAS general education requirements while the second year will primarily be devoted to program core curriculum. In addition to the second year being devoted to completion of the AAS degree curriculum, it would allow those with degrees or those not interested in the degree program the opportunity to complete a certificate program through an accredited college.

The certificate in Emergency Management curriculum would, dependent upon interest, be offered, in addition to the standard two-year program, in an intensive flexible learning environment for those more interested in time commitments and flexible class schedules. Examples would include weekend and more intensive fast-track and/or cohort education delivery methods.

Also within the Emergency Management curriculum, two public communications courses will be developed. The individual who successfully completes these two courses will be awarded a basic certificate in public safety communications.

Evidence of satisfactory completion for select courses, issued by the Federal Emergency Management Agency (FEMA) or like agencies could, upon request, be considered for credit toward the Emergency Management certificate or degree program.

IV. RECOMMENDATION

The Administration recommends that the requirements for the Emergency Management Associate Degree and the Emergency Management Certificate program be approved. Upon approval it will be submitted to the Illinois Community College Board and the Illinois Board of Higher Education for approval and implementation in the 2007-2008 academic year.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Appointment of Ethics Officer

II. REASON FOR CONSIDERATION

October 5, 2005, the Illinois Attorney General's Office issued an opinion that defines community colleges as a "state agency" for the purposes of the State Officials and Employees Ethics Act, PA 93-615. As part of this act an ethics officer must be appointed.

III. BACKGROUND INFORMATION

This recent Attorney General opinion has defined the community colleges as a state agency, rather than or in addition to, a unit of local government. As a local unit of government, the Board has already adopted the prescribed policy that pertains to units of local government. The College has also recently adopted other policies regarding confidential reporting of fraud and abuse. The College has also implemented a confidential reporting mechanism for employees to report any abuse that they observe. This recent opinion now changes or confuses our status. As a state agency, we are required to appoint an ethics officer and report that appointment to the Inspector General's Office. In addition, any violations reported must be forwarded to the Inspector General for investigation and all employees (maybe others) must go through ethical training provided by the state on an annual basis. Finally, in addition, ICCB is charged with promulgating personal policies for all community colleges specifically related to time spent working on "official state business".

IV. RECOMMENDATION

The administration recommends that the Board appoint Cheryl Kisunzu as the Harper College Ethics Officer.