



1200 West Algonquin Road  
Palatine, Illinois

## **Regular Board Meeting Agenda**

October 15, 2009  
7:00 p.m.  
Room W214-215

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Presentations**
  - **Sheila Quirk-Bailey: Board Advisory Committee Update**
  - **Steve Petersen: Master Plan RFQ Update**
- V. Student Trustee Report**
- VI. Faculty Senate President's Report**
- VII. President's Report**
  - **Student Success Report: Chad Taylor**
  - **Legislative Report**
  - **Correspondence**
- VIII. Harper Employee Comments**
- IX. Citizen Comments**
- X. Consent Agenda\*** (Roll Call Vote)
  - A. For Approval**
    1. Minutes - September 15, 2009 Special Board Meeting; September 15, 2009 Regular Board Meeting Exhibit X-A.1
    2. Bills Payable, Payroll for September 11, 2009 and September 25, 2009; Estimated Payroll for October 9, 2009 Exhibit X-A.2
    3. Bid Awards Exhibit X-A.3
    4. Requests for Proposals Exhibit X-A.4
    5. Purchase Orders Exhibit X-A.5
    6. Personnel Action Sheets Exhibit X-A.6
    7. Review of Closed Session Minutes Exhibit X-A.7
    8. Board Advisory Committees Exhibit X-A.8
  - B. For Information**
    1. Financial Statements Exhibit X-B.1
    2. Committee and Liaison Reports Exhibit X-B.2
    3. Grants and Gifts Status Report Exhibit X-B.3
    4. Relocation Plan to Building D and Other On-campus Spaces While Renovating Buildings G & H Exhibit X-B.4

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

**XI. New Business**

- A. RECOMMENDATION: Annual Financial Audit Fiscal Year 2008-09      Exhibit XI-A
- B. RECOMMENDATION: Resolution for 2009 Estimated Tax Levies      Exhibit XI-B

**XII. Announcements by the Chair**

- A. Communications
- B. Calendar Dates

**On-Campus Events**

(Note: \* = Required)

October 18	1:00 p.m.	PTK Induction Ceremony	J143 Theatre
<b>Week of November 9</b>		<b>Engagement Week surrounding President Ender's Installation</b>	
*November 19	7:00 p.m.	Regular Board Meeting	W214-215
<b>November 26-29</b>		<b>The College will be closed for the Thanksgiving Holiday</b>	
December 4	1:00 p.m.	Budget Workshop	Location TBD
*December 17	7:00 p.m.	Regular Board Meeting	W214-215
<b>December 24 - January 3</b>		<b>The College will be closed for the Holiday Break</b>	

**Off-Campus Events**

March 6, 2010      Foundation Gala - The Renaissance  
in Schaumburg (details to follow)

**XIII. Other Business** (including closed session, if necessary)

**XIV. Adjournment**

# **LEGISLATIVE REPORT**

- **MAP Update**
- **Baccalaureate Update**

# **C O R R E S P O N D E N C E**

- **DCEO Grant**

9/24  
x2 for example  
F47

September 11, 2009

Bonnie Richter  
SBDC Director  
William Rainey Harper College  
1200 W ALGONQUIN RD  
Palatine, IL 60067-7373

Re: Grant Agreement No. 09-182103

Dear Ms. Richter:

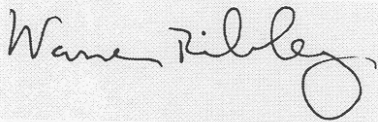
✓ The Department of Commerce and Economic Opportunity (DCEO) has approved a grant in the amount of \$48,500.00 on the basis of your application under the SBDC Federal Disaster Grants opportunity.

Approval is contingent upon the execution of a grant agreement to be provided to you by DCEO and appropriations remaining available. This letter does not constitute an enforceable agreement and does not confer any property, equitable or legal rights.

You will receive a formal grant agreement document in the mail with further instructions. The State of Illinois may issue a press release publicizing this grant award. We respectfully request that you keep this approval confidential until after it has been formally announced.

For questions regarding this grant program or additional assistance, please contact Rodney Hollenstine at 217-524-6105 or Kathleen Bishop at 312-814-1401.

Sincerely,



Warren Ribley  
Director

ee Bonnie Richter  
music loans

Klica Jan?  
Julie RB

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

Minutes of the Special Board Meeting of Thursday, September 17, 2009

CALL TO ORDER: The special meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Stone on Thursday, August 20, 2009 at 5:40 p.m. in the Wojcik Conference Center (Room W101), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Borro, Canning, Hill, Kelley and Stone; Student Member Redmond  
Absent: Members Graft and Hoffman

MOVED TO CLOSED SESSION: At 5:42, Member Kelley moved to go into closed session to discuss a personnel matter. Member Canning seconded. No action taken. Member Canning moved to adjourn the closed session and return to the open session at 5:47 p.m. Returned to open session at 5:48 p.m.

Also present: Dr. Ender, Cathy Brod, Phil Burdick, Maria Coons, Joan Kindle, Dave McShane, Sheila Quirk-Bailey, Marge Skold, Judy Thorson, Sally Griffith, Steve Petersen, Tammy Rust, Carol Blotteaux, Martha Bell of Tilton, Kelly + Bell, L.L.C. and James Baird of Holabird & Root

DISCUSSION: Presentation by James Baird and Martha Bell regarding renovation of Buildings G & H. Discussion followed.

ADJOURNMENT Member Kelley moved, Member Canning seconded, to adjourn the meeting. No action was taken.

In a voice vote, the motion carried at 6:55 p.m.

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Chair

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Secretary

**Minutes of the Regular Board Meeting of Tuesday, September 17, 2009**

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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 Thursday, September 17, 2009

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 Thursday, September 17, 2009 at 7:07 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Borro, Canning, Hill, Kelley and Stone; Student Member Redmond  
Absent: Members Graft and Hoffman

Also present: Kenneth Ender, President; Phil Burdick, Assistant V.P. for Communications and Legislative Relations; Maria Coons, Interim V.P. Enrollment and Marketing; Joan Kindle, V.P. Student Affairs; David McShane, V.P. Information Technology; Sheila Quirk-Bailey, V.P. Strategic Planning and Alliances; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Mike Alsup; Carol Blotteaux; Dave Braunschweig; Erin Brooks; Orlando Cabrera; Laurie Dietz; Tom Dowd; Lori Eschenbaum; Patricia Hamlen; Antonio Iacopino; Mia Igyarto; Jim Ma; Michelle Malkin; Veronica Mormino; Maria Moten; Michael Nejman; Sean Noonan; Steve Petersen; Michelé Robinson; Tammy Rust; Ilona Sala; Bill Sarley; Katherine Sawyer; Margie McGowan Sedano; Rich Seiler; John Smith; Chad Taylor; Dennis Weeks and Andrew Wilson. Students: Alaine Garcia and El Welsh.

Guests: Scott Steingraeber, Legat Architects; Ed Choklek, Harley Ellis Devereaux; Bonnie Olson, William Olson, Jed Thorson, visitors.

Vice Presidents Dave McShane and Judy Thorson led the Pledge of Allegiance.

APPROVAL OF AGENDA Member Kelley moved, Member Canning seconded, approval of the Agenda.

In a voice vote, the motion carried.



## EDUCATIONAL PRESENTATIONS

Rich Seiler:  
Textbook Rental

Dr. Ender noted that all members of the Board are concerned about the rising cost of textbooks. Fortunately, Trustee Kelley is taking a leadership role statewide in trying to craft some governmental policy and potential regulation around the issue. There are ways in which Harper faculty and the Bookstore can come together to help reduce those costs. Rich Seiler, Manager of Retail Services, will be giving an update on the current Harper experience.

Mr. Seiler explained that the high cost of textbooks has been in the media quite a bit lately. At the start of the College season, one can find an article in just about any newspaper. Unfortunately, textbooks are expensive at Harper College. The average price of a textbook currently is \$69.17. Prices have increased approximately eight percent over last year. As prices escalate, they are seeing more interest in students going elsewhere to look for textbooks or other alternatives.

