

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Board Meeting

April 23, 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)

For Approval

- 1. Minutes--March 26 Regular Board meeting and executive session Exhibit VII-1
- 2. Bills Payable, Payrolls for March 27 and April 10, 1998. Estimated payrolls for April 11 through June 5, 1998 Exhibit VII-2
- 3. Bid Awards Exhibit VII-3
- 4. Purchase Orders Exhibit VII-4
- 5. Personnel Action Sheets Exhibit VII-5
- 6. Disposal of Obsolete and Unrepairable College Property Exhibit VII-6
- 7. Review of Executive Session Minutes Exhibit VII-7
- 8. Educational Foundation Appointment Exhibit VII-8

For Information

- 9. Financial Statements Exhibit VII-9
- 10. Committee and Liaison Reports Exhibit VII-10
- 11. Grants and Gifts Status Report Exhibit VII-11
- 12. First Reading: Board Policy (revised) on Environmental Health Policy Exhibit VII-12
- 13. First Reading: Board Policy on Planning Policy Exhibit VII-13

VIII. New Business

- A. RECOMMENDATION: Second Reading and Adoption: Board Policy on Facility Planning Exhibit VIII-A
- B. RECOMMENDATION: Second Reading and Adoption: Board Policy on Purchasing Exhibit VIII-B
- C. RECOMMENDATION: Second Reading and Adoption: Board Policy on Investments Exhibit VIII-C

*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.

IX. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

May 6 (W) Lobby Day, Springfield
May 14 (Th) - 7:00 pm Academic Convocation
May 15 (F) - 6:15 pm Student Awards Banquet (Dining Room)

- * May 24 (Sun) - 3:00 pm Graduation
- * May 28 (Th) - 7:00 pm Regular Board meeting
- June 9 (Tu) - 7:30 am Educational Foundation quarterly meeting
- * June 30 (Tu) - 7:00 pm Regular Board meeting
- July 20 (Mon) Harper Foundation Golf Outing
- * July 23 (Th) - 7:00 pm Regular Board meeting
- * August 27 (Th) - 7:00 pm Regular Board meeting

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

XI. Adjournment

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, March 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, March 26, 1998 at 7:00 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

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

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; Jerome Abend; Mary Azawi; Patrick Beach; Larry Bielawa; Bruce Bohrer; Catherine Brod; Harley Chapman; Tom Choice; Lori Danaher; Sare Fisher; Julie Fleenor; Robert Getz; Jerry Gotham; Robert Held; Bill Howard; Tom Johnson; Alexander Jovanovich; Thea Keshavarzi; Joan Kindle; Sylvia Kingsley; Dave Lauerman; Joanne Leski; Roberta Lindenthaler; Dominic Magno; Mercedes McGowen; Liz McKay; Rosemary Murray; Jeanne Pankanin; Elena Pokot; Sheila Quirk; Tom Shanahan; Sharon Szymoniak; Pat Traynor; Lee Vogel; Doug Van Nostran; Nancy Vrooman and Joan Young - Harper. Students: Kathryn Cowley; Jennifer Jackson and Heather Voegeli.

Guests: Kendra Williams, Daily Herald; Maryanne Giustino, Chicago Tribune; Barbara Bell, Pioneer Press; Michael Lundeen, Legat Architects.

Chair Kolze noted that Student Member Prinzivalli would be absent due to illness.

Chair Kolze thanked the President and staff for indexing the Board Book and making it easier to follow.

CITIZEN
PARTICIPATION

There was no citizen participation.

PRESIDENT'S REPORT

President Breuder asked Vice President Ed Dolan to share news regarding an award the College recently received. Dr. Dolan announced that Harper faculty Mercedes McGowen and Nancy Vrooman received a National Science Foundation Award for Exemplary Activities in the Science and Mathematics Preparation of Prospective Students. This award was received in Washington, D.C. and is one of 11 awards given nationally. Ms. Vrooman and Ms. McGowen presented the award to President Breuder and the Board of Trustees. They requested that the award be brought to the Math Department for a short period of time and then given to the College for display. Dr. Breuder stated that this could be done.

President Breuder asked Vice President Bonnie Henry to share information regarding marketing awards recently received at Harper College. Dr. Henry stated that a bronze award was received from the Admissions Marketing Journal for a promotional piece sent to high school seniors/prospective Harper students. A silver award was received from the same journal for a radio spot developed by the Marketing Team. The National Marketing Association gave Harper the silver award for a newspaper ad which has been turned into posters encouraging adult enrollment. She noted that the models in the posters are Harper employees and the artists are Rochelle Corso from the Admissions Office and Mike Chomiczewski from Publications and Communications.

The President asked Bill Howard to give a brief overview in the progress of the first three-year strategic long-range plan. Mr. Howard noted that President Breuder is committed to long-range strategic planning. The self-study and NCA report directed the College to integrate various elements of

planning. An Institutional Priorities Workshop was held on February 27 where Dr. Breuder outlined a system that would bring together the elements for a college-wide strategic plan. It consists of three major components: publication of a long-range plan; written objectives for individual operations on campus; and an annual plan summarizing key MBO statements and institutional initiatives. The first draft of the long-range plan has been prepared and will be available in mid-May. It contains a statement of Harper philosophy, mission and vision, along with a set of goals, tasks and initiatives. A reference document will be distributed to the campus community regarding the written objectives for each operation. The objectives will link to the long-range plan. The annual plan will be available by the end of June. Mr. Howard added that this will be a campus-wide activity with everyone having a chance to give input. In response to Member Barton, Mr. Howard stated that the objectives will have time frames.

Dr. Breuder stated that at the request of Chair Kolze, he and Vice President Thorson are in the process of making a summarized version of the monthly financial statements. He distributed a copy of a one and one-half page document which will be revised further. A less complicated statement of interest income will be added to give the Board a quick snapshot view on a monthly basis. There will also be a quarterly financial statement. This will reduce the volume of paperwork for the Board. The extended materials will be available if needed. One refinement will be to have the Regent system put salaries and benefits into the percent paid or committed categories. He added that this statement shows that the College continues to be in solid financial condition. Chair Kolze noted that the summarized reports will make things simpler. In response to Member Barton, Ms. Thorson stated that this copy reflected the Education Fund only; the summarized version of the O&M Fund will be the next step.

