

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 Wednesday, September 10, 1997

CALL TO ORDER: The Special meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair O'Reilly on Wednesday, September 10, 1997 at 7:00 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Gillette, Howard (7:07 arrival), Kolze, Ley (7:10 arrival); O'Reilly; and Student Member Prinzivalli (7:25 arrival)  
Absent: Member Hess

Also present: Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; Judy Thorson, V.P. Administrative Services; Patrick Beach; Vic Berner; Tom Choice; Charlene Christin; Vera Davis; George Evans; Julie Fleenor; Amy Hauenstein; Roberta Lindenthaler; Dom Magno; Elena Pokot and Laurie Wren - Harper. Guest: Margaret Van Duch, Chicago Tribune.

Chair O'Reilly noted that there will be a change in the agenda. The Technology Plan Coordination Task Force report will be addressed first, followed by the investment policies.

TECHNOLOGY PLAN COORDINATION TASK FORCE REPORT

Dr. Dolan noted that the Technology Plan Coordination Task Force (TPCTF) consists of six members - three faculty and three administrators. Members Bill Howard, Della Allen, and Mercedes McGowen were unable to attend tonight's meeting. TPCTF members Dom Magno, Elena Pokot and Vera Davis will be reporting the results of the second year of implementation of the Technology Plan.

Dom Magno gave a brief overview of the task force. The six members of the TPCTF committee met 35 times from July 1996 to August 1997. They coordinated the work of 21 task forces. There were 143 total task force members -- 47 of whom were faculty and

96 were administration and staff. The task forces had a total of 88 meetings throughout the year. Each of the TPCTF members was assigned as a liaison to the other task forces. Each person had approximately three or four task forces with which they worked very closely throughout the year. This helped maintain communication with the task forces.

Mr. Magno called attention to the newsletter which had been distributed previously to the entire Harper internal community (faculty, staff, administration). The information contained in the newsletter is identical to the information contained in the end of year report and is designed to let the community know what has been accomplished within the Tech Plan.

He highlighted several of the accomplishments:

- Because of the recommendations of the F5 Media Management task force and their efforts, Harper now has 26 classrooms that are ready for media management. Instead of having the media (TV equipment) brought into the classroom, it resides in one central location, and then is distributed via cable into the classroom, where the individual faculty member has complete control over the classroom. This allows much greater flexibility.
- A faculty pilot group has been developing Web Pages.
- Increased Internet access is being provided to students, with more locations on campus capable of accessing the Internet. There is also a pilot group of students who will be using the Internet. Certain faculty members are making use of the Internet in their courses as well.
- All full-time faculty now have network and E-Mail accounts. Some may not have access at their own desktop, but they do have accounts and can access from other locations. Adding more desktops is part of the third year Tech Plan.
- Voice Mail has been implemented, resulting in increased communications.
- Elena Pokot explained that, for the Student Support Services, implementation of the Regent system is almost complete, with only one component remaining to be implemented. The success is attributed to staff in Academic Affairs, Student Affairs, and Administrative Services who worked incredibly hard to implement that system. This will improve efficiency and provide more services for the students.

From a faculty standpoint, Mr. Magno stated that the work that has been done on the Tech Plan this year has raised faculty consciousness. Faculty may still be complaining that certain things have not been done, but these are things they did not even think about two or three years ago.

On the last page of the newsletter is a listing of all projects that were approved for the third year Tech Plan. There are 27 projects with 22 task forces. Several new projects will be started this year.

- The Tech exchange is to provide faculty a process or a forum in which they can exchange ideas for implementation of technology into the classroom. We hope to work with the Academic Technology Committee in order to develop ideas behind training faculty in particular disciplines for incorporation of technology into the classroom.
- Software acquisition is another new project. It is difficult to keep up with the change in software. The task force is reviewing ways in which software acquisitions can be sped up, in order to react better in the marketplace.
- Imaging and work flow management are new also. Elena Pokot explained that imaging is important to the College because although technology is developing very quickly, there is still a need for information on paper. Paper can only be accessible to one office at one time, which does not provide the student-centered approach to service. The imaging system will allow different offices to share information and to service students at different locations.
- Contact management will be implemented. Ms. Pokot noted that different offices on campus are currently responsible for sending information to various constituencies -- students, businesses, Board members, Foundation, prospective donors, etc. The same person can have different offices contacting them at different times, which does not provide coordination of efforts on campus. The Contact Management system will provide for this coordination and hopefully assure that there is integrity of information.

Regarding the third year of the Tech Plan, Mr. Magno listed several improvements affecting the plan and communications.

- Continuation of the newsletter (possibly more of it to improve communications).
- Liaisons with the task forces will be continued.
- A Faculty Senate liaison will be added. This will keep the Faculty Senate informed as to the progress of the Tech Plan throughout the year.
- Task forces will be starting two months earlier this year. This will allow them to be ahead of the game and able to make more progress.

Board members agreed that the Tech Plan has come a long way. They were pleased to see the progress being made.

Member Ley asked a question regarding the future of the task forces in regard to the explosion of technology. Mr. Magno responded that he feels that many projects will become

operational ones and eventually be incorporated into regular budgets. When technology changes, we will see ideas for new projects, and the process will perpetuate, allowing us to keep on top of changes. Projects will change, but the process will continue. As an example, Dr. Dolan referred to the Web Page project. This was not a major item when the Tech Plan began. From the faculty members' perspective, this is a critical application area and it is becoming a priority. We are now putting into place some mechanisms to do the research and planning. Technology planning is ongoing. Ms. Pokot explained that the planning mechanism for the Tech Plan is designed to build new priorities into it each year. The task forces have been asked to help in the planning and prioritization process for the next year. Member Howard added that another part of the planning process is funding each priority. The rate of obsolescence is frightening and will have a significant impact on the budget process.

Member Gillette asked if Web Page information is critiqued appropriately from an advertising/marketing standpoint so that only desirable information is displayed. Vice President Bonnie Henry responded that the Marketing Department is in charge of that.

Member Gillette asked if the committee is looking at return on investment for these projects to determine if these are really worth doing. He cited the example of computerized exams. Mr. Magno responded that individual areas are taking that into consideration before recommendations are made. Dr. Dolan agreed that all areas must look at that before determining needs.

Chair O'Reilly asked about attendance at the task force meetings. Mr. Magno responded that attendance varies depending on the task force -- some are actively engaged with most members attending each meeting, while others have difficulty scheduling one meeting. Member Barton asked if perhaps members did not understand the importance of being a part of a task force. There was discussion regarding attendance. Board members suggested reporting on positive actions of the functioning task forces -- highlighting the effects, benefits of being involved, and accomplishments made. This may show the non-functioning task forces that they need to get busy. Dr. Dolan stated that this is basically happening now. The task forces make recommendations for projects for the upcoming year. Those projects become the priorities that are funded and worked on. If there is no active task force, there are no recommendations, and the project may not become a priority. Member Howard asked if everyone understands that and suggested using the newsletter to convey that message.

Vera Davis noted that there is sometimes a reason for no activity on a task force. She called attention to A5 Outcomes. There is

no chair and no activity. This is because the effects of technology and educational outcomes cannot be measured at this point. This will have to come later.

Chair O'Reilly thanked the Coordination Task Force members for their report.

The Chair announced that there will be an executive session at the conclusion of the investment discussion.

#### INVESTMENT POLICIES

Chair O'Reilly noted that the next item on the agenda is in response to a question that Member Ley had asked previously regarding investment decisions. She mentioned that there had been a concern among some Board members that this type of discussion should be done in executive session. It was the opinion of College legal counsel that the topic be discussed in open session.

V.P. Thorson noted that she sees this as a beginning. The Board needs to review from top to bottom how the College manages investments, how we manage the very beginning of the process which is the cash flow, our needs for cash, how long we can invest certain dollars, what types of instruments we invest in and then the details on how that works.

Ms. Thorson stated that she needs more input from Board members regarding the philosophical issues, not the technical issues. She outlined those issues in the handouts. She gave an example that, as a finance officer, she could take the view that the only purpose in investing is to maximize the rate of return which could be seen on the monthly report. On the other hand, the \$37M that Harper has to invest is significant, and there are choices on what we can do with that money. These choices would reflect the social concern side, as opposed to the financial side. She added that it is appropriately the role of the Board to look at how Harper balances the rate of return with social concerns.

Ms. Thorson noted there are three issues which are imbedded in the current policies.

1. Investing in the State of Illinois. Our policies don't explicitly say we have to invest in the State of Illinois, however, it seems that this has been the practice.
2. "Partnerships" that we develop with banks in our local community. Because of a partnership Harper might have with a local bank, it makes sense to put some of our investments with that bank. We may not be able to quantify the return on investment in that partnership.
3. Limits as to what the College puts in any given institution.

Ms. Thorson explained that tonight's discussion will shape her review of the entire system and direct her with future investments. It is her intent to return at another time with revised policies.