Mr. Seiler explained that the “true cost” of a textbook includes the buyback amount students receive at the end of the semester. Depending on the option that a student purchases, the end cost changes.

- Most expensive alternative: purchasing new textbooks that are not reused from one semester to another. Students will receive a relatively low buyback amount; the books will be purchased by a used book wholesaler and they will be shipped off campus.
- Least expensive alternative: purchasing used textbooks that will be used again from one semester to the next. Students will receive a higher buyback amount. Many colleges still continue to support a strong used textbook program as a primary means for controlling textbook costs on campus.

Harper College is using three main strategies:

- **Looking for low-cost alternatives.** They continue to investigate what is available in the industry, and implement the alternatives whenever they can.
  - *Used books.* The staff at the Bookstore works diligently for several weeks prior to the start of every semester, searching the country for as many used copies of the textbook as they can find and supplementing that inventory with textbooks that are bought from students at the end of the semester. One out of every four textbooks sold in

the bookstore was a used book in FY09. With help from various constituents, this semester they have been able to increase that to approximately 37 to 38 percent of the textbooks sold in the Bookstore were used textbooks.

- *E-books*. Harper started offering this in January 2009. It has been slow to grow across the country, representing less than five percent of the industry. There is limited availability of titles, as well as low interest with the students. In Fall 2009, they offered 188 titles to students.
- *Book Buyback Program*. Their goal is to maximize the amount of money they can pay to the students. They run a daily buyback out of the Bookstore year round, and offer a buyback guarantee for several of the titles in the bookstore. This lets the student know, at the beginning of the semester, what they will be getting back at the end of the semester. They have paid out over \$800,000 to students for the books they sold back at the end of the semester and throughout the semester. Of the inventory that they purchased, approximately 65 percent were books for which they paid premium price (50 percent of the new price of the book).
- ***Providing more information and awareness***. They educate students, staff, faculty and administration as to what part they can play in controlling costs for students.
  - Since the 1990s when they implemented the Bookstore's Website, they started providing information (including the ISBN identifier), for students to be able to purchase those textbooks from alternate sources. Although many colleges did not do this at first, at Harper, they felt it was important to have the information available. In July 2010, it becomes a requirement with the Higher Education Opportunity Act.
  - *Textbook Advisory Committee*. This very useful committee is comprised of faculty, students, administration and Bookstore staff. It was designed to look into textbook strategies and how to reduce the cost for students. They produce various ads and flyers, telling students what they can do to lower the price of textbooks.
- ***Providing added value***. When students purchase books from Harper College, they expect certain services from an on-campus bookstore; a lot of these services come at a price that is not passed on to the student.

- *Customer friendly refund guidelines.* When students buy from the Bookstore, they can feel comfortable that, if they need to return the textbook for any reason, they can return it back to the Bookstore. This is something that can become very difficult when buying online or from other sources.
- *Books In-Stock.* They stock every title that a student will need for classes. Other retailers that sell textbooks can pick and choose what they want to sell - titles that are profitable for them. The Harper Bookstore will stock every title. Students can feel comfortable they are going to get the materials they need.

### **Looking Ahead**

- *Textbook Rental Program.* This pilot program will be implemented in the Spring 2010 semester. This is a partial rental program as opposed to the full rental program offered at Eastern Illinois or at Southern Illinois Universities. They realize they cannot provide a used book for every single student, because there is not enough inventory in the industry. There will be a limited number of titles offered, and there will be requirements for what they put out for rental. With the pilot program, approximately one-third of the inventory will be priced 38 - 45 percent of the new list price of a textbook. This will offer significant savings for students. Not quite as beneficial as purchasing a used book, it is better than buying a new book.
- *E-book readers (Kindle or Sony reader).* Mr. Seiler noted that there are approximately 18 different types of readers in the industry. Unfortunately, all of them are not acceptable or adaptable for use with the textbook, primarily because they are either in black and white or shades of grey. Textbooks rely on a lot of color for pictures that are needed to convey the information for the topic. Electronic color ink is being developed, but the current technology is not there. When technology improves, the Bookstore will continue to look at E-book readers as an alternative for students. There may be a scenario where the College would buy the E-book readers, download the student textbooks onto the reader and then lease the whole unit at one price. With the price of a Kindle being approximately \$300, it can be a detriment for most students to buy one individually.

Member Kelley thanked Mr. Seiler for the great presentation. He appreciates that the staff and faculty are taking these initiatives and staying ahead of the curve. The textbook rental program is an exciting option. He also likes the fact that Harper College Bookstore posted the ISBN information before it was a requirement. This empowers the students to make intelligent consumer choices.

### STUDENT TRUSTEE REPORT

Student Member Redmond noted that former Student Trustee Elaine Garcia is officially editor-in-chief of *The Harbinger*. Her first issue hit the stands earlier this month. The cover story is her exclusive interview with Dr. Ender. There is also coverage of the Welcome Reception and a great article about the Harper College Educational Foundation and scholarships for students.

Harper College Student Senate has been busy recruiting, interviewing and selecting new members for the year. The Executive Board is President Karl Evans, Vice President Kyle Larson, Treasurer Alex Cirillo and Kelly Redmond. Retired Dean Jeanne Pankanin helped them out by generously donating her time. Final interviews were conducted yesterday. They are in a strong position with ten new senators and eight representatives. They are looking forward to getting started and getting to work.

Student Member Redmond showed a photo presentation of Harper Hullabaloo, a very successful event which took place early September. Over 1,700 students attended the activities in the middle of the quad. She noted that there were forty clubs and organizations represented, twelve student service departments, five approved vendors and five novelty booths. Those who attended enjoyed free food and other giveaways.

### FACULTY SENATE PRESIDENT'S REPORT

Dr. Tom Dowd noted that he invited two professors to talk about their experiences with taking students on international trips – Andrew Wilson and Veronica Mormino. Professor Wilson explained that he coordinates the Honors Program at Harper College. In Spring 2007, he guided seven Honors Students through Japan. Last year, Veronica Mormino guided seven Honors Students through Buenos Aires. In Spring 2010, they will be taking seven or eight more Honors Students to Paris, France.

Professor Wilson explained that in Japan, Harper students visited the Peace Museum in Hiroshima and numerous Buddhist Temples in Kyoto and Mt. Koya, among many other

places. A handful of these Japan trip students are now majoring in international business and affairs, largely because of the study abroad opportunity. One student is now fluent in Japanese. He noted that the ventures were not free for the students, but with respect to both Japan and Buenos Aires, the Honors Program did pay for approximately half of each student's costs.

Professor Mormino showed a presentation of photos from her trip to Buenos Aires, Argentina. It was especially meaningful because this is her native country. The trip was a great success; it turned out to be an extremely valuable educational opportunity for Harper students. They were exposed to the physical, cultural and historical part of Argentina. She noted that Evan Kindle was one of the Honors Students who was able to experience this trip. All seven students represented Harper College in an excellent way.

Dr. Dowd thanked the Board for allowing them to share the Honors Students' travels. Chair Stone thanked them for the wonderful presentation.

## PRESIDENT'S REPORT

Dr. Ender noted that he has the distinct unhappy occasion to provide farewell remarks to two employees of this institution who have provided a tremendous amount of infrastructure here at Harper College. It not only has served this institution well, but it will certainly continue to serve this president and future presidents well. Vice President Judy Thorson has been with Harper College for over a decade in her role as Vice President, Administrative Services. Dr. Ender introduced Judy's husband, Jed, and her sister and brother-in-law. He thanked them for coming.

Dr. Ender explained that the mark of a true professional is leaving an organization that is in a place that they can leave. Later in the Board agenda, he will ask the Board to authorize his recommendation to appoint one of Judy's key people as Interim Vice President. Dr. Ender noted that he will do that without hesitation, and that is thanks to Judy Thorson. He thanked her for all the service she has provided to this institution through the years. It will serve everyone very well.