STUDENT TRUSTEE

In the absence of Student Member Prinzivalli,

REPORT

Chair Kolze summarized the Student Trustee report. Student Senate elections took place March 24 and 25 and results will be posted Friday, March 27. Student Member Prinzivalli was pleased to see such able and interested candidates on the ballot.

The Universal ID Card Task Force met for the second time. Student Member Prinzivalli noted that there is great effort and enthusiasm by the group. She is impressed and appreciative of everyone's effort in researching this project.

APPROVAL OF AGENDA

Chair Kolze stated that there will be an executive session after the meeting to discuss the appointment, employment and dismissal of personnel. In response to Chair Kolze, Board members felt it was not necessary to have a closed session to discuss the IEA/NEA agreement. He suggested that the agreement (item VIII-A) be moved up to the first order of business. Board Members concurred.

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

Upon roll call, the vote was as follows:

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

Motion carried.

NEW BUSINESS:
Ratification of
IEA/NEA
Agreement

Member Howard moved, Member Barton seconded, ratification of the 1997/99 Collective Bargaining Agreement with the Harper 512 Association, IEA-NEA for the 1997/99 years, and authorization of Board Chair and Secretary to execute such Agreement on behalf of the Board of Trustees, as outlined Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried.

On behalf of the Board, Chair Kolze stated that he is pleased this agreement has been settled. He congratulated Dr. Breuder and the staff for making that happen. He asked representatives from the Union to come forward to sign the agreement.

Dr. Breuder stated that Harper College is blessed to have such dedicated people who take pride in maintaining the campus. He added that the spirit, commitment and dedication that he has seen in the Physical Plant staff made it very easy to sit down and bring the negotiations to closure. He thanked everyone for their contribution to the College.

Member Gillette requested that items VII-3b, VII-4 and VII-8 be removed from the Consent Agenda.

CONSENT AGENDA

Member Gillette moved, Member Barton seconded, approval of the minutes of the February 26, 1998 Regular Board meeting and executive session; bills payable; payrolls for February 27 and March 13, 1998; estimated payrolls for March 14 through April 24, 1998; bid award VII-3a; personnel action sheets; 1998-99 Faculty Promotions; Resolutions -- Community College Month, College Depositories, Credit Card Authorization; Proposed Tuition for 1998-99; Optional Retirement Program; and for information: financial statements, committee and liaison reports, and grants and gifts status report, as outlined in Exhibits VII-1 through VII-13 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating & Auxiliary Funds	2,449,573.37
Restricted Purposes and	
Trust & Agency Fund	546,410.48
Federal Funds	14,892.93
Tuition Refunds	456,692.80

The payrolls of February 27, 1998 in the amount of \$1,668,565.37; March 13, 1998 in the amount of \$1,689,594.06; and estimated payroll of March 14 through April 24, 1998 in the amount of \$5,087,611.54.

Bid Award

Ex. VII-3a Award Bid Q8862 to Haag Press, Inc., the low bidder for printing of the 1998-1999 Datebook/Student Handbook, which informs students of campus activities, student services, and policies and procedures governing student conduct, as well as providing a full year's calendar/planner pages, in the amount of \$13,128.00.

Personnel Actions

Supervisory/Confidential Appointment
Barbara Wilkins, Assistant Supervisor, Food Service, 02/28/98, \$34,379

Classified Staff Appointments

Deanna Collins, Mail Center Supervisor, Mail Center, 02/28/98, \$29,368

Jennifer Farwell, Information Receptionist, p/t, Center for New Students, 03/03/98, \$5,391

Pamela Phillips, Receptionist/Clerk Typist I, p/t, Career Center, 03/02/98, \$13,250

Harper #512 - IEA Appointment

Denise Farwell, Custodian, Physical Plant, 03/16/98, \$25,251

Supervisory/Confidential Reclassification

Kay Turner, Supervisor/Instructor of Ornamental-Landscape, Physical Plant, 03/09/98, \$32,864

Supervisory/Confidential Retirement

Laurie Wren, Executive Assistant to the President and the Board of Trustees, President and Board, 03/13/98, 18.6 years

Classified Staff Resignation

Suzanne Roberts, Information Receptionist,
p/t, Center for New Students, 02/25/98,
8 months

Faculty Promotions - 1998-99 Academic Year Approval of the following promotions for the 1998-99 academic year:
To Associate Professor
Mercedes McGowen TM/PS

To Professor
Philip DeMarois TM/PS
Susan Farmer AE/LS
Marianne Holt LS/HS
Joanne Leski LS/HS
Michael Vijuk BUS/SS
Mary Jo Willis LIB ARTS

Resolution: Community College Month Adoption of resolution proclaiming April 1998 as Community College Month at William Rainey Harper College.

Resolution: College Depositories Approval of updated listing of College depositories and investment brokers.

Resolution: Credit Card Authorization Adoption of resolution for approval of credit card applications.

Proposed Tuition Approval of an increase in tuition from \$46.00 per credit hour to \$50.00 per credit hour effective with the summer 1998 semester. The \$4 increase will include \$1 designated for technology initiatives and \$3 to provide for general operating expenses.

Optional Retirement Program Approval of the implementation of the State Universities Retirement System (SURS) - administered Optional Retirement Program on October 1, 1998.

Chair Kolze noted that Exhibit VII-5, Personnel Sheets reflects the retirement of Laurie Wren. Many Board members did not have a chance to say goodbye to Laurie before she left for Florida. He suggested that Board members go out for lunch or dinner with her when she gets back into town next month. He asked Board members to contact him if they

would like to go. He noted that Laurie did a lot for the Board.

On behalf of the Board, Chair Kolze congratulated the faculty members who received promotions as reflected in Exhibit VII-6.

Chair Kolze noted that he and Member Barton were in Springfield recently where they attended an open house and building dedication for the Illinois Community College System staff. He added that April is Community College Month.

Chair Kolze noted that there is a revision for Exhibit VII-7c.

In regard to Exhibit VII-12, Chair Kolze asked Cathy Brod to say a few words about the two newest members approved for the Foundation Board. Ms. Brod noted that E. Vachel Pennebaker, President and CEO of Sears Shop At Home Services, and Vice President and General Manager of their Direct Response Division, is very philanthropically and civically involved. He has offered pro bono to help with the direct mail program. Ms. Brod noted that Richard Schonhoff, President and Chief Executive Officer of Northern Trust Group of Banks in the Northwest suburbs of Chicago, is also philanthropically active in the community. Northern Trust has been an underwriter and a philanthropic supporter of Harper's programs for many years. She added that they are very pleased to have both individuals on the Foundation Board.