Chair O'Reilly began the discussion of the first issue - "do we just invest in Illinois or do we go beyond the boundaries?"

Member Barton stated that she recalled in the past, if investments were similar, the College would stay within district.

Member Ley stated that with certain exceptions, it is difficult for him to understand why the College would deal with investments or depositories differently than any other vendor. For example, if we bought chairs or computers from only vendors in the district or in Illinois, the College would be limiting itself too much. Generally speaking, he would be opposed to placing any kind of geographic limitations on the College.

Member Gillette stated that with the exception of when there is a partnership with a certain institution, he would agree with Member Ley that the College should look for the highest safe return. He did not think the taxpayers should have to pay a higher rate because the College decided to invest in the local banks.

Member Kolze stated that he thought the money centers in Chicago could do just as well as anyplace outside of Illinois. He would remain with our large banking centers here and have a little more control rather than being out in New York or Los Angeles.

Member Ley stated that his concerns relate more to the types of investments and maturity of those investments as opposed to their geographic areas. He is thinking of a broader sense of other types of investments, rather than just CD's.

Chair O'Reilly asked if other community colleges have policies or issues such as these. Ms. Thorson responded that she has not discussed this matter with others yet, however, she may get some feedback at the Finance Officers meeting in October. There was discussion regarding Oakton and their return on investment.

Member Howard stated that she is abstaining from this discussion for obvious reasons. Chair O'Reilly said that Member Howard could offer general expertise if she wished to do so. Member Howard stated that she agreed generically with Member Ley that the College should look at the best possible return within the law, within prudence, and that there may be some exceptions. She added that the College should give local financial institutions a first chance, but if the College can do better elsewhere, they should not have geographic limitations.

In response to Member Gillette, Ms. Thorson stated that National and New Hampshire investments were purchased through PMA which is on our depository list. We do not do that directly. When we use a broker (a third party person), that relieves us from some of the responsibilities in the Illinois law of obtaining certain reports. Member Gillette asked if the College would get a better rate from the same institution if we went direct. Ms. Thorson stated that there are advantages to using a broker -- we get the insurance we need and we do not need to worry about the collateralization.

Chair O'Reilly addressed the second issue regarding banks that are special partners with the College. Over a period of years, Harper has developed some relationships with a few banks in the area. Some of the actual history has been lost as to why a relationship developed. She gave an example that perhaps a president of a bank contributed \$100,000 to a capital gifts campaign. Should the College continue to use the bank just because of that? Ms. Thorson noted that the banks that are in this category tend to be smaller and do not meet the requirements for collateralization. Investments with these banks have been kept at the \$100,000 limit that the policy states. Because of this, we usually get lower rates of return than we do at the \$1M level.

Member Kolze stated that this is a difficult issue because there are 38 depositories, and when you talk about the \$100,000 being spread around, it amounts to a lot of money if you are getting less interest on those kinds of accounts. He added that 38 is an unusually large number and with the \$3M limitation, we are restricting what can be gained in terms of rates, etc.

Chair O'Reilly stated that currently there are four institutions that are considered as "Friends of the College."

Board members agreed that money is very important to Harper at this point. There was discussion as to the amount of investments. Ms. Thorson said that this usually affects small numbers - \$10,000-\$30,000. Member Howard stated that the College is making investments to mature at different times, and there is not always a block of \$1M to invest in one thing. She added that the College should try to get the highest return possible, but consider the opportunities to invest in local institutions, particularly those which have been supportive of the College.

Chair O'Reilly stated that the next issue is the \$3M limit. Member Kolze stated that his first reaction is that the College needs to raise this amount because it could do better with larger sums of money. Ms. Thorson noted that these policies probably were developed before banks began merging. The way the policy

has been interpreted is \$3M per branch. Chair O'Reilly asked Ms. Thorson what she thought the limit should be. Ms. Thorson said that she is not prepared to say a number at this point, but thinks it is a limiting factor that is unnecessary because it is all collateralized anyway. Member Howard stated she feels it should be higher. Member Gillette commented that if it is collateralized, he does not see why any limit applies. Member Ley stated he would be in favor of increasing the limit.

Member Barton suggested seeking help from the Oakton financial officer. Ms. Thorson stated that she had spoken to him and plans to have him review what Harper is doing and to offer advice or comments about it. Oakton primarily invests in mortgage securities from which he believes he is getting the biggest rate of return. He said it involves more work than just buying CD's, but he feels it is worth it. Ms. Thorson said she will consult with others as she reevaluates the policies. Member Ley pointed out that the term of the average maturity in some of Oakton's investments is up to ten years in order to achieve those yields. The Harper Board would need to determine how liquid the College needs to be, what commitments are there for that money, and when it is needed. Member Barton felt that these types of decisions should be left up to the financial officer.

Member Kolze asked Ms. Thorson if she could educate the Board on how she or her office staff plans these types of things now. He asked if banks are called everyday, once a month, etc. Ms. Thorson stated that she is not prepared to go into detail on the process tonight, but she will provide this information to Board members in the future.

Member Ley suggested that the College do the best job it can to match maturities to cash needs. There was discussion regarding the amount of interest that has been coming in. Member Howard restated for Member Ley that there has been an attempt to manage College investments and their maturities in terms of cash flow, and Mr. Ley feels this has not been done effectively. Member Ley then added that we do not have any maturities that he knows of that extend beyond a year. He would like to believe that the College has, for example, \$5M that is not going to be needed for at least five or ten years. There is not one investment at \$5M for five or ten years that should yield a higher rate of return. Mr. Ley felt that we can do better on investments.

Ms. Thorson noted that in recent years, the College has primarily focused on CD's, public pool funds, and government securities that have been purchased through our brokers. The College has not invested in things like commercial paper, purchase agreements, and mortgage securities. She asked Board members for their thoughts about this. Board members agreed that there should be a mixed portfolio of investments. In addition, there

should not be restrictions of percentages because investment opportunities change.

There were no further comments.

EXECUTIVE SESSION: Member Kolze moved, Member Barton seconded, that the meeting adjourn into executive session for the purpose of discussing the possible acquisition of property and the appointment, employment and dismissal of personnel.

Upon roll call, the vote was as follows:

Ayes: Barton, Gillette, Howard, Kolze,  
Ley and O'Reilly.  
Nays: None

Motion carried at 8:15 p.m. Student Member Prinzivalli voted aye.

Chair O'Reilly stated that there would be a five-minute recess prior to executive session.

ADJOURNMENT: Following executive session, it was moved and seconded that the Special meeting be reconvened. Motion carried at 9:34 and the Special meeting reconvened and was immediately adjourned.

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Chairman

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Secretary

BOARD REQUESTS

SEPTEMBER 10, 1997 SPECIAL BOARD MEETING

- 1) Member Barton suggested seeking help from the Oakton financial officer. Ms. Thorson stated that she had spoken to him and plans to have him review what Harper is doing and offer advice or comments about it.
- 2) Member Kolze asked Ms. Thorson if she could educate the Board on how she or her office staff plans investments. He asked if banks are called everyday, once a month, etc. Ms. Thorson responded that she will provide this information to Board members in the future.

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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, September 22,  
1998

CALL TO ORDER: In the absence of Chair Kolze, Member Howard acted as Chair.

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Howard on Tuesday, September 22, 1998 at 7:12 p.m. in the Student and Administration Center (A-238) of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Botterman, Gillette, Hess, Howard and Shure; and Student Member Valadez  
Absent: Chair Kolze

Also present: Robert Breuder, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; David McShane, V.P. Information Technology; Judy Thorson, V.P. Administrative Services; Mary Azawi; Larry Bielawa; Paula Blacker; Catherine Brod; Harley Chapman; Tom Choice; Lori Danaher; Julie Fleenor; Bob Getz; Tom Goetz; Bill Howard; Thea Keshavarzi; Sylvia Kingsley; Liz McKay; Scot Milford; Elena Pokot; Sheila Quirk; Greg Rogers; Sharon Szymoniak; Joan Young and Ursula Youngwith - Harper.  
Student: Kitty Cowley.

Guests: Dean Geroulis, Chicago Tribune; Tom Rooney, Gilbane Construction.

CITIZEN  
PARTICIPATION

There was no citizen participation.

PRESIDENT'S REPORT

President Breuder asked Vice President Dave McShane to give a brief overview of three major technology projects.

Vice President McShane referred to the "Technology Plan Update" handouts distributed to Board members. He noted that Board members could read the information in more

detail at their leisure. He will be giving a brief overview of three of the major projects: the telephone system; the library automation system; and the NT rollout project.

In planning for all of the projects Vice President McShane noted that they have the Year 2000 in mind. Every project has a project team and a project lead person.