With regard to Vice President Dave McShane, Dr. Ender explained that he has never, ever seen an institution that supports student learning, faculty teaching and administrative information support services and business services like he sees at William Rainey Harper College. It is

because Dave McShane has provided over two decades of leadership to that division and has been able to articulate fully to presidents in a voice that can be translated to an educational leader as opposed to a technologist. That is a rare skill. Vice President McShane also leaves Harper in a wonderful place where he had two people he could recommend to stand in, in his absence. Being a newcomer on the block, Dr. Ender decided to take an alternative route for a while. Mr. McShane has left Harper College with extraordinary resources, with respect to talent and equipment. He thanked Vice President McShane for all his great services.

Dr. Ender assured the Board that these two individuals are meeting the requirements for their early retirement projects. He is pleased to note that they will be seen on and off the campus for the next several years, working with Harper. He thanked them both.

Antonio Iacopino  
Multicultural Affairs  
Fellow Video

Dr. Ender introduced Professor Antonio Iacopino from World Languages Spanish Department and member of the Multicultural Fellows program. Dr. Ender explained that he knew nothing about the program before he and Cathy were invited to attend a reception which highlighted the work of the Multicultural Fellows. They witnessed special projects which were done the year before to hear student voices and to encourage student voices to be heard at Harper College. After hearing the wonderful presentations, he asked Mr. Iacopino to share his presentation with the Board. These are voices of students who we often do not see and almost never hear. Through Antonio's work, he is providing a voice of many groups of student communities on campus.

Antonio Iacopino explained that the idea for this project was to give voice to this sector of Harper's student body – the Hispanic group. This is the language that he teaches, so he was capitalizing on having them speak Spanish and also giving them an opportunity to express their feeling on how they fit in and how they feel that they do not fit in, not only within the school but also in the society at large. His idea was only to use it for his courses, but it is benefiting other people from different disciplines. They have asked if they can include it in their courses, and have used it to raise awareness of multiculturalism within the campus.

He shared the video with the Board, which featured various Hispanic students being interviewed in Spanish. Students shared their thoughts on what brought them to the United

States, what they have left behind in their native land, how they feel about being here and how they feel they fit in or do not fit in. They shared their experiences as a Harper student and in the communities around Harper. Cultural differences were explained. Students expressed that their families are proud they are attending Harper College and furthering their education to improve their quality of life. Most noted that they did not have the same educational opportunities in their native land.

Board members thanked Mr. Iacopino for the powerful presentation.

Dr. Ender explained that he visited the Palatine Center and the Police Neighborhood Resource Center in Rolling Meadows. He went into five ESL GED classes that were 100 percent full. The range in age of students was approximately 17 years old to 60 years old. Down the hall in both facilities were their children, learning. He said to those students, "We are all the future of this country – all of us." He was very impressed to see them, at their ages, working to assimilate, yet not giving up their culture. The voices that Mr. Iacopino presented tonight could have been the voices of our grandparents, the voices of many communities in this country today. It is easy to lose sight of these populations. He thanked Mr. Iacopino for bringing voice to this.

#### Student Success Report

Dr. Ender asked Sean Noonan from the Sociology Department and member of the Champion Team, to present an update on the Student Success Agenda. It has been a remarkable month.

Associate Professor Noonan explained that they have made significant progress on the short-range and mid-range goals. They simply have not been at this long enough to report significant progress on the long-range goals yet. Last year, the Board endorsed this idea of getting involved with Achieving the Dream (AtD) through Dr. Ender, the Faculty Senate and various constituencies on campus. They have started to move forward with the Student Success Agenda, where they are using the AtD network to implement various strategies for improving student success on campus.

#### **Short-Range Goals**

They have successfully developed a work plan, finalized a budget and expanded communications. Expanded communications is ongoing; it is one that never "ends." They were successful in getting information out on the Portal,

getting it out through various publications and e-mails. There was also a piece featured in the Faculty Senate Newsletter the first week of school.

### **Mid-Range Goals**

They have solicited participation to fill key roles. There are different roles within the AtD model.

- Core Team - makes central decisions and holds things together. It consists of the following individuals: Vicki Atkinson, Jennifer E. Bell, Earl Dowling, Sally Griffith, Travaris Harris, Yvonne Harris, Shanté Holley, Rich Johnson, Joan Kindle, Sunil Koswatta, Cindy Luxton, Maria Moten, Dan Stanford and Chad Taylor.
- Data Team - works with the data to make informed decisions. It consists of the following individuals: Mike Babb, Dave Braunschweig, Theresa Chung, Doug Easterling, Mari Knuth, Sean Noonan, Sheryl Otto, Kelly Page, Sheila Quirk-Bailey and Joe Wachter.
- Focus Groups Facilitator Train-the-Trainers Team consists of the following individuals: Erin Brooks, Bill Clark, Resche Hines, Shanté Holley, Robyn Leslie, Shari Pergricht, Michelé Robinson, Kristie Smith and Judy Zaplatynsky. Other focus groups will be coming along later.
- Reactor Volunteers – are the nuts and bolts logistics which get underappreciated frequently. There are folks who show up and help organize community events and implementation teams to implement the programs as they get developed.
- Championship Team consists of Shanté Holley, Joan Kindle, Sean Noonan, Sheila Quirk-Bailey, Chad Taylor and Dr. Ender.

The Data Team has worked extremely hard already. Associate Professor Noonan explained that part of the AtD program is to put together a large database of the over 100 schools participating in the program on student success. When an institution first comes into AtD, they have to take the data from their school and compile the various components together in a standardized format that can be submitted to AtD. As part of this, these folks have put in over 80 hours already, creating a data warehouse. They have submitted two 50-page documents of data.

Dr. Ken Gonzalez, from the University of San Diego, is doing Facilitator Training this week. The ten facilitators, consisting of faculty, staff and administrators, are being trained so that



they can carry out focus groups with students. They have conducted ten focus groups already with approximately 140 students. The initial ten will also go on and train further facilitators down the road.

Associate Professor Noonan explained that Dr. Ender's talk at the beginning of the semester generated an enormous amount of interest and support. They are pleased to note that they have a program in place now where over 150 people volunteered and said they would like to be a part of this new program. There is a lot of energy around this. The Coach, Dr. Christine McPhail, and the Data Facilitator, Dr. Joanna Bashford, will be doing an on-campus visit through the AtD program late September/early October.

Dr. Ender thanked Sean Noonan for the update. He noted that they have been very busy!

Dr. Ender noted that he provided the Board with his written report ahead of time. They will try to demonstrate through this report that the role of the administrative staff and the president is to, with the Board, develop a set of goals that lead their work for a given academic year. They are currently 90-days into this new administration and making great progress. Much of what is on the Board table tonight in the consent agenda and in the action agenda, are specific items that relate to the six goals that were developed. Dr. Ender noted that he is continually energized by what he sees here and the kind of reaction that this agenda has stimulated.

Dr. Ender noted that, in the second week of classes, they lost Professor Bridget Fitzgerald, a member of Harper's Sociology Department who was a tenured faculty member. He and Dr. Skold attended the memorial service that her faculty colleagues and students developed for her earlier this week. It was very moving to hear the kinds of things students said about the ways in which Professor Fitzgerald had interacted with them and literally changed their lives. It was a tribute to Bridget and her work, but also the collective work of Harper faculty. Dr. Ender noted that there are one hundred highs and lows in any given day on a college campus. The trick is, at the end of the day, to keep our eyes on those six goals - things that we said are important. He assured the Board they are doing just that.

Legislative Report Dr. Ender noted that there is a written Legislative Report regarding the MAP program. There are a lot of people who want to make the MAP program work out.

Correspondence Correspondence is included in the Board packet.

HARPER EMPLOYEE  
COMMENTS

There were no employee comments.

CITIZEN  
COMMENTS

There were no citizen comments.