Dr. Breuder called attention to Exhibit VII-9 Proposed Tuition Increases for 1998-99. He noted that this increase is consistent with the four-year tuition plan which had been approved by the Board in an earlier action.

President Breuder clarified Item VII-7 Credit Card Authorization. This credit card will be used for testing the touch-tone registration system. It is a limited use card with a \$500 limit, and the Controller of the College is

the signatory. It will only be used to test the system.

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

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

Motion carried.

Member Gillette noted that with tax caps, new technology, salary increases, and facility increases, the College has no choice but to increase tuition. He stated that Board members have shared their concern with President Breuder that this will have a negative impact on students, especially those with financial hardship. He asked Dr. Breuder to explain what Harper will do to prevent having to turn those students away who cannot afford tuition. Dr. Breuder stated that everyone in higher education is deeply concerned about escalating tuition. He explained that a \$4 per credit hour increase for the average load would equal a \$120 per year increase. If a student could clearly demonstrate that the \$120 increase would deny him or her an educational opportunity at Harper, he is confident that between the Foundation and the institution, they would find a way to alleviate the concern for that individual. He added that while \$120 is a significant amount of money, the cost of an educational experience at Harper College is still a very good deal. Member Gillette noted that the President had given him the same response over the telephone and he wanted everyone else to hear it. Member Howard noted that the PELL grant program is extremely important to students with financial hardship, especially those students who have no family support.

Bid Award

Member Gillette moved, Member Hess seconded, approval of the following bid award as outlined in Exhibit VII-3b (attached to the minutes in the Board of Trustees' Official Book of Minutes).

software, in the amount of
\$27,137.80.

Member Gillette stated that there should have been competitive bids. He noted that many aerospace companies have surplus amounts of H-P equipment. Chair Kolze stated that all Board members are interested in getting the best possible value for the College dollar. He asked President Breuder if it is possible to look ahead at upcoming bid awards and advise the Board when an item will be coming up that might not be bid competitively. This would give people an opportunity to ask questions in advance of the bidding. Upon roll call, the vote was as follows:

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

Motion carried.

Renewal of
Treasurer's Bond

Member Howard moved, Member Shure seconded, approval of the renewal of \$25 million treasurer's bonds with Kemper Insurance Company and CAN Insurance Company for 1998/99 at an annual premium of \$18,756 as outlined in Exhibit VII-8 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette noted that it is an \$18,000 item with no competition. Vice President Thorson responded that the College has a broker who shops the market. The configurations vary each year depending on the market. She explained that the company that got the \$20M had the best price, so they got the biggest share. Member Gillette suggested that the broker's competitive data be shared with the Board. Chair Kolze noted that they do not want to duplicate the work of the broker, but it would be helpful if the information could be summarized. Vice President Thorson said that she should be able to get the information.

Upon roll call, the vote was as follows:

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

Motion carried.

Proposed Fee
Changes for
1998-99
Academic Year

Member Gillette moved, Member Howard seconded, approval of the proposed fee changes for 1998-99, effective with the 1998 summer session as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Breuder noted that these are standard increases, with the only significant increase being the Student Activities Fee. Vice President Henry explained that it was decided that the student activity fee be increased to help offset the cost of some of the student services or programs. She noted that they are not far enough along in the budgetary process to be able to say exactly what is being offset, but athletic programs would be part of it.

Member Barton stated that she is concerned with increasing tuition and increasing fees. She added that although she is all for activities on campus, with money tight, perhaps the College should eliminate some of the activities instead of increasing the fees. Vice President Henry stated that they need to look at the budget more closely and will have to make some decisions and reductions. There was discussion regarding whether the football program would be effected. Dr. Henry clarified that the fee increase will help pay for the athletic programs including football. The criteria that the Board established will be met and, in that regard, Harper will have football.

Member Howard expressed concern regarding the types of activities which are offered to all students. The fees should include activities that attract the more mature students as well as the younger students. Dr. Henry stated that they are concerned with this issue as well and are trying to maintain a balance.

Member Gillette noted that last year the Board had asked the administration to review each fee to make sure that the fees reflected the costs incurred. He has been reassured that these fees are equal to the cost (or in some cases less than the cost incurred). He felt it is important for students to know that the fees do not generate a profit. Member Barton noted that she hoped someone from the Harbinger could help get that message out. President Breuder added that the amount of fees taken in by the College would not cover all direct costs. If it were not for the state and the taxpayer, students would be paying much more.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli voted aye.

Referendum

Member Barton moved, Member Hess seconded, authorization of the President to commence planning for and execution of a Referendum to be held on February or April, 1999. The amount of the Referendum will be determined by July 1 following further deliberation of the most cost-effective scenario that will allow the College to effectively address as many of the documented weaknesses in the physical plant as possible as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

There was some confusion regarding the wording "February or April 1999." President Breuder stated that he clearly knows February 1999 was chosen as the preferred date. However, he is still learning about the district and its environment, and he felt it was best to leave the option available for the Board to change February to April if

necessary. He stated that Harper should gear up to go for the referendum in February unless there is a compelling reason to wait. This action would mean that if there is a mitigating circumstance (through appropriate advice from counsel) that argues to wait until April, the Board could choose to do that. Dr. Breuder added that he believes Harper's case will be so strong and so compelling that the referendum will pass the first time. There was discussion regarding the pros and cons of February 1999 and the pros and cons of April 1999.

President Breuder noted that the amount was left open because more time is needed to further examine the priorities that should be included in the referendum. He wants to have done all the homework before deciding on an amount so the public can be confident of the request.

President Breuder called attention to the first page of the referendum document which lists two items that have not appeared in any of the earlier documentation; the new construction of a Science and Technology Center and the new construction of a Hospitality Center. He noted that it has become clear to him that Harper is not tending to the needs of the people in technology. He discussed the ramifications of trying to renovate a 20- or 25-year-old building to house today's science labs. The outcome would be better than what is currently there, but it would still fall short. It seems more feasible and more cost effective to reposition those programs that require dedicated floor space (chemistry, physics, biology, geology, nursing, allied health, electronics, SIM, CAD/CAM) in a new facility designed for their specific use. The other buildings can be retrofit for more conventional space such as classrooms, and computer labs.