### **Telephone System**

Purchased from Intecom and is called the Enterprise E14 Millenium system. It is a digital distributed telephone system. Why do we need to acquire the system -

- switch will not be 2000 capable; old switch needed to be upgraded
- no ability to grow - we are currently adding two buildings on campus and extending growth further; could not support the Northeast Center and cannot support the new digital services provided by the telephone companies
- We must be able to support E911 state mandate (able to identify through 911 service the exact location of the emergency on campus) by March 1999
- Want to take full advantage of the fiber services that are out there - it will help overall reduce the cost of the analog

Impact to the College:

- it will affect every desktop (employee) on campus (every phone will be replaced, every person will need to be trained)
- with new buildings coming onto campus, they will be sitting over the cabling - we have had to reroute the point of presence (POP) on campus. Rerouted all the cables into the computing facility downstairs - changed all of that to fiber (instead of going from fiber to copper and back to fiber)
- upgrading from analog to digital
- We are going to replace approximately 1,200 instruments - the majority of them have been put out on desks to date
- the switches are in 17 different closets they are distribute - they are out in the

buildings instead of being in a central place.

Every employee will be trained - instruction classes begin September 23. October 2 (Friday evening) - process of cutover to the new phone system. October 5 (Monday morning) the whole campus will be up on the new system. There will be a full team here to handle problems. October 16 - Northeast Center - will have fulfilled phone system for the first time.

### **Library Automation System**

Purchased from Endeavor and is called Voyager. Key people on project from Library - Tom Goetz and Liz McKay and from Information Technology - Ursula Youngwith and Elena Pokot.

Influence:

- Year 2000 issue
- old and obsolete system - could not repair or service the software or hardware
- text based - need to be user friendly by going to Windows based systems
- needed public Web-based access which is a key part of the library system today
- needed to interface with other systems
- lacked functionality

Impact - all students and employees will be affected based on their use of the library. First area, largest area so far, that we have converted to the new NT operating system. We had to do that as part of the transition. They are functioning today. Plus in some ways and a minus in others - we've increased the traffic in that area, as most everything is becoming computer based and the universal workstation. To accommodate this we needed to upgrade the Internet access from a T1 (1.5 Mbs) to a T3 (6 mbs) system. This is not the only reason why - but one of the reasons why.

### **NT Rollout Project**

Biggest impact to the College. It affects every desktop. Replacing the desktop functions in entirety. Project Lead Sue Nowakowski and Technical Lead John McManus.

Influence - year 2000 compliant, advanced operating system - Microsoft has changed requirements. We have a very complex and diverse user base here at Harper - from the desktop in the offices to some high-end practical needs like AutoCAD, for our tech programs. Microsoft's strategic direction that has forced us to make this move.

Year 2000 issue - age of hardware, there is a lot of imbedded dates stamped in some of the old machines that need to be brought up to date so that we will not have a problem when that comes. Many of our CPUs are antiquated and cannot support the latest versions of software. All of the software houses today are developing software for what is known as a 32-bit architecture. We cannot handle it with the old equipment - need new. The office suite has been improved in advance and so we need to be able to talk to the employee's desk to support that. Software houses are developing for NT and 95 (98), multimedia and multitasking - ability to do many different things at the same time. Web interface.

Decision - NT 4.0 because it is more of an enterprise operating system than Windows 95/98 is more of a consumer - and we need to support many more things in our environment at Harper. We cannot forget the Mac people - we will be upgrading the Macs to 8.0 in order to be able to support the software. The impact again is every single desktop. All employees will require some updated training for the new operating system and office suite. Our Help Desk is severely impacted by this in that they have to support two different operating systems during this transition. We have a total of 770 packages of software that we support across the campus. A lot of those will have to be upgraded and improved. Many of them have been - we are starting the process. Our network servers need to be ready to accept this NT rollout. We have 722 desktops that have to be replaced. We have 1200 desktops that have to be upgraded. Of course this will impact our daily business. We are trying to minimize that as much as we can.

We have opened up our Internet access and speed. Deployment - started the process last year through a pilot phase \_\_\_ labs and \_\_\_ desktops in order to test this rollout. We were successful with that. We are now in Phase II - this year. We are trying to accomplish this by next year. In all likelihood we will go over July 1<sup>st</sup> and into the first few months of next year. Today we have about 333 converted and have about 1,600 more to go.

Member Barton - how frequently do desktops have to be replaced. McShane - the normal course of events, normal cycle -  $\frac{1}{4}$  of our investment - due to the fact that Microsoft completely changes operating system - we are going to have to change out more machines than we normally do. We normally do about 500 per year. Now we will have to replace about 700 per year. Barton - replacing, not upgrading. McShane - in the last year, we have been preparing for this so the new machines coming in on the high end. The most we have to do to those is memory upgrades. We will keep a base of about 1,200 machines in the upgrades. Valadez - regarding the speed of the computers - the speed in the library. McShane - the Library has been totally upgraded. Valadez - there will be no more speed? McShane - speed is a relative aspect. The CPUs aren't always the \_\_\_ of speed. Today, the NT's that have been placed in the library environment to support the library system. There are a couple of labs there. Valadez - through the phone system - is there any increase on the speed on the Internet. McShane - the phone system has nothing to do with that. There is separate access. Gillette - we have 700 desktops configured to be replaced - what is the timetable for completing this - because you will have two operating systems until you do that. McShane - our approach to the implementation is that the age of equipment is almost a shotgun approach - all over campus is focusing into various offices and changing one office out totally and trickling some of that equipment to those other areas so others can get to them. So, we will have 3.1 operating system in some areas while

total offices have been converted to NT as a group so they can work together as a group. We will have two operating systems in different areas around campus for the next 18 months. Gillette - you have 771 software packages that need to be upgraded. If you carry that to its fullest, then you have 771 training programs for using the upgrade. If we had to train everybody, nothing else would be happening on campus. Have looked at using System Commander to leave the old program in there and be able to operate both operating system. McShane - some of the packages are on a maintenance agreement and will come with the upgrades to them. The people that are involved with those - the upgrades - they are familiar with them already and probably will not be going to training. The 771 packages - most of them are in instructional areas - faculty are very much acquainted with each package. They will be self-taught or self-trained in those. The training that we will be doing primarily is the Enterprise standards which is the Office Suite and the NT operating system.

Chair Howard - you and your crew have been busy, Dave. McShane - my staff has been busy, yes. Howard - are you thinking of augmenting the Help Desk to help them get through this transition. Is it possible to. McShane - we will try our best. Howard - it sounds like a real roadblock. McShane - Barb Bednarz who is the responsible person there has done a great job coordinating this. The difficulty of getting part-time people sometimes is the technical issues that come across when it is a Help Desk issue. The Help Desk also does the training. They have done a great job in planning the whole schedule.

STUDENT TRUSTEE  
REPORT

Student Member Valadez distributed a copy of his report. He is learning how to manage his time - juggling between classes and workload, extracurricular activities. He is learning a lot. This month he was invited to serve on many different committees. Unfortunately he had to turn down some of them. One - is the Voter Mobilization Task Force. He is in that committee - part of the

Phone Network and Poll Watching. Getting phone banks around the area - calling companies. Target yes voters and call them again before the election. We now have student senators. Last year it was an election process - this year it is interviewing process. It went very well and increased the student participation. Very good people but only nine senatorial positions. Thank Mr. DePalma from the Bus/SS department and also Mrs. Litrenta from Lib Arts for their great input and Jeanne Pankanin Director of Student Activities - thanked students Laura Mentel and Bob Kurslusky who were helpful in the election process.

Yesterday he hosted a visit for a group of students from France. They came here to see how the two-year college system works. Good experience.

Met with Dr. Harley Chapman - dean of Liberal Arts. He will continue to meet with different people to get to know them.

Roundtable is Friday, October 2, 1998 is an opportunity for him to meet with student leaders on campus and also for them to bring issues on the table. Try to increase student participation. He will create a student leader E-mail bank to keep communication flowing.

Thursday, October 15 is the Open Forum. He is working with professor Jack Gallager - gives students and faculty an opportunity to meet the representatives in the 54<sup>th</sup> district - Sue Walton and Susie Basset. Tomorrow he is going to a conference - he will be in Kansas City for the Chamber of Commerce conference.

In response to Member Barton, Student Member Valadez stated that he had not heard of any students questioning the interview process rather than having an election for student senators. Many students are not even aware that there is a student senate on campus.

In response to Chair Howard, Student Member Valadez stated that they are trying to keep the students who were interviewed and not selected, involved in activities. They will be recommended to be part of the senate as representatives. They don't have a voting position, but we will try to keep them involved. It was a difficult decision. There are some very good people.

Chair Howard thanked Student Member Valadez for his report and for putting it in writing. Member Howard asked Kitty Cowley, Student Senate President, to encourage student senators to attend the Board meetings.

APPROVAL OF AGENDA Member Gillette moved, Member Barton seconded, that the agenda be approved.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman,  
Gillette, Hess, Howard and Shure  
Nays: None

Motion carried. Student Member Valadez voted aye.

CONSENT AGENDA Member Gillette requested that Check #0006003349 written to Comet Plastering and Drywall be removed from the Consent Agenda (Page 3, Exhibit VII-2) for further discussion.