CONSENT AGENDA

Member Hill moved, Member Kelley seconded, approval of the minutes of the August 20, 2009 special Board meeting; August 20, 2009 regular Board meeting; bills payable; payroll for August 14, 2009 and August 28, 2009; estimated payroll for September 11, 2009; bid awards; requests for proposals; purchase orders; personnel action sheets; first reading of modification to the Board policy manual: Board committees; 2<sup>nd</sup> and 3<sup>rd</sup> year mid-year hire faculty progress toward tenure; financial statements, committee and liaison reports, grants and gifts status report, draft RFQ for campus master planning, as outlined in Exhibits X-A.1 through X-B.4, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Accounts Payable & Tuition Refunds \$3,394,745.99

The payroll of August 14, 2009 in the amount of \$1,427,362.55; August 28, 2009 in the amount of \$1,762,266.04; and estimated payroll of September 11, 2009 in the amount of \$1,594,814.30.

Bid Award Ex. X-A.3.a Award bid request Q00636 for the installation of New Stairs on the North Side of A & C Buildings to Martam Construction, the lowest qualified bidder meeting specifications, in the amount of \$147,550 with a 10 percent contingency of \$14,755 and architects fee in the amount of \$8,853 making the total award \$171,158.

Requests for Proposals There were no requests for proposals this month.

Purchase Orders and Adjustments Ex. X-A.5.a Approve issuance of a purchase order to Blackboard, Inc. for renewal of a

course management software site license, support and hosting in the amount of \$195,660. In addition, authorization for the Vice President of Information Technology to sign the contract agreement with Blackboard, Inc.

## Personnel Actions

### Administrator Appointments

Mia Igyarto, Interim Vice President, HR/DOD, 09/18/09,  
\$138,185/year

Tammy Rust, Interim Vice President, ADM SER, 10/01/09,  
\$156,748/year

### Supervisory/Management Appointments

Resche Hines, Manager, Academic Research Services, OFC  
RES, 08/24/09, \$73,000/year

### Classified Staff Appointments

Norma Capuana-Czarnecki, Student Account  
Representative, p/t, ACCT SER, 07/01/09,  
\$22,100/year

James Davis, Student Account Representative, ACCT SER,  
08/17/09, \$32,253/year

Young Hahn, ISO Assistant, p/t, AE/LS, 08/10/09,  
\$18,720/year

Martin McFall, Receiving Lead, p/t, DIN CONF SER,  
08/17/09, \$19,110/year

### Harper #512 IEA-NEA, Appointments

Darren Blake, Custodian, PHY PLT, 08/31/09, \$24,668/year

Becky Creutz, Custodian, PHY PLT, 08/10/09, \$24,668/year

Gilles Gatorano, Custodian, PHY PLT, 08/10/09,  
\$24,668/year

Ollge Spaho, Custodian, PHY PLT, 08/31/09, \$24,668/year

### Professional/Technical Resignation

Jennifer Storm, AED Assessment & Registration  
Specialist/NNL, p/t, AE/LS-AED, 08/20/09, 4 months

### Limited Term Employment

Jennifer Morgan, Student Account Representative, LTE,  
ACCT SER, 08/14/09, 1 year 2 months

First Reading of a  
Modification to the  
Board Policy Regarding  
Board Committees

Approval of moving this modification to the Board Policy  
regarding Board Committees to a second reading.

2<sup>nd</sup> and 3<sup>rd</sup> Year Faculty  
Progress Toward Tenure  
Report for Full-Time  
Faculty Hired Mid-Year  
(Spring Semester)

Board members received the 2<sup>nd</sup> and 3<sup>rd</sup> Year Faculty Progress Toward Tenure Report for full-time faculty hired mid-year (spring semester) for information purposes. Following are the names of faculty hired mid-year who are currently non-tenured and the academic year each would be first eligible for tenure:

**First Year Eligible for Tenure (mid-year) Spring 2011**  
Dominique Svarc, Accounting (BUS/SS)

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

Ayes:           Members Borro, Canning, Hill, Kelley and  
                          Stone  
Nays:           None

Motion carried. Student Member Redmond voted aye.

Liaison Reports

Member Canning noted that there is a very detailed report in the packet. She shared the following highlights:

- The Foundation received a \$25,000 gift from Omron Corporation.
- Four new student scholarships were established by donors over the last quarter.
- The Foundation welcomed four new members.
- The Foundation received an unqualified audit opinion from their recent audit.

Member Borro noted that, with regard to the Diversity Committee of the ICCTA, they have asked for all colleges to bring one program or practice at their college that successfully furthers diversity, equity or inclusion. He was requested to bring this to the Board or to the President.

Member Borro noted that Bill Kelley is the Vice Chair of the Legislative and Government Relations Committee of the ICCTA. He noted that he was very impressed with how Member Kelley conducted the meeting. His committee appears to be the largest and most attended.

Member Kelley noted that they put on the legislative agenda for consideration the textbook initiative that very much follows what Harper is doing to reign in the cost of the textbooks and empower the students to make intelligent decisions. They will report to the Board their progress.

Member Borro noted that they are looking for associate committee members at the ACCT. If interested, there are openings in Diversity, Finance and Audit, Government and Bylaws, Member Communication and Public Policy. They are asking for volunteers to serve on the committees as an associate member. It will need support of the Board. Member Kelley explained that he is considering one of the Public Policy committees and Member Borro is considering associate membership on the Diversity Committee. He hopes the Board will support them in that regard. Chair Stone affirmed that they will. She added that it will be an honor to have representatives from Harper serve on those committees. It is a good way to start making their mark on a national level.

Chair Stone asked Dr. Ender to comment on some personnel actions. Dr. Ender acknowledged that, with the Consent Agenda vote, the Board approved his recommendation to ask Tammy Rust to serve as Interim Vice President for Administrative Services. He congratulated Tammy and added that he appreciates her willingness to take this on. Dr. Ender also acknowledged that the Board approved his recommendation that Mia Igyarto assume the role of Interim Vice President for HR/Diversity and Organizational Development. He thanked Mia for accepting that role and added that he looks forward to working with her. Chair Stone congratulated both women.

#### NEW BUSINESS:

Trust Agreement with Capital Development Board (CDB) for Project Number 810-032-023 (G&H Buildings)

Member Kelley moved, Member Borro seconded, approval of the Trust Agreement with Harris Bank – Palatine in the amount of \$6,778,900 to serve as our contribution to Capital Development Board (CDB) for Project Number 810-032-023 (G & H Buildings), as outlined in Exhibit XI-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes:	Members Borro, Canning, Hill, Kelley and Stone
Nays:	None

Motion carried. Student Member Redmond voted aye.

Authorization to Approve Depositories, Financial Service Providers and Investment Brokers for College Funds

Member Canning moved, Member Kelley seconded, approval of the listing of College depositories, financial services providers, and investment brokers, as outlined in Exhibit XI-B (attached to the minutes in the Board of Trustees' Official Book of Minutes)

In response to Member Kelley, Interim Vice President Rust explained that most of them are actually insured; if they are not, they are collateralized by the ones who fund them.

In a voice vote, the motion carried.

Administrative Service Providers

Member Kelley moved, Member Canning seconded, approval of the listing of Administrative Service Providers and authorization of the President to sign any necessary documents, as outlined in Exhibit XI-C (attached to the minutes in the Board of Trustees' Official Book of Minutes)

In response to Member Borro, Dr. Ender explained that there are probably hundreds of service providers from which Harper could choose. The College has used Robert Half before. This agency will be used to backfill the Controller's position and the Vice President for Information Technology on an interim basis. Elm Advisors is headquartered in Connecticut. He explained that he has a great deal of comfort in the consultation of this facilities management firm. Harper must put these services on an approved list before they can actually secure the services of those individuals or firms. There are many folks who would like to be on that list.

In a voice vote, the motion carried.

Budget Hearing of Budget for FY2009-10 and Budget Adoption

At 8:20 p.m., Chair Stone recessed the regular meeting and called to order the public hearing on the FY 2009-2010 budget.

Interim Vice President Tammy Rust explained that this budget is the work of many people in the institution who pull the information together and make their best estimates about what it takes to deliver all of the wonderful things at Harper College. Summaries of the Education Fund, the primary operating fund, are in the budget. It has a slight deficit projection for next year. She explained that this is primarily due to the challenge of the revenue situation. They plan to make these budgets at the end of the year, and perhaps do a little better. The Operations Budget, also a major component, has a slight deficit projected for next year. The cost continued to increase and the revenue is lessened.