Dr. Breuder added that Culinary Arts is a potential growth area since this is one of the hospitality capitals of the world, yet Harper facilities are substandard. He noted that to say our facilities are substandard

hurts the College in regard to marketing. However, we must advise the public why we are asking for their support on this referendum.

Chair Kolze noted that the background information, explaining why a referendum is needed, was pulled together very well. He added that the rationale for a new building is difficult to argue with.

Upon roll call, the vote was as follows:

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

Motion carried.

Addendum to IDOT
Agreement

Member Howard moved, Member Gillette seconded, approval of the addendum to agreement with IDOT and authorization of appropriate Board officers to sign all documents as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard noted that this is in regard to the widening of Algonquin Road. In response to Member Barton, Vice President Thorson stated that the project has been pushed back until 1999 or 2000 for various reasons. Member Gillette gave a brief overview of the agreement. Harper College gave IDOT a strip of land along Algonquin Road, and in return IDOT is going to give Harper two turning bays eastbound and two turning bays westbound. IDOT is worrying about the future expansion of Algonquin Road, so the College also gave them a strip of land at the east end of Algonquin near the marsh. We have helped each other. Member Barton noted that throughout the agreement it is referred to as "Junior College District." She asked if there would be a legal problem with that. Vice President Thorson responded that the attorneys have reviewed this agreement and stated that it is all in good legal order. Member Howard noted that legally there should

not be a problem because the district number is correct.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

June Board
Meeting Date

Member Hess moved, Member Botterman seconded, approval of Tuesday, June 30, 1998 as its June meeting date as outlined in Exhibit VIII-E (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, Kolze and
Shure

Nays: None

Motion carried.

Addition of
Third Floor to
Conference
Center

Member Howard moved, Member Barton seconded, authorization of the President to investigate the financial feasibility (estimated at \$1.43M) of adding a third floor to the Conference Center and, if deemed financially feasible, seek the necessary approvals from the Capital Development Board, Illinois Community College Board and the Illinois Board of Higher Education to incorporate a third floor in the wing area of the Conference Center as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard explained that Board members suggested reviewing the feasibility of the third floor after speaking with the architect. There will be cost savings by adding the third floor at the time of building construction rather than adding it

later. It would also free up space in Building A to do some much needed renovation.

Chair Kolze noted that Dr. Breuder has indicated that if the third floor is deemed financially feasible, he will report back to the Board prior to taking action.

Upon roll call, the vote was as follows:

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

Motion carried.

Chair Kolze noted that Items VIII-G through VIII-I are first readings; no action is required.

First Reading:
Board Policy
(revised) on
Investment Policy

President Breuder explained that this reflects a "cleansing" of the old policy with the only substantive change being "approved by the President" (instead of "approved by the Vice President of Administration") at the bottom of the first page. He noted that Vice President Thorson has concurred with this change. Also attached is the procedure for Investment of College Funds from the Administrative Services Procedures Manual. The wording of the procedure has been cleaned-up, with one change reflecting collateralization. President Breuder and Vice President Thorson felt it would not be in the best interest of the College if they were to invest without having it fully collateralized. Dr. Breuder explained that the Board will not be approving the procedure -- only the policy.

Member Shure suggested using the strikeout method so that Board members can see what has been changed.

Chair Kolze asked Board members to contact Dr. Breuder before the next Board meeting if they have any comments or questions regarding

this policy and the following two policy revisions.

First Reading:
Board Policy
(revised) on
Facility Planning

President Breuder explained that Chair Kolze had asked him to develop a policy which would allow him (the President) to authorize change orders in regard to upcoming construction work. The policy has been reviewed internally, but legal counsel will be making some revisions. This policy will be in compliance with both Illinois code and statute as well as the Community College Act. Chair Kolze noted that change orders should not be a common occurrence with the extensive planning that is being put into the buildings.

First Reading:
Board Policy
(revised) on
Purchasing

President Breuder noted that the only change was to move a sentence from the first paragraph to the second paragraph, upon the advice of legal counsel. This bidding policy mirrors what is required by the State and by College policy. It is no more restrictive than the State of Illinois. It may be changed if the Board wishes to tighten the policy. Member Gillette noted that the State of Illinois law was written years ago when computers were mysterious. The law exempts computer equipment, telecommunications equipment, interconnective equipment and software. He added that this exempts a large portion of the College budget from competitive bid. He feels that if the College does not tighten it up, the state will eventually tighten it up for us. Chair Kolze reiterated that he has suggested that President Breuder notify the Board prior to the bid award whenever an item will not be bid competitively. Member Gillette stated that competitive bids should occur wherever possible. He added that, along with getting the best price, it is important that public perception reflects that we are getting the best price.

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. He encouraged Board members to attend graduation which will be held May 24.

OTHER BUSINESS

Member Barton asked if any trustees are planning on going to Biloxi in May for the Regional ACCT. There were no definite responses.

Member Howard distributed copies of her report from the National Legislative Conference. She added that she would like to speak to Chair Kolze and Member Shure about scheduling a Legislative Committee meeting.

Member Gillette stated that he received a summary of last month's ICCTA activities. He asked if President Breuder could distribute that information to his staff and to any newspapers that might be interested. He felt that this would clearly demonstrate its importance to community colleges.

In response to Member Barton, President Breuder stated that the buildings would have full names as opposed to abbreviations.

EXECUTIVE SESSION

Member Gillette moved, Member Hess seconded, that the meeting adjourn into executive session to discuss the appointment, employment and dismissal of personnel.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried at 8:16 p.m.

Following executive session, the Board reconvened the Regular meeting at 8:37 p.m. and immediately adjourned.