Member Barton moved, Member Shure seconded, approval of the minutes of the August 27, 1998 Regular Board meeting and executive session; July 23, 1998 executive session; bills payable (excluding Check #0006003349), payrolls for August 28, 1998 and September 11, 1998, estimated payrolls for September 12 through October 23, 1998; bid awards; purchase order; personnel action sheets; and for information: financial statements, committee and liaison reports, grants and gifts status report; first reading: board policy (revised) on hirings/reports; and first reading: board policy (new) on incentive compensation, as modified and outlined in Exhibits VII-1 through VII-10

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

Operating Fund	4,071,184.10
Tuition Refunds	10,080.41

The payrolls of August 28, 1998 in the amount of \$1,392,866.86; September 11, 1998 in the amount of \$1,773,124.10; and estimated payroll of September 12 through October 23, 1998 in the amount of \$4,748,986.44.

#### Bid Awards

Ex. VII-3a      Award Bid Q8899 to Herron Topsoil, the low bidder for pulverized topsoil to be used throughout the campus, in the amount of \$13,530.88.

Ex. VII-3b      Award Bid Q8898 to Boller Construction Company, Inc., the low bidder for Automatic Door Installation and Entrance Door Replacement, in the amount of \$104,300.00 plus a contingency of \$10,430.00 and architects fees of \$7,822.50 for a total of \$122,612.50.

Ex. VII-3c      Award Bid Q8900 to PC Systems Design, the lowest responsible bidder for notebook computers, in the amount of \$127,000.00.

#### Purchase Order

Ex. VII-4a      Approve issuance of a purchase order to Hewlett-Packard Company for Ultraviolet Visible Spectrophotometers and upgrades for use by the Harper College Chemistry department, Oakton Community College, Harold Washington College and the University of Illinois at Chicago in the amount of \$55,800.00.

#### Personnel Actions

Professional/Technical Appointments  
 Teresa Auer, Nurse, p/t, Health Services,  
 08/31/98, \$7,106  
 Ellen Ward, Tutoring Specialist, p/t, Access  
 and Disability Services, 08/31/98,  
 \$16,200

Supervisory/Confidential Appointments

Marianna Grevenberg, Career Development Specialist, Career Partnership, 09/14/98, \$45,000  
Susan McNeilly, Assistant Controller, Accounting, 08/25/98, \$50,775  
Angela Schwartz, Benefits & Compensation Specialist, Personnel, 10/05/98, \$44,000  
Kay Turner, Supervisor, Roads & Grounds, Physical Plant, 08/29/98, \$40,608

Classified Staff Appointments

Debra Abbott, Clerk Typist II, p/t, BUS/SS, 09/09/98, \$5,720  
Ophelia Julien, Bilingual Secretary I, p/t, AE/LS-SGN/SLIP, 08/31/98, \$18,096  
Varshaben Patel, Library Assistant I, p/t, Library Services, 08/28/98, \$3,606  
Jackie Schue, Receptionist, p/t, Registrar's Office, 09/08/98, \$11,913

Harper #512 - IEA Appointments

Michael Cebulski, Groundskeeper, Physical Plant, 09/21/98, \$20,592  
Erik Jakubowski, Groundskeeper, Physical Plant, 09/14/98, \$20,592

Professional/Technical Resignation

Keith Jauch, Electronic Technician, Senior, IS/TS, 09/11/98, 12 yrs. 9 mths.

Classified Staff Resignations

Jennifer Farwell, Receptionist, p/t, Student Development-CNS, 08/04/98, 5 months  
Cynthia Heaster, Receptionist, p/t, Registrar's Office, 09/05/98, 2 yrs. 8 mths.  
Nancy Iverson, Clerk Typist II, p/t, Wellness and Human Performance, 09/18/98, 2 yrs. 11 mths.  
Rebecca Korbecki, Clerk, p/t, Office of Research, 08/13/98, 1 yr. 11 mths.  
John LeBrun, Clerk, p/t, Box Office, 09/17/98, 9 months  
Eileen Miller, Cashier, p/t, Bursar, 09/25/98, 15 yrs. 11 mths.  
Shirley Rupprecht, Laboratory Assistant, Interior Design/Fashion Design, 08/10/98, 2 yrs. 10 mths.

Joni Wachta, Secretary, p/t, Women's Program,  
08/21/98, 1 yr. 8 mths.  
John Wertz, Assistant Facilities Manager,  
Wellness and Human Performance,  
08/15/98, 8 yrs. 11 mths.

Harper #512 - IEA Resignation

Alexander Jovanovich, Maintenance Mechanic,  
Physical Plant, 08/20/98, 2 yrs. 6 mths.

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

Ayes: Members Barton, Botterman,  
Gillette, Hess, Howard and Shure  
Nays: None

Motion carried. Student Member Valadez voted  
aye.

Check #0006003349

Member Botterman moved, Member Barton  
seconded, approval of payment of check  
#0006003349 to Comet Plaster and Drywall in  
the amount of \$15,130.00 as outlined in  
Exhibit VII-2 (attached to the minutes in the  
Board of Trustees' Official Book of Minutes).

Member Gillette stated that the check amount  
of \$15,130 added to the previous check for  
\$14,000+ last month - with the information I  
received from administration, this is now  
totaling \$78,000 since March. I would rather  
not approve it. Vice President Judy Thorson  
explained that the Comet Plastering folks  
were used for numerous projects around  
campus. Some of them related to the cleanup  
campaign. Some of them were totally  
unrelated and just came up during the course  
of the year. For example, we had two leaks  
in two different buildings that needed to be  
taken care of. We had installation of the  
Mazak machine that was approved in April or  
May that created more work that fell within  
the Comet area. They were each quoted  
individually because they came up at  
different times. As we did the cleanup  
campaign, that was done building by building.  
As we identified a building that we were  
going to go into, physical plant people  
walked the building along with academic folks  
from the building, identified the work to be

done. After that, the physical plant director looked at the next month and the resources he had available internally, both the skills of these people and the time availability and then made a decision about what might need to go outside because we couldn't do specific things in that building. We went through building by building.

Chair Howard stated that the Board has had a discussion regarding this type of issue for the future. Dr. Breuder explained that in the future whenever general services needs a particular service and needs to go to the outside, one of the steps we might take is to go ahead and get wage rate quotes from various contractors. For example, for drywall, painting services. When we don't necessarily know how much we are going to use an external vendor or supplier, by going out and quoting wage rates on a fairly regular basis (not every month), we are able to determine what they charge on an hourly basis as long as they are able to perform the service. We can always go out to the low quote and use them as needed as a project emerges when it is under \$10,000 - if it is over \$10,000 it jumps into a new consideration. The point is well taken. In this circumstance, I don't think general services as they were walking through the process, knew the full measure of what would ultimately be done in this cleanup campaign. There were multiple initiatives here. In the future we can handle that by getting some wage rate quotes. Mr. Gillette can feel much more comfortable with that. Member Gillette suggested also looking at price per square foot in addition to time and material prices.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Hess,  
Howard and Shure  
Nays: Member Gillette

Motion carried. Student Member Valadez voted aye.

NEW BUSINESS:  
Lease Purchase

Member Barton moved, Student Member Valadez seconded, approval of the lease purchase

of Technology  
and Parking Lots

resolutions which were prepared by bond counsel as outlined in revised Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Howard noted that she is an employee of Harris Bank - Palatine. This item has to do with Harris Bank and Trust and it is being handled by the Municipal Bond Division of Harris Bank and Trust not by Harris Bank - Palatine. However, in order to avoid any appearance of conflict of interest (even though she has had nothing to do with bond issuances) she will not vote on this item.

Member Gillette first asked if this is an item that had come before the Board earlier. Vice President Thorson said that this is a new award. Member Gillette expressed concern that there were no other bidders. Vice President Thorson explained that we bid the actual purchases - the technology (laptops), the desktop machines - that is what we are funding with this. This is a lease agreement, and this is a vehicle we need in place to sell the bonds in November. Gillette - Harris does this free? Ms. Thorson - Harris is doing this for 3.9 percent for a 90-day loan. This is a fairly new instrument. It has only been used in about seven or eight colleges - something new under the . . . Gillette - when we compared Harris against other banks, how did we decide on this award. Thorson - I first of all started with the leasing company, and I asked them for some rates. Their rates were about 6.3 percent. They would not do a term for less than two years with a prepayment at a one-year point. At that time, we were talking to them about a \$2 million lease - the total at that time for the 6.3 percent was about \$71,000 that we would have to pay them. That seemed high to me. What we need is a vehicle to sell the bonds, I started talking to other banks. I talked to Harris, and I tried to talk to First Chicago and I haven't found the right person there. We are doing this with Harris - at 3.9 percent. They are also willing to do this for 90 days. Howard - there is an issue of timing in order to get this work done. Gillette - what is