They are working to make it more efficient and effective. She highlighted the Referendum Fund. The list of projects includes over \$50 million in projects scheduled and just over \$16 million in work that they anticipate completing this year. The administration puts this budget forward as a way of moving Harper College forward this year. She asked if there were any questions.

Inasmuch as there were no other persons present who desired to speak regarding the budget, Chair Stone declared the budget hearing closed and reconvened the regular Board meeting at 8:23 p.m.

Member Kelley moved, Member Canning seconded, adoption of the FY2009-2010 legal budget as presented, as outlined in Exhibit XI-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Borro, Canning, Hill, Kelley and Stone  
Nays: None

Motion carried. Student Member Redmond voted aye.

Faculty Tenure  
Recommendation  
(Mid-Year Hires)

Member Hill moved, Member Kelley seconded, receipt of the Faculty Tenure Recommendation (Mid-year hires) for information purposes, as outlined in Exhibit XI-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Following are the names of faculty hired mid-year who are recommended for tenure Spring Semester 2010:

**First Year Eligible for Tenure (mid-year) Spring 2010**

Kurt Billsten, Maintenance Technology (TMS)  
Margaret Bilos, Speech (LIB ARTS)  
Brenna Lorenz, Geology (TMS)  
Kirsten Matthews, Psychology (BUS/SS)

In a voice vote, the motion carried.

ANNOUNCEMENTS BY  
CHAIR

Communications

Chair Stone noted that there were no communications. She gave a very sincere and heartfelt thank-you to Vice

Presidents Dave McShane and Judy Thorson for all of their years of service to Harper College.

With regard to Vice President Thorson, Chair Stone explained that anytime she looked to her for information, she provided it in a manner that the non-financial professional could understand. She was never too busy, and the Board's questions were never too simplistic for her to address with total candor and respect. Vice President Thorson has done a wonderful job; she is leaving Harper in a great financial position. On behalf of the Board, she thanked Vice President Thorson for the guidance she has provided.

Vice President Thorson thanked the Board. She has enjoyed her 13 years at Harper and has enjoyed working with each and every Board member. It has been a valuable experience. She thanked everyone for their kind words.

With regard to Vice President McShane, Chair Stone noted that he has taught the Board so much. She noted that she always respected what he did and she always knew that it was a huge undertaking. However, one day when she walked into his office while Avanté was being planned, she noticed on his table the high stack of plans that affected just the things he and his team were putting together. It was so complex; above anything that she could have possibly imagined. Vice President McShane has been the leader, and he has put Harper in a place that is envied by many other colleges. The Board has a great deal of admiration, respect and gratitude for him and all he has done. Chair Stone noted that the good news is that they will be seeing both of them on campus for their special projects.

#### Calendar Dates

Calendar dates are printed on the Agenda for Board information. The next Regular Board meetings are October 15, 2009, November 19, 2009 and December 17, 2009. November 9-13 will be Engagement Week surrounding President Ender's Installation. Chair Stone stated that she hopes everyone is keeping their calendars as open as possible for the events of that week. The Foundation Gala date has been set for March 6, 2010.

#### OTHER BUSINESS

There was no other business.

#### ADJOURNMENT

Member Canning moved, Member Kelley seconded, to adjourn the meeting.



In a voice vote, the motion carried at 8:28 p.m.

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Chair

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Secretary

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I. BILLS PAYABLE

Accounts Payable & Tuition Refunds	\$ 6,284,063.17
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II. PAYROLL

09/11/2009	\$ 1,852,706.81
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09/25/2009	1,989,532.48
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III. ESTIMATED PAYROLL

10/09/2009	1,921,119.65
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WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

October 15, 2009

SUMMARY OF BIDS

Exhibit X – A.3.a    The administration recommends that the Board award bid request Q00637A for bulk road salt for campus roads and parking lots to Conserv FS, the low bidder, in the amount of \$49,125.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00637A for bulk road salt for campus roads and parking lots as requested by Physical Plant/ Auxiliary Services for the Roads and Grounds department.

II. BUDGET STATUS

Funds in the amount of \$49,125 are provided for in the 2009/2010 Operations and Maintenance Fund budget, under account number 0002-7030-065-5404004.

III. INFORMATION

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

<u>BIDDER</u>	<u>ROAD SALT</u>
Conserv FS	\$49,125*
Arlington Power Equipment	\$53,000
Reinders Inc.	\$56,940
Central Salt LLC	\$80,000

\* Indicates the recommended bidder.

The road salt is for use on campus roads and parking lots.

The award of road salt for fiscal year 2008/2009 was \$61,880 for 400 tons at \$154.70/ton. This year, the low bid price is \$49,125 for 500 tons at \$98.25/ton.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00637A for bulk road salt for campus roads and parking lots to Conserv FS, the low bidder, in the amount of \$49,125.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

October 15, 2009

SUMMARY OF REQUESTS FOR PROPOSALS

THERE ARE NO REQUESTS FOR PROPOSALS THIS MONTH.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

October 15, 2009

SUMMARY OF PURCHASE ORDERS AND ADJUSTMENTS

THERE ARE NO PURCHASE ORDERS AND ADJUSTMENTS THIS MONTH.

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 Harper #512 IEA-NEA Appointments.

B. Ratification of Limited Term Employment Appointment.

C. Ratification of Faculty Resignation.

D. Ratification of Professional/Technical Resignation.

E. Ratification of Classified Staff Resignation.

F. Ratification of Harper #512 IEA-NEA Resignations.

G. Ratification of Limited Term Employment Resignation.

H. Ratification of Overload and Adjunct Faculty Assignments.

IV. RECOMMENDATION

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



WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Semi-annual Review of Closed Session Minutes.

II. REASON FOR CONSIDERATION

The Open Meetings Act requires the Board to review at least semi-annually the minutes of all closed meetings to determine whether (1) the need for confidentiality still exists as to all or part of those minutes, or (2) that the minutes, or parts of them, no longer require confidential treatment and are available for public inspection.

III. BACKGROUND INFORMATION

To comply with the above requirement, the Board of Trustees has scheduled the review of closed meeting minutes in April and October of each year. On Thursday, October 15, 2009, this semi-annual review may take place in closed session to be followed by action during open session to determine whether the need for confidentiality still exists as to all or part of those minutes, or whether they should be made available for public inspection in whole or part.

IV. RECOMMENDATION

It is recommended that the Board take the following action:

BE IT RESOLVED that the Board finds and determines that the need for confidentiality still exists as to the minutes of the Board's closed meetings held on July 23, 2009 and September 17, 2009.

and/or

BE IT RESOLVED that the Board finds and determines that the minutes of the closed meetings of the Board held on July 23, 2009 and September 17, 2009 no longer require confidential treatment and shall be made available for public inspection, [except as to the following parts of said minutes which continue to require confidential treatment].

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Chair

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Secretary

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Board Advisory Committees.

II. REASON FOR CONSIDERATION

Board Committees provide Trustees with a framework to review specific areas of the College, obtain a deeper level of understanding; and ensure that practices are consistent with the College's overall strategic goals and policy objectives. Board Advisory Committees strengthen the transparency and integrity of administrative processes undertaken to achieve the mission of the College.

III. RECOMMENDATION

The Board will create three non-voting Advisory Committees of the Whole to:

- Provide review of policy recommendations.
- Ensure practices are consistent with strategic goals and Board policies.
- On behalf of the President, represent recommendations to the full Board of Trustees.
- Strengthen the transparency and integrity of administrative processes and Board policy development.

A Board Advisory Committee may be dissolved by majority vote of the Board of Trustees. All Board Advisory Committees shall comply with the notice, minutes keeping, and other requirements of the Illinois Open Meetings Act. The Chair of the Board of Trustees will appoint two liaisons for each Board Advisory Committee. The Board Advisory Committees will include:

- Executive Committee:  
Responsible for reviewing issues including: strategic planning; governance policies; Presidential performance/compensation; Board effectiveness; Board Policy Manual and the Board meeting agenda.
- Student Success Committee:

Responsible for reviewing issues including: new program development; overall effectiveness; student success measures; achievement rates for student cohort groups; strategies for student success and student achievement.