Chair

Secretary

BOARD REQUESTS

MARCH 26, 1998 REGULAR BOARD MEETING

1. Mercedes McGowen requested that the award be brought to the Math Department for a short period of time and then given to the College for display. Dr. Breuder stated that this could be done.
2. He suggested that Board members go out for lunch or dinner with Laurie Wren when she gets back into town next month. He asked Board members to contact him if they would like to go.
3. There was discussion regarding tracking the results of the four-colored schedule. Vice President Bonnie Henry said that they would share the tracking results with the Board.
4. Chair Kolze asked President Breuder if it is possible to look ahead at upcoming bid awards and advise the Board when an item will be coming up that might not be bid competitively.
5. In regard to renewal of the treasurer's bond, Member Gillette suggested that the broker's competitive data be shared with the Board. Chair Kolze noted that they do not want to duplicate the work of the broker, but it would be helpful if the information could be summarized. Vice President Thorson said that she should be able to get the information.
6. Member Shure suggested using the strikeout method on the policy changes so that Board members can see what has been changed.
7. Chair Kolze asked Board members to contact Dr. Breuder before the next Board meeting if they have any comments or questions regarding the policy revisions.
8. Member Gillette stated that he received a summary of last month's ICCTA activities. He asked if President Breuder could distribute that information to his staff and to any newspapers that might be interested.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

APRIL 23, 1998

SUMMARY OF BIDS

- EXHIBIT VII - 3a The administration recommends that the Board award Q8865 for audio visual equipment for the newly renovated lecture halls in Building E to Ancha Electronics, Inc. in the amount of \$8,797.50 and to Midwest Visual Equipment Co. in the amount of \$21,741.00, for a total award of \$30,538.50.
- EXHIBIT VII - 3b The administration recommends that the Board award Q8870 for data/video projectors and slide projector registration stands to be used in the Instructional Delivery Center to United Visual, Inc. for \$21,744.00 and Graybow Communications Group for \$1,080.00, the low bidders meeting specifications, for a total award of \$22,824.00.
- EXHIBIT VII - 3c The administration recommends that the Board award Q8868 to The Educational & Institutional Cooperative Service, Inc., the low bidder for 48 chairs for the Electronics Computer Labs and six file cabinets for use in the Technology, Mathematics and Physical Sciences Division and Adjunct Faculty Office, in the amount of \$17,915.73.
- EXHIBIT VII - 3d The administration recommends that the Board award Q8867 for Roll Towel Dispensers to Seaway Supply Co., the lowest responsible bidder meeting specifications, in the amount of \$14,262.50.

- EXHIBIT VII - 3e The administration recommends that the Board award Q8874 for trained custodians needed to replace College custodians who will be assigned to the campus clean-up project, to Admiral Maintenance Service, the low bidder, in the amount of \$165,120.00.
- EXHIBIT VII - 3f The administration recommends that the Board award Q8869 to Machinery Systems, Inc., the only bidder for a Vertical Computerized Machining Center, in the amount of \$73,950.00.
- EXHIBIT VII - 3g The administration recommends that the Board award Q8873 to Alternative Mailing Systems, the sole bidder for a Bryce 20K Print Station Inkjet/Postal Barcode Addressing System, in the amount of \$26,297.00.
- EXHIBIT VII - 3h The administration recommends that the Board award Q8876 to H. J. Kloeppe & Associates, the low bidder for lab chairs for the Biology and Chemistry labs, in the amount of \$11,803.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8865 for audio visual equipment as requested by the Learning Resources Center. This equipment is some of the audio visual equipment required in the newly renovated lecture halls in Building E.

II. BUDGET STATUS

Funds of \$30,538.50 are provided in the 1997/98 Education Fund budget, under account number 0118-911-586.

III. INFORMATION

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

Midwest Visual Equipment Co.	\$30,603.00 (No bid 1 item)
Ancha Electronics, Inc.	32,030.85
Swiderski Electronics, Inc.	No Bid
Video Images, Inc.	No Bid

The vendors who did not bid indicated they either could not meet specifications or did not have enough time to complete the bid documents.

The equipment on this bid, which consists of wireless microphones, SVHS/VHS videotape player/recorders, audiocassette player/recorders, CD players and slide projectors, is most of the audio visual equipment required for the newly renovated Building E lecture halls. All of the new equipment is a direct replacement for the older equipment which had been used in the lecture halls but will not now work with the new remote control systems being designed and installed by the Audio Visual consultant. The new equipment will provide better quality images and sound, as well as allow more flexibility and choice in the type of media used for instruction.

With the new equipment, an instructor will be able to show three images from slide projectors side by side, in perfect registration, or combine images from slide projectors on one section of a screen with images from a 16mm film projector, overhead projector or video/data monitor on other sections of the screen.

The VCR and laserdisc players, along with the Audio CD player and cassette player, will provide maximum flexibility in choosing recorded media for instruction, with the cassette player also being capable of recording lectures or guest speakers.

The new wireless microphones will mean that instructors will no longer be reliant on using only the podium microphone or be tethered to the podium with a wired microphone. Instructors will now be free to move about a room and still be heard by all of the students in any other part of the room.

The new audio mixers are to be used with the program material only. This will allow separation of the voice amplification and the recorded media, which will help to alleviate problems with sound levels and feedback from having only one route for sound amplification.

The main users of the new equipment and the lecture halls are from the Life Science and Human Services Division, especially the Biology and Nursing departments, and from the Liberal Arts Division, mostly for Art and Film classes. Secondary users of the lecture halls are the Testing and Assessment department and outside rental groups. All of the courses taught in Building E use audio-visual materials as an integral part of their make-up. By increasing the capability and flexibility of the AV equipment in the Building E lecture halls, instructors can increase the quality of instruction provided to students and can decrease the amount of time wasted trying to keep older, obsolete equipment operating.

In order to obtain the lowest cost to the College, the bid will be split to the lowest bidder for each line item. Item #2, six wireless microphone transmitters, and item #9, six 16mm film projectors, will be awarded to Ancha Electronics, Inc. in the amount of \$8,797.50. Item #1, three wireless microphone receivers, #3, six electret

condenser microphones, #4, three SVHS/VHS video tape player/recorders, #6, three audiocassette player/recorders, #7, three CD players, and #8, nine 35m slide projectors, will be awarded to Midwest Visual Equipment in the amount of \$21,741.00. The total award is \$30,538.50. Item #5, multi disk players, will not be awarded at this time.

IV. RECOMMENDATION

The administration recommends that the Board award Q8865 for audio visual equipment for the newly renovated lecture halls in Building E to Ancha Electronics, Inc. in the amount of \$8,797.50 and to Midwest Visual Equipment Co. in the amount of \$21,741.00, for a total award of \$30,538.50.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8870 for data/video projectors and slide projector registration stands as requested by the Learning Resources Center. The equipment is needed for instructional delivery in the Instructional Delivery Center (Building E).

