

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

Donna Drake  
ADM SER

Board Meeting

February 26, 1998

7:00 p.m.

Agenda

- I. Call to Order
- II. Roll Call
- III. Citizen Participation
- IV. President's Report
- V. Student Trustee Report
- VI. Approval of Agenda
- VII. Approval of Consent Agenda\* (Roll Call Vote)
  - A. For Approval
    1. Minutes--January 13, 1998 Special Board meeting, January 22 Regular Board meeting and executive session, and February 11 Special Board meeting and executive session Exhibit VII-A-1
    2. Bills Payable, Payrolls for January 16, January 30 and February 13, 1998. Estimated payrolls for February 14 through March 27, 1998 Exhibit VII-A-2
    3. Bid Awards Exhibit VII-A-3
    4. Purchase Orders Exhibit VII-A-4
    5. No Award Exhibit VII-A-5
    6. Personnel Action Sheets Exhibit VII-A-6
    7. New Position: Technical Specialist/LabVIEW Exhibit VII-A-7
    8. Educational Foundation Appointments Exhibit VII-A-8
    9. Disposal of Obsolete and Unrepairable College Property Exhibit VII-A-9
  - B. For Information
    1. Financial Statements Exhibit VII-B-1
    2. Committee and Liaison Reports Exhibit VII-B-2
    3. Grants and Gifts Status Report Exhibit VII-B-3
- VIII. New Business
  - A. RECOMMENDATION: Employment of Firm for Accounting/Auditing and Consulting Services Exhibit VIII-A
  - B. RECOMMENDATION: ComEd Energy Cooperative Membership Agreement Exhibit VIII-B
  - C. INFORMATION: Faculty Tenure Status Report Exhibit VIII-C
  - D. INFORMATION: Approved Permanent Positions Report Exhibit VIII-D

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

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, February 26,  
1998

CALL TO ORDER:

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Kolze on Thursday, February 26, 1998 at 7:00 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

Chair Kolze noted that Member Shure would act as Secretary Pro Tem in the absence of Member Hess.

ROLL CALL:

Present: Members Barton, Botterman, Gillette (7:04 p.m. arrival), Howard (7:03 p.m. arrival), Kolze, Shure; and Student Member Prinzivalli  
Absent: Member Hess

Also present: Robert Breuder, 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; Sharon Alter; Yvonne Ayers; Mary Azawi; Jacqueline Blount; Bruce Bohrer; Catherine Brod; Bob Brown; Pauline Buss; Steve Catlin; Harley Chapman; Tom Choice; Georgeann Clark; Lori Danaher; Jim Edstrom; Julie Fleenor; Robert Getz; Tom Goetz; Donna Harwood; Amy Hauenstein; Bill Howard; Joan Kindle; Roberta Lindenthaler; Dorothy McCabe; Thomas McCabe; Liz McKay; Russ Mills; Rosemary Murray; Elena Pokot; Sheila Quirk; Jay Singelmann; Mary Singelmann; Lee Vogel; Joan Young; Ursula Youngwith and Laurie Wren - Harper.  
Students: Joanne Crawford; Jennifer Jackson and Heather Voegeli.

Guests: Andrew Fraker, Daily Herald; Amy Callahan, Chicago Tribune; Alan Bombick and Michael Lundeen, Legat Architects; John O'Halloran, ComEd.

Chair Kolze introduced and welcomed new Harper College President Dr. Robert Breuder. Chair Kolze stated that the Board is pleased

that the College chose him and equally as pleased that Dr. Breuder chose Harper College.

CITIZEN  
PARTICIPATION

There was no citizen participation.

PRESIDENT'S REPORT

President Breuder stated that he does not have a President's report since he has only been at the College for nine days. He added that he is pleased to be able to bring 30-years of higher education experience to Harper. The College is an extraordinary place to work, filled with very dedicated and committed individuals. He noted that he is just beginning to understand the full value of the institution. He thanked everyone for their warm and hospitable welcome.

STUDENT TRUSTEE  
REPORT

Student Member Prinzivalli distributed a copy of her report. She noted that over 50 students attended a roundtable open forum discussion on Friday, February 22. Guests included President Breuder, Dr. Linda Campbell and a representative from the Harper Transfer program. A follow-up discussion is scheduled for March 13.

Student Member Prinzivalli noted that students are looking forward to participating in AIDS Walk Harper which is scheduled for May 3. Last year the effort was coordinated by students; this year it is being coordinated by faculty and staff members.