the total amount? Thorson - if we pay it back in 90 days, it will be \$28,000 - we have moved it up to \$3,560,000. Shure - was there only one bank you really talked to, then? Thorson - yes. What I found out as I talked - even at Harris it took more than a week to talk to the right person at Harris. Lease purchases of less than a year are very unusual. What banks want to do is give you a loan, and a loan will not meet the requirements of the bond. So, what I needed was a very short-term lease purchase. I had trouble finding someone who could give me what I need. My concern was that I could have gone through one of these leasing agencies, but I knew I was going to pay a lot more money because I was going to have the money for a lot longer period of time, and I didn't need it for that period of time. Gillette - from my standpoint, if you had given me a sheet of paper that said we had a bid from leasing company A for X amount, Company B for Y amount and the Harris Bank for Z amount. I would have no problem. What I have is Harris Bank sitting alone, and I have a problem with that. When I take your interest rate and divide it by 4 to get 90-days, and multiply it by 3.9, I get \$34,710 - which is more than \$10,000, so I won't support this without competitive bids. Breuder - this is a unique arrangement that is being said here, and Judy spent a good number of weeks trying to find someone who could structure this deal to meet the obligations of the state. She went to a leasing company and we have that data. She went to Harris Bank and fortunately found that they have structured these kinds of deals in the past. Earlier today, I indicated that she ought to make a phone call to one additional bank to see whether or not they would be able to craft for us a scenario that made better sense than the Harris Bank. What I would suggest, to allow us to keep moving forward - is to have your approval on this with the understanding that we solicit yet one additional quotation. If we are unable to get that, then we could come back to you with a different scenario. Gillette - I would like to see a request for bid, a financial publication. Breuder - what is the

timing? Thorson - to sell the bonds in November, this needs to move tonight. Breuder - and why the need to sell the bonds in November? Thorson - I am concerned about this bond sale getting too close to the referendum and confusing the public. Howard - is there a question of having the money available to move ahead with the projects this fall? Thorson - that is another issue. If it cannot go tonight, we have to scrap the deal and start all over again. Dave has obligations that are sitting out there that haven't been paid, so that we can get them inside the lease structure, and his vendors can't wait any longer. Then we lose some of that lease opportunity that we had, and I think we might have to start over again. Botterman - I want to say that I will vote for this, but I am going to extend the confidence in administration. However, this seems to be going on meeting after meeting after meeting. We need to get our house in order. I think we need to discuss some of these procedures. Thorson - this does not require a competitive bid by state law, and therefore it is in line with our purchasing policy.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman and Hess  
Nays: Members Gillette and Shure  
Abstain: Member Howard

Motion denied. Student Member Valadez voted aye.

Breuder - given your action, do you want us to go out and competitively bid this item - when it is not required? Barton - I want competitive bids on as many things as possible. But I believe that every now and then, something may come up that, if some work has been done and there is a time frame because of the referendum, for example, then there ought to be, with discretion of the people handling it, that we should support their decision. Shure - are you counting the student vote? Thorson - no, you cannot count that on this one. Breuder - this effectively stops the process. This does not require a

competitive bid. We are not in violation of any state statute or Board policy. Barton - I think we are tying your hands. I had mentioned to Judy earlier today, that it would have been to our advantage to go out and get one additional quote. I watched her labor for the better part of two or three weeks, putting this deal together. I also watched her labor in terms of working with Harris Bank to find someone at Harris Bank who ultimately understood how to structure this deal. That is not a negative indictment on Harris Bank, this is a complicated piece of financing here. She is going to have a difficult time finding somebody to give her a quote. I ask that you permit us to go forward with this and let me go out and seek an additional quote. If I can't find it, and you are uncomfortable with it, we will not move forward. Let's not stop the process since we are not in violation of anything that would be dictated by the state or by Board policy. Gillette - what you are saying, in my opinion, is that our Board policy needs tightening. That is what I said when I came to the Board. Breuder - we can't continue to revisit that. We have handled it so many times. The Board has made a decision on terms of the purchasing policy and bidding policy to comply with state statute. To not restrict it any further than that. Given that, that is the parameter within which we must operate. Where we can be even tighter than that, and we choose to do that in different instances. There are instances in which we have the latitude not to go in that direction because of expediency and the need to draw this to closure, the desire not to have this bump up against the referendum and therefore create a state of confusion, recognizing that not very many people are positioned to do this kind of a deal - it made eminent sense to go forward. Howard - this is an unusual way of financing that is not a standard bank loan and that is why it is in the municipal bond division and they have done this for seven other colleges. It is not your everyday type of financing. Barton - I understand where Members Gillette and Shure are coming from, but I have a frustration with their vote if we are

following policy. That is what the Board agreed to do. I feel that we should give them approval. Breuder - administration has every intent of spending the money that we have available in a very wise fashion. If we are complying with statute and policy, if we have had it reviewed by legal counsel and they advise us and approve it - what else is there that you want us to do? Gillette - the voters who put me here want me to force competitive bidding. I represent a group of people that would like that and I have no choice but to follow what I have heard from my constituents. Breuder - then you need to change . . . In this case here, we don't have the requisite number of votes here to pass it. That is a tragedy, it stops the process. Shure - it seems to me that the process could have started a bit earlier, and another bank could have been contacted. I have to feel that the easier route was taken, working with a bank that you have long experience with. I would like to be reassured that we are getting the best deal. Breuder - can I give you that reassurance in time period II by going out - but not having to wait another 30 days. Member Gillette - If this is a legal motion, then I will move that we approve the lowest of three competitive bidders not to exceed the amount here. Barton - what if they can't get three. I feel like you are handcuffing the College. Breuder - Purchasing can send bids out to 100 people, but in the end if you only get two bids and you would like to have three and you can't get them. You can't force people to bid.

Botterman - make something clear. My problem is not with administration. I have full confidence in the people that this institution has hired. My concern is that repeatedly, one of the trustees at this table has asked for documentation. Out of respect for a fellow trustee, and the constituency that he does represent they have talked to me. I don't agree necessarily will all of his concerns or statements that he has made over the past year, I have to extend him courtesy. I am going to advocate that what he is looking for from administration - he is entitled to getting. If you were to file a

freedom of information after or prior to every meeting by law - that would explain what the process is on each one of these days, we can save ourselves a great deal of time. It may be a bit of a burden for the administration, but I think that showing the proof and placating some of the concerns of some trustees, we can move these meetings along in short order. Breuder - Well, it is easy enough to do that, but let me reiterate that there is no requirement to go out and competitively bid this. No one is trying to steer business someplace or to benefit some other way. Howard - I would like to point out that First Chicago NBD has all of Harper's banking contracts, it is not as though we are dealing with only one bank.

Member Gillette moved, Member Shure seconded, that approval of the lowest of three competitive bids, not to exceed the bid from Harris Bank.

Vice President Thorson explained that - although she is not bond counsel, but she believes that she needs approval of this exact lease by five votes. This is the document that will allow us to go forward with the bond. Bond counsel was very clear with her on this. This would have to be approved and then there would have to be another motion that made it contingent.

Member Howard suggested calling a special meeting because information is needed from Bond counsel and see what motion or process is needed. I suggest we table this and discuss it with bond counsel and bring it back to you. Thorson - if you would like three competitive bids, I cannot tell you how long it is going to take me to get those because it takes awhile to work through these banking structures to find the right person. I would need the special meeting as soon as I get the information that you are looking for. By two weeks, I should have it. If I can do it quicker, I will. Howard - I would like to table this, let Judy find out the procedures from bond counsel and get a few other quotes.

Gillette - I would be comfortable with that. And if three banks say they cannot do this type of loan, I would be comfortable with this current quote. Botterman - just so we are clear - what type of report do you want, just that conversations were made or are you expecting a letter from the institution. Gillette - I have never asked for a letter from anyone. I would like to see a list - we got these bids from these people and we chose this one.

Member Gillette moved, Member Hess seconded, to table the issue.

Upon roll call, the vote was as follows:

Ayes: Members Botterman, Gillette, Hess, Howard and Shure  
Nays: Member Barton

Motion carried. Student Member Valadez voted nay.

Resolution to  
Establish a  
Hearing Date for  
Sale of Limited  
Tax Funding Bonds

Due to the denial of the previous motion, Exhibit VIII-B was removed from the agenda.

Resolution  
Designating  
Person(s) to  
Prepare Tentative  
Budget for  
1999-2000

Member Gillette moved, Member seconded, adoption of the resolution designating Robert L. Breuder and Judith A. Thorson as preparers of the tentative budget for fiscal year 1999-2000, as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Hess, Howard and Shure  
Nays: None

Motion carried. Student Member Valadez voted aye.

Election Resolution - Filing of Nominating Petitions for April 13, 1999 Board of Trustees Election  
Member \_\_\_\_\_ moved, Member \_\_\_\_\_ seconded, approval of the resolution regarding the notice related to the filing of nomination petitions for Board candidacy, as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried. Student Member Valadez voted aye.

Request for Early Retirement  
Member Botterman moved, Member Gillette seconded, approval of the early retirement

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Hess, Howard and Shure  
Nays: None

Motion carried. Student Member Valadez voted aye.