II. BUDGET STATUS

Funds of \$22,824.00 are provided in the 1997/98 Education Fund budget, under account number 0122-025-586.

III. INFORMATION

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

United Visual, Inc.	\$23,259.00
Troxell Communications Inc.	23,631.00
Midwest Visual Communications	24,234.00
Swiderski Electronics, Inc.	24,669.00
Graybow Communications Group	25,230.00
Expert Computer & Associates, Inc.	26,109.00
Video Images, Inc.	26,265.00

The equipment requested in this bid will complete the owner furnished equipment requirements for the Instructional Delivery Center lecture halls. All of the new equipment is a direct replacement for older equipment which will not provide the quality of images required for current use in the classroom. The new equipment will also provide more flexibility and choice in the type of media used for instruction.

The slide projector registration stands will make it possible to perfectly align the three new slide projectors purchased in a previous bid. This will

allow three separate pictures to be aligned side-by-side for comparison.

The video/data projectors are the main mode of projecting information in each hall. The projectors are a direct replacement for older, much smaller TV monitors, which were totally inadequate for viewing computer generated images. The video/data projectors will provide a very bright and large image and have the flexibility of projecting information from video or computer sources.

The main users of the new equipment and the lecture halls are from the Life Science and Human Services Division, especially the Biology and Nursing departments, and the Liberal Arts Division, mostly for Art and Film classes. Secondary users of the lecture halls are Testing and Assessment and outside rental groups. All of the courses taught in the Instructional Delivery Center use audio-visual materials as an integral part of their make-up. By increasing the capability and flexibility of the AV equipment in the Instructional Delivery Center lecture halls, the instructors can increase the quality of instruction provided to students and can decrease the amount of time wasted in trying to keep older, obsolete equipment operating.

In order to obtain the lowest cost to the College, the bid will be split on a per item basis to the lowest bidder meeting specifications. Item #1, three data/video projectors, and item #2, three ceiling mount brackets, will be awarded to United Visual, Inc. in the amount of \$21,774.00. Item #3, three slide projector registration stands, will be awarded to Graybor Communications Group in the amount of \$1,080.00. The total award is \$22,824.00.

IV. RECOMMENDATION

The administration recommends that the Board award Q8870 for data/video projectors and slide projector registration stands to be used in the Instructional Delivery Center to United Visual, Inc. for \$21,744.00 and Graybow Communications Group for \$1,080.00, the low bidders meeting specifications, for a total award of \$22,824.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8868 for chairs for the Electronics Computer Labs and file cabinets to be used in the Division Office and the Adjunct Faculty Office, as requested by the Technology, Mathematics and Physical Sciences Division.

II. BUDGET STATUS

Funds in the amount of \$22,340.00 are provided in the 1997/98 Operations and Maintenance Fund budget, under account number 0292-039-586.

III. INFORMATION

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

The Educational & Institutional Cooperative Service, Inc.	\$17,915.73
Environetx	18,160.07
Office Concepts, Inc.	19,680.31

The 48 chairs will be used by students in the Electronics Computer Labs. Currently the labs have substandard seating that is not appropriate for students using computers.

The six file cabinets will be used in both the Division Office and in the newly developed Adjunct Faculty Office.

This project was begun and approved before February 25, 1998. It has since been re-approved by the Vice President of Academic Affairs.

IV. RECOMMENDATION

The administration recommends that the Board award Q8868 to The Educational & Institutional Cooperative Service, Inc., the low bidder for 48 chairs for the Electronics Computer Labs and six file cabinets for use in the Technology, Mathematics and Physical Sciences Division and Adjunct Faculty Office, in the amount of \$17,915.73.

h:app/winword/498q8868

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8867 for 350 Roll Towel Dispensers that will accept generic towels as requested by Physical Plant. The dispensers are needed in all of the washrooms on the main campus and the Northeast Center.

II. BUDGET STATUS

Funds of \$15,000 are provided in the 1997/98 Operations and Maintenance Fund budget, under account number 0292-039-586.

III. INFORMATION

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

Ramrod Distributors	\$13,650.00
Seaway Supply Co.	14,262.50

This is the re-bid for the no award approved by Board action February 26, 1998.

The bid specifications were rewritten to include a lever that can be used by a handicapped person. The vendors who did not respond indicated that they could not meet the specifications.

By purchasing all new roll towel dispensers that will accommodate generic towels, the College will save approximately 35% per carton of towels purchased each year. An average of 800 cartons are used each year. The savings to the College in one year will be \$12,500.00. The dispensers will pay for themselves in 13 months.

The dispenser bid by Ramrod Distributors does not have a lever that meets the handicap accessibility requirements and was, therefore, disqualified.

IV. RECOMMENDATION

The administration recommends that the Board award Q8867 for Roll Towel Dispensers to Seaway Supply Co., the lowest responsible bidder meeting specifications, in the amount of \$14,262.50.

h:app/winword/498q8867

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8874 for trained custodians needed to replace College custodians who will be assigned to the campus clean-up project as requested by Physical Plant.

II. BUDGET STATUS

Funds of \$65,000 are provided in the 1997/98 and \$105,000 will be provided in the 1998/99 Operations and Maintenance Fund budget, under account number 0292-039-534.00-0000-9048.

III. INFORMATION

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

Admiral Maintenance Service	\$165,120.00
Spann Building Maintenance Co.	199,680.00
Power Cleaning Systems, Inc.	207,360.00
Majesty Maintenance, Inc.	Did not include a cost

A campus clean-up project has begun.

During the campus clean-up project, temporary custodians need to be hired to do the day-to-day work of Harper employees who will be used to accomplish the clean-up project.

It is estimated that as many as 20 temporary custodians, working eight hours a day, six days a week, for 16 weeks, will be needed to cover for Harper employees.

The clean-up project includes, but is not limited to, painting, carpet and floor cleaning, and

ceiling tile replacement. The project is to be complete by the beginning of the Fall semester.

IV. RECOMMENDATION

The administration recommends that the Board award Q8874 for trained custodians needed to replace College custodians who will be assigned to the campus clean-up project, to Admiral Maintenance Service, the low bidder, in the amount of \$165,120.00.

h:app/winword/498q8874

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8869 for a Vertical Computerized Numerical Control (CNC) Machining Center as requested by the Technology, Mathematics and Physical Sciences Division for use by students in the Engineering/Mechanical Engineering department.