Student Member Prinzivalli announced that spring elections for Student Trustee, Student Senate President, Vice President and Treasurer are scheduled for March 24 and 25. She noted that there seems to be a great deal of student interest.

APPROVAL OF AGENDA

Chair Kolze stated that there will be an executive session after the meeting to discuss collective bargaining. He added that Other Business would include Member Howard speaking about her recent trip to Washington.

Member Barton moved, Member Gillette seconded, that the agenda be approved as modified.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli voted aye.

Chair Kolze thanked Dr. Breuder and the staff for preparing the additional packet of information regarding items VII-A-4b through VII-A-4i. He added that Board members should have reviewed the information and notified Dr. Breuder if they had questions regarding these items.

Chair Kolze asked if there were any informational questions on item VII, the Consent Agenda.

Member Gillette requested that item VII-A-4 Purchase Orders be removed from the Consent Agenda.

CONSENT AGENDA

Member Howard moved, Member Barton seconded, approval of the minutes of the January 13, 1998 Special Board meeting; January 22 Regular Board meeting and executive session; and February 11 Special Board meeting and executive session; bills payable; payrolls for January 16, January 30 and February 13, 1998; estimated payrolls for February 14 through March 27, 1998; bid awards; no award; personnel action sheets; new position: Technical Specialist/LabVIEW; Educational Foundation appointments; disposal of obsolete and unrepairable college property; and for information: financial statements, committee and liaison reports, and grants and gifts status report, as outlined in Exhibits VII-A and VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating & Auxiliary Funds	3,221,324.10
Restricted Purposes and Trust & Agency Fund	1,587,153.37
Federal Funds	61,717.13
Tuition Refunds	149,582.05

The payrolls of January 16, 1998 in the amount of \$1,255,756.58; January 30, 1998 in the amount of \$1,369,600.99; February 13, 1998 in the amount of \$1,690,356.20 and estimated payroll of February 14 through March 27, 1998 in the amount of \$6,408,834.95.

## Bid Awards

- Ex. VII-A-3a Award Bid Q8849 to Thomas Scientific, the low bidder for sterilizers, in the amount of \$10,605.00.
- Ex. VII-A-3b Award Bid Q8854 to Ed Murphy Buick, the low bidder for a Buick Park Avenue, in the amount of \$29,341.15.
- Ex. VII-A-3c Award Bid Q8859 to RMS Business Systems, the lowest responsible bidder for Cisco Systems network routing equipment and accessories, in the amount of \$147,853.00.
- Ex. VII-A-3d Award Bid Q8858 to CDW Computer Centers, Inc., the low bidder for Compaq file servers, in the amount of \$90,958.00 and to Computerland, the low bidder for Memory, in the amount of \$5,040.00 for a total award of \$95,998.00.
- Ex. VII-A-3e Award Bid Q8856 to Chicago Masonry Construction, Inc., the lowest responsible bidder for the Building M tuckpointing, in the amount of \$74,780.00.

## No Award

Approve a no award for Q8860 for roll towel dispensers.

## Personnel Actions

Professional/Technical Appointments

Georgeann Clark, CE, Coordinator, p/t, LS/HS,  
03/02/98, \$32,167

Robyn Mann, Workforce Specialist, Workforce  
ESL and Basic Skills, 01/26/98, \$32,000

Vijay Nagella, Career Specialist, Career  
Center, 02/23/98, \$29,500

Supervisory/Confidential Appointment

Matthew Tomaszewski, Financial Aid  
Specialist, Office of Student Financial  
Assistance, 02/09/98, \$30,500

Classified Staff Appointments

Sonja Barbaro, Program Assistant, AE/LS-ESL,  
02/16/98, \$23,108

Kathleen Houda, Clerk Typist II, p/t, Bus/SS,  
02/14/98, \$10,473

Sumeet Singh, Library Assistant I, p/t,  
Library Services, 01/24/98, \$3,516

Harper #512 - IEA Appointment

James Stultz, Custodian, Physical Plant,  
02/02/98, \$25,251

Harper #512 - IEA Retirement

Ronald Busch, Warehouse/Driver, Purchasing,  
05/01/98, 10.7 years

Professional/Technical Resignation

Paul Shea, AED Bilingual Student Specialist,  
AELS-AED, 01/30/98, 3 years

Supervisory/Confidential Resignation

Gregory Krisco, Nonnative Literacy and AED  
Coordinator, AELS-AED, 02/13/98, 1.6  
years