ANNOUNCEMENTS BY CHAIR

Communications There were no communications.

Calendar Dates Calendar dates are printed on the agenda for Board information.

OTHER BUSINESS

ADJOURNMENT

Member Gillette moved, Student Member Valadez seconded, that the meeting be adjourned.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman,  
Gillette, Hess, Howard and Shure

Nays: None

The motion carried at 8:19 p.m.

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Chair

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Secretary

BOARD REQUESTS

SEPTEMBER 22, 1998 REGULAR BOARD MEETING

1.

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 25,  
1997

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair O'Reilly on Thursday, September 25, 1997 at 7:08 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Gillette, Hess, Howard (7:09 p.m. arrival), Kolze, Ley (7:10 p.m. arrival), O'Reilly; and Student Member Prinzivalli  
Absent: Member Barton

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; David McShane, V.P. Information Systems; Judy Thorson, V.P. Administrative Services; Ted Agresta; Vic Berner; Larry Bielawa; Bruce Bohrer; Catherine Brod; Pat Bourke; Pauline Buss; Steve Catlin; Harley Chapman; Tom Choice; Julie Fleenor; Robert Getz; Jerry Gotham; Amy Hauenstein; Bill Howard; Tom Johnson; Thea Keshavarzi; Luanne Kristiansen; Roberta Lindenthaler; Liz McKay; Russ Mills; Rosemary Murray; Elena Pokot; Pat Traynor; Laurie Wren and Joan Young - Harper.

Guests: Michael Lundeen, Legat Architects; Kendra Williams, Daily Herald; and Leon Shure, Trustee Candidate.

Chair O'Reilly appointed Member Gillette as the Secretary pro tem during Member Barton's absence.

Dr. Thompson introduced and welcomed Kendra Williams from the Daily Herald.

CITIZEN  
PARTICIPATION

There was no citizen participation.

COMMUNICATIONS

Member Gillette stated that the College had received thank-you notes from the following people: Harold and Theresa Cunningham; Janet Smith; Board Member Judy Hess; Janet Degner, Executive Director of the Palatine-Inverness-Rolling Meadows United Way; Barb Knoff, Healthier Communities Conference Chairperson.

UNFINISHED BUSINESS  
Approval of Agenda

Chair O'Reilly stated that there will be a revised agenda to include Exhibit VIII-A-3. She noted that there will be an executive session following the regular meeting for the purpose of discussing the appointment, employment and dismissal of personnel and collective bargaining.

Member Kolze moved, Member Howard seconded, that the agenda be approved as modified.

Upon roll call, the vote was as follows:

Ayes: Members Gillette, Hess, Howard,  
Kolze, Ley and O'Reilly  
Nays: None

Motion carried. Student Member Prinzivalli voted aye.

Student Trustee  
Report

Student Member Prinzivalli distributed a copy of her report. She noted that the majority of Student Senate positions are filled and officers are in place.

Next week the Student Senate and the Faculty Senate are co-sponsoring a voter registration week. Her report includes a listing of table locations. She thanked Jack Gallagher for suggesting and organizing the registration and for including the Student Senate in this activity.

On behalf of the Board, Chair O'Reilly and Dr. Thompson expressed thanks to Student Member Prinzivalli for her extra effort in seeing that the Student Senate elections took place.

CONSENT AGENDA

Member Howard moved, Member Kolze seconded, approval of the minutes of the August 28, 1997 Special and Regular Board meetings and executive session; September 4, 1997

executive session; and September 10, 1997 executive session; bills payable; payrolls for August 29 and September 12, 1997; estimated payrolls for September 13 through October 24, 1997; for information: financial statements, committee and liaison reports, and grants and gifts status report, as outlined in Exhibits VI-A and VI-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating & Auxiliary Funds	3,294,891.08
Restricted Purposes and	
Trust & Agency Fund	517,052.94
Federal Funds	20,382.71
Tuition Refunds	154,646.58

The payrolls of August 29, 1997 in the amount of \$1,325,269.39; September 12, 1997 in the amount of \$1,695,116.59; and estimated payroll of September 13 through October 24, 1997 in the amount of \$4,008,415.48.

Upon roll call, the vote was as follows:

Ayes:       Members Gillette, Hess, Howard,  
              Kolze, Ley and O'Reilly  
Nays:       None

Motion carried. Student Member Prinzivalli voted aye.

#### BID AWARDS

Member Howard moved, Member Hess seconded, that the Board approve the Bid Awards as outlined in Exhibits VII-A1 through VII-A3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A1       Award Bid Q8830 to Unisource Worldwide, Inc., the low bidder meeting specifications for toilet tissue, in the amount of \$20,184.00.

Ex. VII-A2       Award Bid Q8831 to Unisource Worldwide, Inc., the low bidder for trash can liners, in the amount of \$11,675.50.

Ex. VII-A3       Award Bid Q8832 to Signature Sign Systems, the low bidder

for exterior directional signs, in the amount of \$19,220.25.

In regard to Exhibit VII-A3, there was discussion as to the type of signs these are. Vice President Judy Thorson explained that these are not "directory" signs, but "directional" signs with arrows pointing to various buildings, parking, etc. Joan Young added that as a car enters from Algonquin Road, there will be a sign with an arrow pointing straight ahead for Building A. Member Howard noted that this has been needed for a long time.

Upon roll call, the vote was as follows:

Ayes: Members Gillette, Hess, Howard,  
Kolze, Ley and O'Reilly  
Nays: None

Motion carried. Student Member Prinzivalli voted aye.

#### PURCHASE ORDERS

Member Kolze moved, Member Howard seconded, that the Board approve the Purchase Orders as outlined in Exhibits VII-B1 through VII-B3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-B1 Approve issuance of a purchase order to Webcom Ltd., for printing of the 1998/1999 College Catalog, in the amount of \$29,480.00.

Ex. VII-B2 Approve issuance of a purchase order to Apollo Travel Services for a 36-month lease agreement for travel hardware and software in the amount of \$28,800.00 per year for three years starting August 1, 1997 through July 31, 2000.

Ex. VII-B3 Approve issuance of a purchase order to Microsoft, Inc. for textbooks for the Technical Education and Consulting @ Harper Microsoft classes in

the amount of \$125,000 to run from October 1, 1997 to June 30, 1998.

In response to Member Kolze's question regarding Exhibit VII-B2, Ms. Thorson stated that the class is at Northeast Center. Member Kolze asked for details regarding the class. Program Coordinator Luanne Kristiansen responded that this year Harper will train 120 people, each of whom will receive several job offers. Ms. Kristiansen stated that there is not a lot of competition right now. Other community colleges do not have comparable programs; they only offer a portion of what Harper offers. There is one private travel school in the area that trains eight people approximately five or six times a year. Harper is the largest one. Member Gillette asked if this is self-funded by the students. Ms. Kristiansen concurred.

Member Gillette noted that he previously had questioned why the College did not have competitive bidding on this item. He discovered that all the vendors charged the same price, but this vendor gave Harper a 20 percent discount.

Upon roll call, the vote was as follows:

Ayes: Members Gillette, Hess, Howard,  
Kolze, Ley and O'Reilly  
Nays: None

Motion carried. Student Member Prinzivalli voted aye.

NEW BUSINESS  
Personnel Actions

Member Howard moved, Member Ley seconded, that the Board approve the personnel actions as outlined in Exhibit VIII-A-1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Professional/Technical Appointments

James Busch, Assistant Manager, Lab Support,  
IS/User Services, 10/06/97, \$42,500

Lori Danley, Writing Center Specialist, p/t,  
AE/LS-Learning Achievement Program,  
09/03/97, \$14,520

Terry Engle, Inventory/Logistics Specialist,  
IS/Technical Services, 09/29/97, \$44,000

Jerilyn Gadberry, ESL Student Advisor, p/t,  
AE/LS-ESL and Linguistics, 11/24/97,  
\$16,224

David Graham, Advanced Technology Specialist,  
IS/User Services, 09/02/97, \$39,000

Evelyn Hopkins, Coordinator, Continuing  
Education, Liberal Arts, 09/08/97,  
\$40,200

Marty McCafferty, Advanced Technology  
Specialist, IS/User Services, 09/15/97,  
\$43,000

Classified Staff Appointments

Shelly Hoffman, Interpreter III, p/t, Center  
for Students with Disabilities,  
08/25/97, \$17,870

Karen Lotz, Receptionist, p/t, Admissions,  
09/15/97, \$17,761

Cathy Muehl, Bilingual Secretary I, p/t,  
Center for Students with Disabilities,  
09/01/97, \$17,846

Joan Naumes, Program Clerk, p/t, Business and  
Social Science, 09/08/97, \$9,200

Michelle Roth, Financial Aid Assistant,  
Office of Student Financial Assistance,  
10/06/97, \$27,273

Harper #512 IEA Appointments

Sara Phillips, Weekend Custodian, p/t,  
Physical Plant, 08/30/97, \$4,896

James Stultz, Weekend Custodian, p/t,  
Physical Plant, 09/06/97, \$3,519

John Weil, Weekend Custodian, p/t, Physical  
Plant, 09/20/97, \$4,896

Richard Willis, HVAC Mechanic Operator,  
Physical Plant, 09/08/97, \$33,987

Professional/Technical Reclassification  
Diane Carter-Zubko, ESL Assessment and  
Tutoring Specialist, AE/LS-ESL and  
Linguistics, 07/05/97, \$37,224

Administrator Resignation  
Rebecca Smith, Director, Women's Program and  
Special Services, Women's Program,  
10/24/97, 3.4 years

Professional/Technical Resignation  
Caroline Klees, Coordinator, CE Health,  
LS/HS, 09/24/97, 3.1 years

Classified Staff Resignation  
Robert Davis, Jr., Public Safety Officer,  
Public Safety, 09/21/97, 8.0 years

Harper #512-IEA  
Denise Farwell, Weekend Custodian, Physical  
Plant, 09/14/97, 1.1 year

Upon roll call, the vote was as follows:

Ayes: Members Gillette, Hess, Howard,  
Kolze, Ley and O'Reilly  
Nays: None

Motion carried. Student Member Prinzivalli  
voted aye.