II. BUDGET

Funds of \$46,170.00 are provided in the 1997/98 Education Fund budget under account number 0118-911-586 and funds of \$27,780.00 are provided in the 1997/98 Restricted Purposes Fund under account number 0619-915-586.00-5785 (Perkins Grant).

III. INFORMATION

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

Machinery Systems, Inc.	\$73,950.00
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The Mazak VTC-16A Machining Center is the only CNC Machining Center that can meet the mandatory specification of conversational input. It is essential that the equipment purchased by the College meets this specification. Machinery Systems, Inc. is the only supplier of this equipment.

- The Mazatrol controller is the only controller that will allow teaching both programming formats that Harper students will encounter in the CNC machine tool industry. This controller allows programming in conversational mode and in EIA/ISO format. It is the only controller available today which allows both programming and editing in conversational format.

- In addition to these pedagogical advantages, the Mazatrol controller is sold by the largest machine tool company in the world. This firm has an extensive presence in the firms in the Harper district and contiguous areas. Thus, teaching on this particular lab equipment will greatly enhance our students' employability. The controller on the subject machine prepares students for work on the full range of Mazak equipment (along with the equipment using the competing programming format) from the small machine that is the subject of this bid to machines costing in excess of \$500,000.
- The purchase of this machine reinforces an existing linkage between the College and the Mazak Technical Center located within this district. This linkage has already demonstrated the ability to increase student enrollments (i.e., the MFG101 course).

The monetary benefit associated with this linkage is enormous when considered relative to the MET/MFG budget. Our introductory CNC course is currently delivered at the Technical Center using 28 controller simulators valued at approximately \$25,000 each; extended value is \$700,000. New generation controllers appear regularly every 4 years and, at the \$700,000 cost, it would be beyond the means of the College to purchase this equipment. In addition, an advanced course is taught at the Center using their floor plan machines with a total value range of \$2 million to \$7 million depending on machine types present when the course is taught. There is no other College that affords its students this educational opportunity with machines of this value with state-of-the-art controllers and so near our campus.

- Current enrollment for entry into the program is capped at 14 students due to equipment limitations at the Mazak Technical Center. Furthermore, while Mazak graciously allows our access to the technical center, the firm has to place restrictions on our scheduling due to the needs of their business mission. The machine purchase will permit greater schedule control and flexibility, allowing the College to

schedule additional entry level sections (i.e. MFG 101) at times that will attract more students. Classes scheduled and taught on campus will not conflict with Mazak's business operations. These schedules will include early morning and day sections, the latter allowing the MET/MFG department to pursue high school dual credit programs which are not possible now due to scheduling restrictions.

The students who will be serviced by these classes include traditional AAS career students in MET/MFG, certificate students in the machining and CNC areas, individuals looking for available and affordable training opportunities, and high school students interested in pursuing AAS degrees in computer-aided manufacturing.

IV. RECOMMENDATION

The administration recommends that the Board award Q8869 to Machinery Systems, Inc., the only bidder for a Vertical Computerized Machining Center, in the amount of \$73,950.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8873 for a Bryce 20K Print Station Inkjet/Postal Barcode Addressing System needed for bulk mailings, as requested by Publications and Communication Services for the Mail Center.

II. BUDGET STATUS

Funds of \$26,297.00 are provided in the 1997/98 Restricted Purposes Fund budget under account number 0695-245-585.10-4509.

III. INFORMATION

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

Alternative Mailing Systems	\$26,297.00
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All vendors were given the opportunity to bid on the Bryce 20K Print Station Inkjet/Postal Barcode Addressing System or an equal system. There is no other equipment in the marketplace that does what the Bryce does at or near the same cost. The vendors who did not respond indicated that they could not compete in this marketplace.

Alternative Mailing Systems is the sole authorized sales and service dealer in the Chicago area. A letter from Datatech, the manufacturer, was requested and received verifying that this is accurate.

The current W800 label address printer is over six years old. It is used to address all bulk mailings from the College, and is a critical element in marketing and communication. The label address printer cannot handle flats larger than 8.5 x 11. Maintenance is becoming difficult to obtain. Some of the parts are discontinued and others are hard to acquire.

The faster Bryce 20K Addressing System will not only reduce the labor costs of servicing the mailing needs of the College, but will also handle larger mailing envelopes and can add text to the mailing panel as needed.

IV. RECOMMENDATION

The administration recommends that the Board award Q8873 to Alternative Mailing Systems, the sole bidder for a Bryce 20K Print Station Inkjet/Postal Barcode Addressing System, in the amount of \$26,297.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8876 for lab chairs for the Biology and Chemistry labs as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$20,000.00 are provided in the 1997/98 Operations and Maintenance Fund budget, under account number 0292-039-586.

III. INFORMATION

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

H. J. Kloepfel & Associates	\$11,803.00
Lowery McDonnell Co.	12,858.53
Beckley-Cardy Co.	12,989.81
Blair Co.	14,387.50

The purchase of new lab chairs for the Biology and Chemistry labs will complete a project that began in 1996 to refurnish all of the classrooms in the Science, Math and Health Careers Center (Building D).

IV. RECOMMENDATION

The administration recommends that the Board award Q8876 to H. J. Kloepfel & Associates, the low bidder for lab chairs for the Biology and Chemistry labs, in the amount of \$11,803.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

APRIL 23, 1998

SUMMARY OF PURCHASE ORDER

- EXHIBIT VII - 4a The administration recommends that the Board approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year, in an amount not to exceed \$92,854.61.
- EXHIBIT VII - 4b The administration recommends that the Board approve issuance of a purchase order to Thompson, Ross & Associates, Inc. as consultants to assist Information Systems in the project management and installation of the new telephone switch system, in the amount of \$18,000.00.
- EXHIBIT VII - 4c The administration recommends that the Board approve issuance of a purchase order to Intecom for the purchase of the recommended E-14 Enterprise Distributed Digital Telephone Switch hardware, software, installation, and implementation and associated training plus 13 months maintenance, for a total amount not to exceed \$1,020,218.00 over three years. The payment schedule will be derived based on installation and acceptance and will be allocated at an estimated value of \$461,900.00 for fiscal year 1997/98, and \$279,159.00 for each fiscal year, 1998/99 and 1999/00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year as requested by the Learning Resources Center for Library Services.