- Finance and Facilities Committee:  
Responsible for reviewing issues including: annual budget; investment policies; bond sales; audit; capital projects; Campus Master Plan/facilities; personnel; and collective bargaining.

The administration recommends the establishment of the Board Advisory Committees.

**WILLIAM RAINEY HARPER COLLEGE**  
**FY 2009/2010 BUDGET AND EXPENDITURES**  
**August 31, 2009**

**10/15/2009**  
**Exhibit X-B.1**

<b>EDUCATION FUND</b>						
<b>DIVISION</b>	<b>BUDGET</b>	<b>BUDGET YTD</b>	<b>EXPENDITURES YEAR TO DATE</b>	<b>FUTURE COMMITMENTS</b>	<b>% PAID OR COMMITTED</b>	<b>UNCOMMITTED BALANCE</b>
<b>Institutional</b>						
Institutional	\$16,864,652	\$1,753,924	\$2,173,629	\$278,997	14.54%	\$14,412,026
<b>Sub-Total</b>	<b>\$16,864,652</b>	<b>\$1,753,924</b>	<b>\$2,173,629</b>	<b>\$278,997</b>	<b>14.54%</b>	<b>\$14,412,026</b>
<b>President</b>						
Development Office	\$667,387	<b>\$69,408</b>	\$116,779	\$500,579	92.50%	\$50,029
Pres/Brd of Trustees	\$579,155	<b>\$60,232</b>	\$86,619	\$285,622	64.27%	\$206,914
Strategic Alliance	\$963,854	<b>\$100,241</b>	\$110,040	\$551,817	68.67%	\$301,997
Media Comm & Gov Rel	\$237,037	<b>\$24,652</b>	\$49,569	\$166,426	91.12%	\$21,042
<b>Sub-Total</b>	<b>\$2,447,433</b>	<b>\$254,533</b>	<b>\$363,007</b>	<b>\$1,504,444</b>	<b>76.30%</b>	<b>\$579,982</b>
<b>Student Affairs</b>						
Student Activities	\$225,881	\$23,492	\$30,483	\$150,181	79.98%	\$45,217
Student Development	\$3,619,875	<b>\$376,467</b>	\$459,507	\$1,959,766	66.83%	\$1,200,602
Wellns & Human Perf	\$2,423,625	<b>\$252,057</b>	\$262,887	\$1,196,691	60.22%	\$964,047
VP Student Affairs	\$610,273	<b>\$63,468</b>	\$74,128	\$347,781	69.13%	\$188,364
Access & Disability	\$937,964	<b>\$97,548</b>	\$104,263	\$377,016	51.31%	\$456,685
<b>Sub-Total</b>	<b>\$7,817,618</b>	<b>\$813,032</b>	<b>\$931,268</b>	<b>\$4,031,435</b>	<b>63.48%</b>	<b>\$2,854,915</b>
<b>VP Academic Affairs</b>						
Acad Enrich/Lang Std	\$4,003,962	\$416,412	\$509,558	\$2,343,312	71.25%	\$1,151,092
VP Academic Affairs	\$1,235,337	\$128,475	\$88,452	\$284,398	30.18%	\$862,487
Assoc VP Transfer Prog	\$301,735	\$31,380	\$43,663	\$198,731	80.33%	\$59,341
Bus & Soc Sciences	\$6,825,385	\$709,840	\$674,210	\$3,395,105	59.62%	\$2,756,070
Continuing Education	\$601,187	\$62,523	\$59,259	\$290,917	58.25%	\$251,011
Liberal Arts	\$7,560,112	\$786,252	\$735,103	\$4,325,990	66.94%	\$2,499,019
Health Careers	\$4,235,141	\$440,455	\$325,812	\$2,052,576	56.16%	\$1,856,753
Resources for Learning	\$3,325,890	\$345,893	\$453,726	\$1,684,432	64.29%	\$1,187,732
Math & Science	\$6,654,542	\$692,072	\$741,383	\$3,647,724	65.96%	\$2,265,435
Career & Tech Programs	\$2,019,749	\$210,054	\$259,700	\$1,759,925	99.99%	\$124
<b>Sub-Total</b>	<b>\$36,763,040</b>	<b>\$3,823,356</b>	<b>\$3,890,866</b>	<b>\$19,983,110</b>	<b>64.94%</b>	<b>\$12,889,064</b>

**WILLIAM RAINEY HARPER COLLEGE**  
**FY 2009/2010 BUDGET AND EXPENDITURES**  
**August 31, 2009**

10/15/2009  
Exhibit X-B.1

EDUCATION FUND						
DIVISION	BUDGET	BUDGET YTD	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
<b>VP Admin Services</b>						
Admin Services	\$1,733,808	\$180,316	\$244,707	\$1,121,134	78.78%	\$367,967
<b>Sub-Total</b>	<b>\$1,733,808</b>	<b>\$180,316</b>	<b>\$244,707</b>	<b>\$1,121,134</b>	<b>78.78%</b>	<b>\$367,967</b>
<b>VP Diversity/Org Dev</b>						
VP Diversity/Org	\$1,903,159	\$197,929	\$224,073	\$758,400	51.62%	\$920,686
<b>Sub-Total</b>	<b>\$1,903,159</b>	<b>\$197,929</b>	<b>\$224,073</b>	<b>\$758,400</b>	<b>51.62%</b>	<b>\$920,686</b>
<b>VP Info Technology</b>						
Info Technology	\$7,877,314	\$819,241	\$996,462	\$4,178,114	65.69%	\$2,702,738
<b>Sub-Total</b>	<b>\$7,877,314</b>	<b>\$819,241</b>	<b>\$996,462</b>	<b>\$4,178,114</b>	<b>65.69%</b>	<b>\$2,702,738</b>
<b>VP Mktg &amp; Enrollment</b>						
VP Enroll & Marketing	\$1,113,843	\$115,840	\$152,251	\$267,050	37.64%	\$694,542
Admissions Outreach	\$652,522	\$67,862	\$108,462	\$429,945	82.51%	\$114,115
Enrollment Svcs	\$1,849,083	\$192,305	\$284,550	\$1,197,661	80.16%	\$366,872
Pub & Comm Services	\$1,701,276	\$176,933	\$280,533	\$1,068,920	79.32%	\$351,823
<b>Sub-Total</b>	<b>\$5,316,724</b>	<b>\$552,939</b>	<b>\$825,796</b>	<b>\$2,963,576</b>	<b>71.27%</b>	<b>\$1,527,352</b>
<b>Grand Total:</b>	<b>\$80,723,748</b>	<b>\$8,395,270</b>	<b>\$9,649,808</b>	<b>\$34,819,210</b>	<b>55.09%</b>	<b>\$36,254,730</b>

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**  
**FY 2009/2010 BUDGET AND EXPENDITURES**  
**August 31, 2009**

October 15, 2009  
Exhibit X-B.1

**OPERATIONS AND MAINTENANCE FUND**

DIVISION	BUDGET	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
<b>Institutional</b>					
Institutional	2,515,787.00	474,302.00	74,912.00	21.83%	1,966,573.00
<b>Sub-Total</b>	<b>\$2,515,787.00</b>	<b>\$474,302.00</b>	<b>\$74,912.00</b>	<b>21.83%</b>	<b>\$ 1,966,573.00</b>
<b>VP Admin Services</b>					
Admin Services	125,077.00	19,136.00	93,452.00	90.01%	12,489.00
Physical Plant	12,195,229.00	1,017,802.00	5,323,543.00	52.00%	5,853,884.00
<b>Sub-Total</b>	<b>\$12,320,306.00</b>	<b>\$1,036,938.00</b>	<b>\$5,416,995.00</b>	<b>52.38%</b>	<b>\$ 5,866,373.00</b>
<b>VP Info Technology</b>					
Info Technology	1,524,842.00	229,372.00	541,045.00	50.52%	754,425.00
<b>Sub-Total</b>	<b>\$1,524,842.00</b>	<b>\$229,372.00</b>	<b>\$541,045.00</b>	<b>50.52%</b>	<b>\$ 754,425.00</b>
<b>VP Student Affairs</b>					
Student Affairs	1,121,767.00	138,407.00	639,707.00	69.37%	343,653.00
<b>Sub-Total</b>	<b>\$1,121,767.00</b>	<b>\$138,407.00</b>	<b>\$639,707.00</b>	<b>69.37%</b>	<b>\$ 343,653.00</b>
<b>Grand Total:</b>	<b>\$17,482,702.00</b>	<b>\$1,879,019.00</b>	<b>\$6,672,659.00</b>	<b>48.92%</b>	<b>\$ 8,931,024.00</b>

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.