Early Retirement - Member Ley moved, Member Gillette seconded,  
Request -- approval of the request from Sandra Clark,  
Faculty and Associate Professor, for early retirement  
Administrative effective August 31, 1998 in accordance with  
Article IX of the Collective Bargaining  
Agreement as outlined in Exhibit VIII-A-2;  
and approval of the request from Vic Berner,  
Dean, Business Services and Finance, for  
early retirement effective June 30, 1998, in  
accordance with the Administrative Employment  
Contract and Article IX of the Faculty  
Collective Bargaining Agreement as outlined  
in Exhibit VIII-A-3 (attached to the minutes  
in the Board of Trustees' Official Book of  
Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Gillette, Hess, Howard,  
Kolze, Ley and O'Reilly

Nays: None

Motion carried. Student Member Prinzivalli voted aye.

Funding Bond  
Hearing

At 7:20 p.m., Chair O'Reilly recessed the regular meeting. Member Kolze moved, Member Ley seconded, to open the public hearing on funding bonds. In a voice vote, the motion carried.

Ms. Thorson explained that the first of two hearings tonight reflects funding bonds. These would cover either purchase of property or purchase of technology. The College has proposed a possibility of spending \$3.5M of funding bonds -- \$2M to be spent on technology and \$1.5M to be spent on building purchase. At this point, no final decisions have been made.

Inasmuch as there were no persons present who desired to speak regarding the funding bonds, Chair O'Reilly declared the funding bond hearing closed and reconvened the regular Board meeting at 7:23 p.m.

Protection, Health  
and Life Safety  
Bond Hearing

At 7:24 p.m., Chair O'Reilly recessed the regular meeting. Member Gillette moved, Member Ley seconded, to open the public hearing on protection, health and life safety bonds. In a voice vote, the motion carried.

Ms. Thorson explained that this gives the College maximum flexibility. If Harper does not purchase a building, the \$1.5M that would have gone toward purchasing a building is intended to be used for life safety projects which will be identified within the next nine months. She added that these hearings are the result of a new law implemented January 1, 1997.

Inasmuch as there were no persons present who desired to speak regarding the life safety bonds, Chair O'Reilly declared the life safety bond hearing closed at 7:25 p.m.

Member Ley moved, Member Kolze seconded, that the regular meeting be reconvened.

Upon roll call, the vote was as follows:

Ayes: Members Gillette, Hess, Howard, Kolze, Ley and O'Reilly  
Nays: None

Motion carried at 7:26 p.m. Student Member Prinzivalli voted aye.

In regard to Member Ley's question, Ms. Thorson stated that at the August Board meeting, the Board voted on the resolution to establish this hearing date. By having the hearing tonight, the College has fulfilled the legal requirements to have a public hearing. There have been no decisions made regarding either of these bond sales. Member Ley asked if Harper had to sell the bonds by a certain date. Ms. Thorson explained that there is no legal limit; however, legal counsel advises they be sold within a year.

Resolution to Designate Preparers of 1998-99 Budget

Member Howard moved, Member Hess seconded, adoption of the resolution designating a person or persons to prepare a tentative budget for 1998/99 as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Gillette, Hess, Howard, Kolze, Ley and O'Reilly  
Nays: None

Motion carried. Student Member Prinzivalli voted aye.

Facility Planning- Phase III: Building E Renovation

Member Howard moved, Member Hess seconded, approval of Phase III of the Building E Renovation and authorization for movement to Phase IV as outlined in Exhibit VIII-D

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

Member Kolze clarified that this action will approve construction documents and specifications, and approve the fact that the administration put out the bid. Member Ley asked if there are other drawings. Ms. Thorson stated that Bob Getz has other drawings available. She added that the bids will go out tomorrow as scheduled.

Member Ley asked if they had prepared a list of qualified bidders. Michael Lundeen of Legat Architects explained that they have prepared a document entitled "Bidder Information" which details what the project involves, the approximate costs, where to pick up documents, etc. This was faxed to approximately 15-18 contractors within the local area, several of which recently worked on Buildings I and V and the Northeast Center. These contractors were invited to submit bids. Mr. Lundeen added that contractors were not pre-qualified per se, but all the contractors who received the information are very qualified to do the work.

Member Ley inquired about the timetable. Ms. Thorson explained that the bids will be in and evaluated by the October Board meeting. Construction will start at the beginning of January and be completed by the end of March. Mr. Lundeen noted that this will be the construction and cabling aspect of the project. After that, tables will be installed and AV concerns will be addressed. The building will be able to accommodate classes for the summer semester.

There was discussion regarding whether they could work during the winter break. Mr. Lundeen stated that this had been discussed initially. The schedule was put in place in order to allow enough time to get things moved out of there and prepared. The contractor was told they could occupy the space January 5 to do minimal abatement things. After the College awards bids, if the contractor wishes to begin sooner and

receives approval from Physical Plant, this will be allowed as long as insurance and bonds are in place. Member Gillette stated that it makes sense to start earlier so there is less panic at the end before the summer semester begins. Member Howard asked about plans for handling the lecture classes during the winter semester. Pat Bourke responded that there will be a few classes that must be smaller in capacity because Harper does not have other lecture hall space available on campus. The administration is looking into the community to see if there might be some other facilities that would allow us to use their space. We will have to cut back on some of the testing that is done in that facility.

Member Ley inquired about the architect's estimate of the cost for the Building E project. Ms. Thorson responded that the total is approximately \$1.4M; the construction costs are less. Mr. Lundeen responded that the estimate for what is being bid in Phase III is approximately \$800,000. Some of the items are being bid as alternates, so we can pull back on some things that may not be required. Member Ley asked if additional bid documents will be coming at a later time for the equipment. Mr. Lundeen stated that furniture, video projectors, and speaker systems are not part of this bid package. These will be coming later.

Chair O'Reilly asked if this project will include asbestos removal. Mr. Lundeen stated that prior to putting together the final estimates, a consultant looked at Building E pipe joints and insulation. The abatement has been included in the project. The actual monitoring that would be required by law is not included.

Upon roll call, the vote was as follows:

Ayes: Members Gillette, Hess, Howard,  
Kolze, Ley and O'Reilly  
Nays: None

Motion carried. Student Member Prinzivalli voted aye.

Employment of  
Architect for  
Life Safety  
Project -  
Building E

Member Howard moved, Member Kolze seconded, adoption of the resolution for approval of the Building E - Air Handling Equipment project to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Community College Act, and approval of the employment of Legat Architects, Inc. to provide the architectural services for the 1998 Life Safety repair and renovation projects at a fee of 7.5 percent of the project costs as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette asked if there is a heat exchanger to capture some of the heat during the winter and the cold during the summer. Mr. Lundeen stated that this is not included in the project. He noted that prior to putting together the estimate, they consulted the engineer. The engineer recommended that a range of 20,000 to 40,000 cfm was needed for that to work. It was not pursued any further.

Upon roll call, the vote was as follows:

Ayes: Members Gillette, Hess, Howard,  
Kolze, Ley and O'Reilly  
Nays: None

Motion carried. Student Member Prinzivalli voted aye.

Affiliation  
Agreements-  
EHS Home Health  
Care, ManorCare

Member Kolze moved, Member Ley seconded, approval of the Affiliation Agreement between William Rainey Harper College and EHS Home Health Care Service, Inc. of Oak Brook as outlined in Exhibit VIII-F-1 and approval of the Affiliation Agreement between William Rainey Harper College and ManorCare of Elk Grove as outlined in Exhibit VIII-F-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Gillette, Hess, Howard,  
Kolze, Ley and O'Reilly  
Nays: None

Motion carried. Student Member Prinzivalli  
voted aye.