Classified Staff Resignations

Timothy Ferguson, Box Office Clerk, p/t, Box  
Office, 09/01/97, 11 months

Judith Robinson, Library Assistant I, p/t,  
Library Services, 01/06/98, 2.6 years

Roza Voukadinova, Program Assistant,  
Workforce/PRO DEV-TECH, 02/10/98, 7  
months

Harper #512 - IEA Resignation

Cheryl Klein, Weekend Custodian, p/t,  
Physical Plant, 01/19/98, 3 months

New Position: Approval of a new position: Technical Specialist/LabVIEW. This Professional/Technical, Level 4 position will be 100 percent self-funded from the CE auxiliary fund with a salary range of \$37,411 (min), \$46,763 (mid), and \$56,116 (max).

Technical Specialist Lab/VIEW

Educational Foundation Appointments Confirmation of the appointment of Messrs. Schonhoff and Pennebaker as members of the Board of Directors of the Harper College Educational Foundation.

Disposal of Obsolete and Unrepairable College Property Approval of disposal of obsolete and unrepairable personal property owned by the College through donation, a sealed bid sale, an open sale or an auction, sale to a scrap dealer, or other appropriate means for disposal of the property.

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

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

Motion carried. Student Member Prinzivalli voted aye.

Purchase Orders Member Gillette moved, Member Howard seconded, approval of the change order to purchase order #008421 as outlined in Exhibit VII-A-4a (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A-4a Approve issuance of a change order to purchase order #008421 issued to Peerless Fence Co. for Ball Field fencing in the amount of \$7,009.00 for a new total of \$46,077.00.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli voted aye.

In order to prevent construction delay, Chair Kolze suggested that Dr. Breuder develop a policy (with the Board's approval) which would allow the President to approve change orders regarding new construction, remodeling or renovation. These change orders would have a not-to-exceed amount. He noted that this would help move construction along, rather than having to wait for a Board meeting. Board members were in agreement. Chair Kolze asked President Breuder to examine this type of policy.

Member Barton moved, Member Howard seconded, approval of the purchase orders as outlined in Exhibits VII-A-4b through VII-A-4i (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette thanked Dr. Breuder and the staff for providing additional information regarding the purchase orders. He expressed concern that the MIS purchase orders were not selected through a competitive bid process. He acknowledged that the state law was followed and Board policy was followed. However, he felt that a mixed message would be sent if these were approved without competitive bids. Member Gillette stated that Board policy reflects that the College desires to have competitive procurement "wherever possible." He felt competitive bidding was possible in these circumstances. He added that competitive bidding is a benefit to taxpayers and local vendors.

Chair Kolze stated that the Board is in favor of competitive bidding wherever possible. However, the term "wherever possible" is difficult to define. Member Howard noted that sometimes competitive bidding is "possible" but not "advisable" because of servicing and relationships with other equipment. There was discussion regarding state law and its flexibility regarding data processing, telecommunications equipment and services.

In regard to VII-A-4b, Member Gillette felt that it should have been competitive. Some vendors may feel they did not get a fair chance. In addition, he noted that part of



the requirement for the library system was that it be an open system that works on a UNIX platform. The vendor is suggesting a SUN file server (Exhibit VII-A-4c). He questioned whether the College should bid competitively for this item or simply follow the vendor's suggestion.

In regard to VII-A-4d, Member Gillette expressed concern with purchasing monitors from Apple, when they could be purchased cheaper elsewhere. It was noted that this purchase order did not include the purchase of monitors.

Chair Kolze stated that the Board should trust the judgment of Harper staff. Member Gillette felt that his job is not to trust, but to ask questions.

Member Gillette noted that Exhibit VII-A-4e is sufficient because it is the renewal of a maintenance contract. He felt that the remaining purchase orders should be bid competitively.

In regard to VII-A-4h, Member Gillette inquired about the updating cost of \$1,200 per system. He asked if the price included hardware. Vice President McShane responded that there are approximately 50 servers on the network. The antiquated servers are being brought up-to-date with Novell and NT. He added that his department is short-staffed and needs additional technical expertise to accomplish the updating. The figure is an approximation of the cost per server. Member Gillette asked if more than one company can provide this type of service. Mr. McShane responded that many companies are capable of doing the job. After investigating and interviewing a number of companies, it was determined that this company worked best with the particular infrastructure at Harper. The company has worked with Harper in the past, and they are familiar with the environment.