- Foundation Report
- ICCTA Report
- Alumni Report

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Grants and gifts status report.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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



**Harper College Educational Foundation  
Monthly Progress Report for September  
8/25/09-9/23/09**

**ANNUAL GIVING**

**GROSS INCOME**

Direct Mail Appeals	\$1,290.00
Pacesetters	\$3,000.00
Scholarship Stewardship	\$1,100.00
Gala 2010	\$0.00
Golf Open 2010	\$0.00
Employee Campaign (RFE)	\$386.00
Tribute/Memorial	\$125.00
Annual Events	\$11,500.00
Affinity/Alumni	\$270.00
Unsolicited	\$432.50

<b>Annual Giving Subtotal</b>	<b>\$18,103.50</b>
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**MAJOR GIFTS**

**GROSS INCOME**

**Individual Gifts**

Employee Major Gifts	\$0.00
Community/Alumni Gifts	\$24,000.00
In-Kind Gifts	\$100.00

**Planned Gifts**

Leadership Gifts	\$0.00
Employee Major Gifts	\$0.00
Community/Alumni Gifts	\$0.00

***Individual-Major Gifts***

<b><i>Gift Sub-Total</i></b>	<b>\$24,100.00</b>
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**Corporate and Foundation Gifts**

Community, Organizations & Assns	\$0.00
Corporate & Foundation Grants	\$25,000.00
In-Kind Gifts	\$0.00

***Corporate & Foundation Major Gifts***

<b><i>Gift Sub-Total</i></b>	<b>\$25,000.00</b>
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<b>Major Gifts Sub-Total</b>	<b>\$49,100.00</b>
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<b>TOTAL</b>	<b>\$67,203.50</b>
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**Harper College Educational Foundation  
FY 10 Year To Date Progress Report as of September 23, 2009**

**ANNUAL GIVING**

	<b>GROSS INCOME</b>	<b>% to GOAL</b>
Direct Mail Appeals	\$1,790.00	18%
Pacesetters	\$14,700.00	49%
Scholarship Stewardship	\$4,900.00	14%
Gala 2010	\$0.00	0%
Golf Open 2010	\$0.00	0%
Employee Campaign (RFE)	\$651.00	1%
Tribute/Memorial	\$525.00	4%
Annual Events	\$12,500.00	23%
Affinity/Alumni	\$400.00	40%
Unsolicited	\$3,423.25	68%
<b>Annual Giving Subtotal</b>	<b>\$38,889.25</b>	<b>8%</b>

**MAJOR GIFTS**

	<b>GROSS INCOME</b>	<b>% to GOAL</b>
<b><u>Individual Gifts</u></b>		
Employee Major Gifts	\$0.00	0%
Community/Alumni Gifts	\$46,000.00	9%
In-Kind Gifts	\$100.00	0%
<b><u>Planned Gifts</u></b>		
Leadership Gifts	\$0.00	0%
Employee Major Gifts	\$0.00	0%
Community/Alumni Gifts	\$0.00	0%
<b><i>Individual-Major Gifts</i></b>		
<b><i>Gift Sub-Total</i></b>	<b>\$0.00</b>	<b>0%</b>
<b><u>Corporate and Foundation Gifts</u></b>		
Community, Organizations & Assns	\$1,300.00	3%
Corporate & Foundation Grants	\$25,500.00	10%
In-Kind Gifts	\$135,000.00	68%
<b><i>Corporate &amp; Foundation Major Gifts</i></b>		
<b><i>Gift Sub-Total</i></b>	<b>\$207,900.00</b>	<b>42%</b>
<b>Major Gifts Sub-Total</b>	<b>\$207,900.00</b>	<b>14%</b>

<b>TOTAL</b>	<b>\$246,789.25</b>	<b>12%</b>
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**CURRENT YEAR  
TO DATE**

Number of donors this year	67
Number of new donors	19

**HARPER COLLEGE  
GRANTS REPORT FY2010  
JULY 1, 2009 - JUNE 30, 2010**

Granting Agency	Title	Department	Grant Manager	Agency	Amount	Start Date	End Date	Description
<b>COMPETITIVE GRANTS</b>								
Secretary of State	Secretary of State Literacy Grant	Harper College for Businesses	Maria Coons	State	\$12,200	7/1/09	6/30/10	Incumbent worker training.
DCEO *	Illinois Small Business Development Grant	Harper College for Businesses	Maria Coons	State	\$0	7/1/09	6/30/10	Funding for Illinois Small Business Development Center.
Homeland Security	Illinois Terrorism Task Force	Harper Police	Mike Alsup	Federal	\$19,920/5 yrs	9/13/07	9/13/12	Four Motorola radios for crisis situations with STARCOMM accessibility.
<b>COMPETITIVE GRANTS</b>					<b>\$16,185</b>			
<b>AGENCY ALLOCATED GRANTS</b>								
ICCB * Illinois Community College Board	Innovations Grant	Career Programs	Sally Griffith	State		7/1/09	6/30/10	Support career and technical education.
ICCB * Illinois Community College Board	<b>FY10 Adult Education &amp; Family Literacy Grant</b>	<b>Academic Enrichment &amp; Language Studies</b>	<b>Keiko Kimura</b>	<b>Federal/State</b>	<b>\$483,009</b>	<b>7/1/09</b>	<b>6/30/10</b>	<b>Supports Adult Education Development Education programs</b>
ICCB * Illinois Community College Board	Program Improvement	Career Programs	Sally Griffith	State	\$0	7/1/09	6/30/10	Supports career and technical education.
ICCB Illinois Community College Board	Perkins	Career Programs	Sally Griffith	State	\$372,201	7/1/09	6/30/10	Supports career and technical education.
ICCB * Illinois Community College Board	Business and Industry Grant	Harper College for Businesses	Maria Coons	State	\$72,000	7/1/09	6/30/10	Incumbent worker training.
IDHS Illinois Department of Human Services	Disability Services Deaf Program	Access & Disability Services	Tom Thompson	State	\$175,000	7/1/09	6/30/10	Provides services to students with disabilities.
<b>AGENCY ALLOCATED GRANTS</b>					<b>\$1,102,210</b>			
<b>SUBCONTRACTOR / PARTNER in GRANT</b>								
Northern Cook County Workforce Board	Incumbent Worker Training	Harper College for Businesses	Maria Coons	State	\$34,986	2/1/09	9/15/09	<b>Additional money approved for</b> Incumbent worker training.
DCEO	ETIP	Harper College for Businesses	Maria Coons	State	\$155,570	7/1/09	9/30/09	Supports workplace instruction.