Employee Insurance  
Coverage Extension  
Agreements (Oct.-  
Dec. 1997)

Member Howard moved, Member Gillette  
seconded, that the Board accept the proposal  
of Willis Corroon Corporation of Illinois and  
approve extension agreements with CoreSource,  
Hartford Insurance Company, CNA Insurance  
Company, Humana Health Care, Walgreens,  
Health Care's Finest Network (HFN) and HMO  
Illinois for Harper College employee  
insurance plans for the period of October 1,  
1997 through December 31, 1997 as outlined in  
Exhibit VIII-G (attached to the minutes in  
the Board of Trustees' Official Book of  
Minutes).

Member Howard explained that this is the  
company that works with the Human Resources  
Department in reviewing the necessary  
insurance for the College. Willis Corroon  
does comparative pricing and negotiates to  
get the best prices for Harper.

In response to Member Ley, President Thompson  
explained that this is just the "bridge" or  
"extension." The other portion of the  
insurance was approved at the August Board  
meeting.

Upon roll call, the vote was as follows:

Ayes: Members Gillette, Hess, Howard,  
Kolze, Ley and O'Reilly  
Nays: None

Motion carried. Student Member Prinzivalli  
voted aye.

#### OTHER BUSINESS

President Thompson announced that the North  
Suburban Regional Trustees Meeting will be  
held at the College of Lake County on Monday,  
November 17, at 6:30 p.m. Chair O'Reilly  
noted that as many Board members as possible  
should attend. It is valuable to meet  
trustees from other colleges in our region.

PRESIDENT'S REPORT

President Thompson stated that for the past two years, over 200 College employees have been serving as members of the North Central Association (NCA) Task Groups and the Steering Committee in order to complete a College Self-Study. This week was the culmination of all those efforts. On Monday, Tuesday and Wednesday this week, Harper was visited by nine team members representing the Commission on Institutions of Higher Education of the NCA. Prior to the visit, these accrediting evaluators had reviewed the self-study report. During their three days on campus, they met with various faculty, staff and administrators to discuss specific areas in the self-study, and programs and responsibilities that have been identified. Over 100 College documents were catalogued and available for their review.

He noted that prior to the team's departure, Team Chair Dr. Art Decabooter presented a preliminary report of their findings. He called attention to the strengths of the College, including the vast scope of available programs and services; the attention and responsiveness to facilities provided by Physical Plant personnel; highly qualified administrators, faculty and staff; the number of articulation agreements; and a well-defined and scheduled technology plan. Concerns included various employment classifications and levels as these relate to authority, decision-making and leadership; and greater attention to diversity through increased multicultural hirings and student enrollment. Dr. Thompson noted that there were significantly more strengths mentioned than concerns. The concerns are challenges that can and should be addressed as the College moves toward the 21<sup>st</sup> century. These are great opportunities for Harper to improve and grow.

He added that a large debt of gratitude is owed to many members of the Harper family. He thanked everyone for their efforts. He especially thanked the members of the Self-Study Steering Committee - Tom Choice, Patty Davidovicz, Dave Macaulay, Barb Radebaugh and Chris Staub for their unfailing efforts to

have a self-study which really represented the College well. He recognized Amy Hauenstein who coordinated many of the activities, meetings, food and travel plans associated with the visit. He noted that Board members should be very proud of the work Harper staff, faculty and administrators have done. Harper received ten-year accreditation, which is the maximum that can be awarded. The President will receive a written report with more detail within three weeks. This document will be shared with the Harper community.

On September 5, Harper hosted a Healthier Communities Regional Conference, attended by over 300 persons. We received letters from individuals involved in the conference, expressing appreciation for hospitality and services provided. They specifically thanked Trustee Kris Howard; JoAnn Donovan; Clarice Elders and other colleagues in Food Service; Rick Will, Dave Dluger and Sam Barbaro in Media Services; Physical Plant personnel; Kevin Geiger; and Sue McGinty. Their team efforts helped to make this a significant and successful event.

On September 5, retired Senator Paul Simon visited the College. He spoke about legislation and changing trends in education. President Thompson stated that he is pleased that Mr. Simon could be a part of the Foundation Lecture Series here at Harper.

On September 9, a dedication ceremony was held for the official naming of the Cockrell Dining Hall in honor of Matt and Betty Cockrell, long-time supporters of the College. Members of the Foundation and the Board of Trustees were in attendance. Matt Cockrell was pleased with the event. President Thompson noted that he was not in attendance because he was in Washington State celebrating the birth of his first granddaughter.

Harper College and the Greater Woodfield Convention and Visitors Bureau co-sponsored a recent Chef's Fest. Dr. Thompson and Board member Richard Gillette were among the

attendees who sampled food, some of which was prepared and distributed by Harper students and Pat Beach. He added that he enjoyed seeing people from different restaurants speaking to Harper students about needs for their services in the future.

The Culinary Arts Department has been selected to participate in the Les Amis d'Escoffier Society dinner which will be held in February at the Wyndham Northwest in Itasca. This is a premiere culinary event for the midwest chefs and a great honor for the students who will be selected to participate in the dinner.

The Hospitality's baking department was profiled on WGN-TV on September 10. Adjunct instructor Donna Wagner demonstrated cake decorating techniques during a morning news show.

President Thompson noted that earlier today, some members of the Harper Foundation Board toured College facilities. Part of what they saw is included in our space plan recommendations for improvement. He added that Kris Howard suggested that Foundation Board members be shown areas of need on campus so that they can speak with their corporate donors and foundations about these needs. It was very successful.

President Thompson stated that they are currently working on the academic calendar and hope to have this information before the Board at the October meeting. The proposal from the Calendar Committee suggests reducing the number of academic days for teaching in the year. Dr. Thompson stated that he did not agree with that. He and George Evans need to work through the differences.

The College Athletic Department brought to President Thompson's attention an outstanding achievement by one of Harper's former football players, Steve Matthews. Steve is now playing for the Jacksonville Jaguars and was instrumental in their win over the New York Giants over the weekend. He distributed a copy of the story.

President Thompson announced with sadness that former Harper administrator and Trustee Peter Bakas has passed away. Pete served as Vice President for Administrative Services and later served as a Harper Trustee. He was a very important part of the Harper community. President Thompson extended condolences to Pete's wife, Helen, and their family. He stated that he would pass on the information regarding services and memorials when received.

On behalf of the Board, Chair O'Reilly thanked the committee for the North Central Self-Study. She added that all the materials the Board received were first rate, and that the forum held in February at the Holiday Inn was inspirational. Member Kolze asked what type of follow-up will take place regarding the concerns and issues of the self-study. He asked if the follow-up will include which items will be addressed immediately and which will be long-range. Dr. Thompson responded that some concerns regarding governance and decision-making were addressed after the self-study forum. Others will be addressed later and this information will be forthcoming.

In regard to the academic calendar, Dr. Kolze felt that "more is better." Harper College has outstanding faculty and outstanding staff, and the more exposure students get to them, the better. Member Howard asked about the rationale for shortening the number of class days. Dr. Thompson responded that the rationale was an outcome of the CAP study which indicated that adults in our community would like a more flexible calendar. It was recommended that classes begin after Labor Day, so the Calendar Committee took that on as a challenge. In order to make that work, we would possibly have to change the class time to an hour and 10 minutes instead of 50 minutes. There was not a lot of support for such a change. The Calendar Committee then tried to work things out by shortening the semester by three or four days. However, it still would not allow starting after Labor Day. Member Gillette reminded Board members

of his concern regarding high school exams for seniors overlapping with the beginning of the summer semester. Chair O'Reilly suggested that the Board not get into a detailed discussion regarding the calendar at this meeting. There will be another time in the near future to discuss this issue.

Dr. Thompson called attention to the new format for the College Plan and Budget which had been distributed to each Board member. This abbreviated version gives a narrative of what is in the budget and indicates the College priorities. He thanked Judy Thorson and Bill Howard for their work in developing the new format.

EXECUTIVE SESSION

Member Howard moved, Member Ley seconded, that the meeting adjourn into executive session for the purpose of discussing the appointment, employment and dismissal of personnel and collective bargaining.

Upon roll call, the vote was as follows:

Ayes: Members Gillette, Hess, Howard,  
Kolze, Ley and O'Reilly  
Nays: None

Motion carried at 7:58 p.m.

Following executive session, the Board reconvened the Regular meeting at 9:00 p.m.

Member Kolze moved, Member Howard seconded, approval of the early retirement request agreement with Vic Berner.

Upon roll call, the vote was as follows:

Ayes: Members Gillette, Hess, Howard,  
Kolze, Ley and O'Reilly  
Nays: None

Motion carried. Student Member Prinzivalli voted aye.

ADJOURNMENT:

Member Hess moved, Member Ley seconded, that the Regular meeting be adjourned. In a voice vote, the motion carried at 9:03 p.m.

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Chairman

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Secretary

BOARD REQUESTS

SEPTEMBER 25, 1997 REGULAR BOARD MEETING

There were no Board requests.