In regard to Exhibit VII-A-4i, Member Gillette stated that local vendors should have had the opportunity to bid. He noted that local Internet suppliers are asked to support the Foundation, and yet they did not

have a chance to bid because they are not a Tier 1 provider. He questioned why being a Tier 1 provider is a requirement. Member Gillette felt that this was not doing justice to the taxpayers, to the local vendors and to those asked to support the Foundation.

Member Gillette suggested that before an item goes to bid, the administration bring to the Board reasons why they would not be pursuing competitive bids. The Board could then agree or disagree with the decision to go competitive beforehand, rather than after the fact. Chair Kolze stated that the administration should have time to consider the suggestion.

President Breuder noted that when he first considered this issue, he confirmed with legal counsel that it is consistent with College policy and Illinois statute. He added that the Board must trust the knowledge of internal people. He has read the documentation and is satisfied with the additional information supplied by Vice President McShane and his staff. Dr. Breuder asked Mr. McShane if the College has been contacted by potential bidders and/or providers in the past who have lamented that they have not been given the opportunity to bid or have been excluded from the bid process. Mr. McShane responded that he is not aware of any. Dr. Breuder stated that he asked the Purchasing Director whether or not each of the purchase order items conformed with institutional policy. She responded in a manner which suggested nothing would come from her that was not in the best interest of the institution.

President Breuder called attention to the revised consent agenda packet and the new signature block that was added to each purchase order. This indicates that each person, from the point of origin up through the President's Office, has confirmed that the purchase order is in compliance with College policy. He noted that the Board has the prerogative to change policy. However, he suggested that the College not become more restrictive than the state of Illinois.

President Breuder felt that Member Gillette raised some good questions and asked Mr. McShane to respond to those concerns. The President is satisfied with the recommendations.

- Ex. VII-A-4b Approve issuance of a purchase order to Endeavor Information Systems, Inc. for the purchase of Voyager Library Series Computer Software, and associated training and implementation support, in the amount of \$126,000.00 for 1997/98 and \$125,550.00 for 1998/99, for a total of \$251,550.00.
- Ex. VII-A-4c Approve issuance of a purchase order to SUN Microsystems, Inc. for a SUN UNIX Enterprise 450 File Server in support of the LRC Automation System, Voyager from Endeavor Information Systems, Inc., in the amount of \$55,425.34.
- Ex. VII-A-4d Approve issuance of a purchase order to Apple Computer, Inc. for Macintosh computers in the amount of \$18,501.00.
- Ex. VII-A-4e Approve issuance of a purchase order to Danka Business Systems for a 36-month maintenance agreement for Kodak copiers to run from March 1, 1998 through February 28, 2001 in the amount of \$39,000.00 each year for a total of \$117,000.00.
- Ex. VII-A-4f Approve issuance of a purchase order to Thompson, Ross & Associates, Inc. Consultants to assist Information Systems in the evaluation of vendor proposals and in the development of contracts to acquire a new telephone switch system, in the amount of \$11,000.00.

Ex. VII-A-4g Approve issuance of a purchase order to RMS Business Systems for contracted services related to the G17 Tech Plan project in an amount not to exceed \$48,900.00.

Ex. VII-A4h Approve issuance of a purchase order to Peters and Associates for the contracted services needed to complete the upgrade of the HCCN servers, in an amount not to exceed \$70,000.00.

Ex. VII-A4i Approve issuance of a purchase order to UUNET, to provide Internet Service to the College for a three-year time period, in the amount of \$65,521.00 for the balance of the 1997/98 fiscal year. The contract will extend to fiscal years 1998/99, 1999/00 and 2000/01.

Ayes: Members Barton, Botterman, Howard, Kolze and Shure

Nays: Member Gillette

Motion carried. Student Member Prinzivalli abstained.

NEW BUSINESS:  
Employment of  
Firm for  
Accounting/  
Auditing and  
Consulting  
Services

Member Howard moved, Member Gillette seconded, approval of KPMG Peat Marwick LLP as the College accounting and consulting service provider, including the College audit, in the amount of \$49,500.00 for 1998, \$51,250.00 for 1999 and \$53,000.00 for 2000, for a total award of \$153,750.00 with the option to renew for an additional two years. As a partner and as needs arise, the College will develop additional contracts with the service provider as outlined in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Thorson noted that this item went through a bidding process. She explained that the firm was chosen to prepare the College audit and also to work on other

tax and accounting-related issues in the next few years. As with the College architect or attorney, it is beneficial to stay with the same accounting firm in order to be efficient and receive the best service. She added that it is a three-year contract with a two-year option. In response to Chair Kolze, Ms. Thorson stated that the College paid approximately \$27,000 for accounting services last year.