**HARPER COLLEGE  
GRANTS REPORT FY2010  
JULY 1, 2009 - JUNE 30, 2010**

<b>Granting Agency</b>	<b>Title</b>	<b>Department</b>	<b>Grant Manager</b>	<b>Agency</b>	<b>Amount</b>	<b>Start Date</b>	<b>End Date</b>	<b>Description</b>
<b>DCEO</b>	<b>Federal Disaster Grant</b>	<b>Harper College for Businesses</b>	<b>Maria Coons</b>	<b>State</b>	<b>\$48,500</b>			<b>Additional money awarded for exceptional work with small businesses</b>
NSF National Science Foundation	Impact of FT-NMR in Early Coursework and Research at a Two-year College				\$4,601	4/30/09	4/30/10	Follow-up data following purchase of major instrumentation.
NSF National Science Foundation	Exploring New Models for Authentic Undergraduate Research w/Two-year College	Chemistry	Sally Griffith/Yvonne Harris	Federal	\$79,321	pending continued approval	10/1/10	City Colleges of Chicago-Harold Washington College (lead institution)
NSF National Science Foundation, through Dakota County Technical College	Midwest Regional Center for Nanotechnology Education (Nano-Link)	Career and Technical Programs	Sally Griffith	Federal	\$45,500	10/1/08	9/30/12	For the development of nanotechnology program and partnership.
Northern Cook County Workforce Board	Ready4Work Summer Youth Employment	Career and Technical Programs	Sally Griffith	Federal	\$64,655	5/1/09	9/30/09	Provide work experience for youth up to age 25.
<b>SUBCONTRACTOR/PARTNER IN GRANT</b>					<b>\$433,133</b>			
<b>* pending State budget</b>	<b>allocation</b>							
<b>FY10 Total All Grants: as of September 27, 2009</b>					<b>\$1,551,528</b>			
<b>Grants Submitted FY10</b>	<b>3</b>							
<b>Grants Funded FY10</b>	<b>1</b>							
<b>Grants Pending</b>	<b>2</b>							

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Relocation Plan for G & H Building Renovation

II. REASON FOR CONSIDERATION

The Board is provided with an update of the relocation plan for programs currently served by G & H Building.

III. BACKGROUND INFORMATION

Space is needed to hold classes during the renovation of G & H Building. Consideration was given to several options: 1) construct a building to be used temporarily for this purpose, 2) use existing campus space, 3) rent or lease space off-campus, or 4) a combination of using existing campus space and renting off-site. Having discarded the first option of building a space because it might conflict with a future master plan, preliminary estimates for the other three options were drafted. In each version of the estimates, renovating D Building was the least expensive option, saving approximately \$1 million dollars over the rent/lease option. This is logical when one considers that for D building, the largest cost is renovation and the moving costs are minimized by the short distance. However, for any other rental space, there will be the actual rent and then renovation costs for the classroom purpose and higher moving costs due to distance. As one might expect, the cost for combining D Building and renting was higher than D Building alone but less than completely renting.

Therefore, a plan to renovate D Building, to the extent necessary to support the programs for an interim period, is underway for the following reasons:

1. It is the option strongly preferred by the faculty with responsibility to deliver the course content.
2. It is the most convenient for students.
3. It is anticipated to have the lowest cash expenditure of the options.

WILLIAM RAINEY HARPER COLLEGE  
BOARD ACTION

I. SUBJECT

The annual financial audit for Fiscal Year 2008-09.

II. REASON FOR CONSIDERATION

The Board of Trustees approved the appointment of the firm of KPMG to conduct the annual financial audit for Fiscal Year 2008-09 as required by the Illinois Public Community College Act.

III. BACKGROUND INFORMATION

Each year a certified public accounting firm conducts an audit of the College financial records and transactions and issues a report. Submitted herewith is the audit as prepared by the firm of KPMG.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees accept the annual financial audit for Fiscal Year 2008-09.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution for 2009 Estimated Tax Levies

II. REASON FOR CONSIDERATION

In accordance with the Truth in Taxation Act, a resolution must be adopted showing the 2009 estimated tax levies.

III. BACKGROUND INFORMATION

The Truth in Taxation Act requires that the Board of Trustees determine the estimated amounts of taxes necessary to be levied for the year at least thirty (30) days before the official adoption of the tax levies and to give public notice and schedule a public hearing.

IV. RECOMMENDATION

The administration recommends that the attached resolution providing for the estimated tax levies, required publication, and hearing date for 2009 be adopted.

**RESOLUTION REGARDING ESTIMATED AMOUNTS  
NECESSARY TO BE LEVIED FOR THE YEAR 2009**

**WHEREAS**, the *Cook County Truth in Taxation Law* requires a taxing district that has territory in Cook County, Illinois to determine the estimated amounts of taxes necessary to be levied for the year not less than **30** days prior to the official adoption of the aggregate tax levy of the district; and

**WHEREAS**, said statute further requires a tax district to give public notice and to hold a public hearing on the district's intent to adopt an aggregate tax levy; and

**WHEREAS**, it is hereby determined that the estimated amounts of money necessary to be raised by taxation for the year **2009** upon the taxable property of the district are as follows:

Education Purposes	<b>32,000,000</b>
Operations and Maintenance Purposes	<b>15,600,000</b>
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance	<b>975,000</b>
Medicare Contributions	<b>950,000</b>
Audit	<b>110,000</b>
<b>TOTAL</b>	<b>\$49,635,000</b>

**WHEREAS**, the *Cook County Truth in Taxation Law* requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service made pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

**WHEREAS**, the aggregate amount of property taxes extended for bond and interest purposes for **2008** was **\$15,207,982**; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for **2009** is **\$14,477,301**.



**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees, William Rainey Harper Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, as follows:

**Section 1:** The aggregate amount of taxes estimated to be levied for the year **2009** is **\$49,635,000**.

**Section 2:** The aggregate amount of taxes estimated to be levied for the year for **2009** for debt service is **\$14,477,301**.

**Section 3:** Public notice shall be given in the *Daily Herald*, a newspaper of general circulation in said district, and a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall be not less than 1/8 page in size, with no smaller than twelve (12) point, enclosed in a black border not less than 1/4 inch wide and in substantially the following form:

**NOTICE OF PROPOSED PROPERTY TAX LEVY FOR  
WILLIAM RAINEY HARPER COMMUNITY COLLEGE DISTRICT NO. 512**

- I. A public hearing to approve a proposed property tax levy for William Rainey Harper Community College District No. 512 for **2009** will be held on **December 17, 2009** at **7:00 p.m.** in the Wojcik Conference Center, Room W-214 at Harper College, 1200 W. Algonquin Road, Palatine, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact **Carol Blotteaux**, (telephone **847.925.6390**).

- II. The corporate and special purpose property taxes extended or abated for the year **2008** were **\$49,146,938**.

The proposed corporate and special purpose property taxes to be levied for **2009** are **\$49,635,000**. This represents a **1.0% increase** over the previous year.

- III. The property taxes extended for debt service and public building commission leases for **2008** were **\$15,207,982**.

The estimated property taxes to be levied for debt service and public building commission leases for **2009** are **\$14,477,301**. This represents a **4.8% decrease** over the previous year.

- IV. The total property taxes extended or abated for **2008** were **\$64,354,920**.

The estimated total property taxes to be levied for **2009** are **\$64,112,301**. This represents a **.4% decrease** over the previous year.

**(NOTE: THIS MUST BE IN AT LEAST 12 POINT TYPE, THE BLACK BORDER MUST BE NOT LESS THAN 1/4 INCH WIDE, AND THIS NOTICE MUST BE 1/8 PAGE IN SIZE.)**

**Section 4:** This resolution shall be in full force and effect forthwith upon its passage.

**ADOPTED this 15th day of October, 2009.**

BOARD OF TRUSTEES  
WILLIAM RAINEY HARPER COMMUNITY  
COLLEGE DISTRICT NO. 512  
COUNTIES OF COOK, KANE,  
LAKE and MCHENRY  
STATE OF ILLINOIS

By: \_\_\_\_\_  
Laurie Stone, Chair

ATTEST:

\_\_\_\_\_  
Diane Hill, Secretary

**TRUTH IN TAXATION**  
**CERTIFICATE OF COMPLIANCE**

*I, Laurie Stone* hereby certify that I am the presiding officer of the Board of Trustees of William Rainey Harper Community College, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code – Truth in Taxation Law, 35 ILCS 200/18-60 through 18-85(2002).

This certificate applies to the 2009 levy.

\_\_\_\_\_  
Laurie Stone  
Chair  
Board of Trustees  
William Rainey Harper College  
District No. 512  
Counties of Cook, Kane, Lake and McHenry  
State of Illinois

Date: \_\_\_\_\_

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