In response to Member Barton, Ms. Thorson explained that if there are changes in the 403B plan (tax-sheltered annuities), she would consult with this accounting firm to help adjust or re-write the plan. The consulting would be done on an hourly basis, per project. Each project over \$10,000 would be brought to the Board for approval.

Member Gillette complimented Vice President Thorson on the bid process and selection used for this item. He noted that 28 proposals were solicited and evaluated, and the lowest responsible bidder was selected.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli voted aye.

ComEd Energy  
Cooperative  
Membership  
Agreement

Member Barton moved, Member Howard seconded, execution of Standard Rider 32 contract addendum, ComEd Energy Cooperative Membership Agreement as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Breuder introduced John O'Halloran, Account Manager for ComEd and also President of the Harper Alumni Association.

In response to Member Gillette's question regarding deregulation, Vice President Thorson responded that this agreement will not affect the College's future selection of an energy supplier.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli voted aye.

Faculty Tenure  
Status Report

Chair Kolze noted that Exhibit VIII-C is for information purposes.

Member Gillette congratulated all the newly-tenured faculty members.

Approved Permanent  
Positions Report

Chair Kolze noted that Exhibit VIII-D is information requested by the Board. Dr. Breuder noted that historical data has been added to the bottom of the report at the request of Chair Kolze. The two-year history will be helpful for comparison.

ANNOUNCEMENTS BY  
CHAIR

Communications

There were no communications.

Calendar Dates

Chair Kolze called attention to the calendar dates printed on the agenda for Board information.

OTHER BUSINESS

Member Howard announced that she attended the recent National Legislative Seminar in Washington, D.C. where she heard excellent descriptions of the legislation affecting community colleges. She met with Representative Phil Crane, Representative John Porter's chief legislative aide, Senator Carol Moseley Braun and Senator Dick Durbin. Member Howard stated that the chief piece of legislation coming before congress this year is the reauthorization of the Higher Education Act. This includes the PELL grants which are so important to Harper students. The grants have benefitted 717 of our students in the amount of \$800,000+ last year. She noted that Board members will be receiving more detailed information shortly.

Member Barton noted that she was pleased with the Continuing Education Spring 1998 brochure that arrived in the mail. She said the cover was very eye-catching. In response to Chair

Kolze, Vice President Bonnie Henry responded that Harper Marketing Coordinator Donna Harwood worked on the project along with others. She will pass on the compliment.

Chair Kolze announced that Special Board meetings may be eliminated in future months, with the idea that the topics for those meetings could be added to the Regular Board meeting agendas. Dr. Breuder has discussed the idea very briefly with the Chair and Vice Chair. Dr. Kolze asked Board members to direct any comments regarding Special Board meetings to Dr. Breuder.

EXECUTIVE SESSION

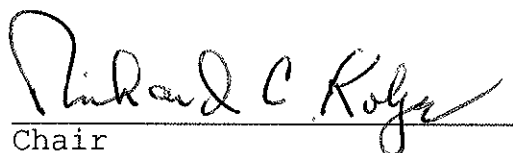
Member Barton moved, Member Gillette seconded, that the meeting adjourn into executive session to discuss collective bargaining.

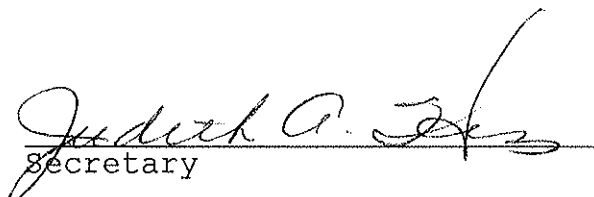
Upon roll call, the vote was as follows:

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

Motion carried at 7:42 p.m. Student Member Prinzivalli voted aye.

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

  
Chair

  
Secretary

BOARD REQUESTS

FEBRUARY 26, 1998 REGULAR BOARD MEETING

1. In order to prevent construction delay, Chair Kolze suggested that Dr. Breuder develop a policy (with the Board's approval) which would allow the President to approve change orders regarding new construction, remodeling or renovation.
2. Member Gillette suggested that before an item goes to bid, the administration bring to the Board reasons why they would not pursue competitive bids. The Board could then agree or disagree with the decision to go competitive beforehand, rather than after the fact. Chair Kolze stated that the administration should have time to consider the suggestion.