II. BUDGET STATUS

Funds of \$92,854.61 will be provided in the 1998/99 Education Fund budget, under account number 0121-024-546.01.

III. INFORMATION

This service was not bid, pursuant to Illinois Compiled Statutes, Chapter 110, Section 805/3-27.1 (1) which states that competitive bids are not required for "contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets, and reports."

Subscription costs for periodicals are set by publishers and would be the same no matter which subscription agent is used. By using a periodicals subscription agent, the College saves an average of 50 percent per title, and saves the processing cost of approximately \$30.00 per purchase order for the 747 subscriptions. Also, the LRC has nowhere near sufficient staffing to maintain such a sizable subscription base.

In choosing a subscription agent, LRC staff consider the following:

1. Whether the vendor addresses the needs of an academic library, both general and specialized.

2. The number of titles to which the vendor provides access.
3. The vendor's fees.
4. The vendor's reputation and longevity of service.
5. The quality of customer service.

Because of the ongoing subscription process involved with periodicals, the quality of the vendor that manages the ordering, delivery and claiming is of great importance.

EBSCO has been the Library periodicals subscription agent for the College for 15 years. During this time, they have provided reliable, efficient and economical service.

As one of the largest periodical agents in the United States, EBSCO is able to provide for most subscription needs, including foreign publications. They also provide a "periodicals bank" which assists in obtaining missing issues at no cost. They are working with Voyager, the library automation company used by the College, on a serials interface. The EBSCO electronic ordering and claiming functions are compatible with Voyager.

This recommendation is to issue a purchase order to EBSCO Subscription Services in the amount of \$91,168.00 for the subscriptions plus a \$2,917.38 handling charge, minus a 1.35% discount of \$1,230.77 for prepayment by July 31, resulting in an amount not to exceed \$92,854.61 for the period of July 1, 1998 through June 30, 1999.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year, in an amount not to exceed \$92,854.61.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Thompson, Ross & Associates, Inc. for contracted services for technical support in order to provide Information Systems continuing assistance in project management and implementation of a new telephone switch system for the College. Thompson, Ross & Associates assisted the College in developing and evaluating the RFP responses. This request is consistent with the approval of the ICCB Technology Enhancement Grant approved by Board action April 24, 1997 (Exhibit VIII-E).

II. BUDGET STATUS

Funds in the amount of \$18,000.00 are provided in the 1997/98 Operations & Maintenance Fund budget, under account number 0295-256-539.00. The funds are a required match for the ICCB Technology Enhancement Grant.

III. INFORMATION

This service cannot be bid. The contract will be awarded pursuant to Board Policy 4.2.1 and Illinois Compiled Statutes, Chapter 110, section 805/3-27.1, (a) which states "contracts for the services of individuals possessing a high degree of professional skill when the ability or fitness of the individual plays an important part" are excluded from the bid process.

The Harper College Technology Plan included Project F4 (Telephone System Upgrade) for the 1997/98 fiscal year.

Existing staff must continue the day-to-day operations of the current system during the process of implementing the new telephone system. Thus, there is a need to provide additional staff resources to assist in the project management and implementation phase of the new telephone switch project.

The hiring of Thompson, Ross & Associates, Inc. to assist Information Systems in the evaluation of vendor proposals and in the development of contracts to acquire a new telephone switch system was approved by Board action

February 26, 1998. By continuing with the implementation and project management phase, Thompson, Ross & Associates, Inc. will provide needed consistency.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Thompson, Ross & Associates, Inc. as consultants to assist Information Systems in the project management and installation of the new telephone switch system, in the amount not to exceed \$18,000.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Intecom for the purchase of the E-14 Enterprise Distributed Digital Telephone Switch hardware, software, installation, implementation and associated training plus 13 months maintenance as requested by Information Systems. This system will be a replacement for the current outdated Northern Telecom SL1 analog PBX telephone switch.

II. BUDGET STATUS

This is to be a multiple year acquisition. Funds in the amount of \$202,300.00 are provided in the 1997/98 Operations and Maintenance Restricted Fund budget under account number 0395-245-585.10 (ICCB Technology Enhancement Grant). Additional ICCB funds in the amount of \$259,600.00 will be allocated for 1997/98. Funds of \$279,159.00 will be provided each year in the 1998/99 and 1999/00 Restricted Purposes fund budget under account number 0695-245-585.10. The total budgeted amount is \$1,020,218.00.

III. INFORMATION

The current telephone system installed 13 years ago is at capacity and is unable to meet current demands or any future growth of the College. An upgrade to support the current and future needs requires a complete replacement. This is due to the size limitation, age of technology, operating software, and capacity to expand. Legislation has recently been enacted that requires the ability of PBX systems to notify emergency centers of the point of origin of a 911 call. Currently the 911 center knows only that the call is originating from Harper, but not where on campus. Illinois now requires the owner of PBX system to implement equipment that can provide this information.

The Technology Plan, adopted by Board action October 17, 1994, included the need for a new telephone system as the next logical step in upgrading telephone capabilities -- following the implementation of Direct Inward Dial (DID) and Voice Mail (Project G1). The F4 project (Telephone

System Upgrade) approved for 1997/98 and to be implemented over three years, identified that the current telephone system could no longer support the needs of the main campus, new construction (Conference Center and the Performing Arts Center), the Northeast Center or any other future growth. Additional capacity and the ability to incorporate the Northeast Center into one system with the main campus were key elements for this project.

Process:

Information Systems staff started the investigation process in early 1997. In February 1998, the Board approved a purchase order to contract Thompson, Ross & Associates, Inc. to help write the RFP and to assist in evaluating the responses. After 16 months of investigation, vendor on-site demonstrations, on-site visits to customer sites, and our review of these submitted proposals, and Thompson, Ross & Associates, Inc. recommendation, Information Systems has determined Intecom, Inc. would best meet the current and future telecommunication requirements of the College.

In addition to basic telecommunication functions, key features and functionality were considered in the decision matrix.

Summary:

Nine major telephone switching manufacturers or manufacturers' representatives were provided the opportunity to respond to a Request for Proposal (RFP) resulting in four proposals being submitted. The following is a summary of the RFP tab sheet:

	<u>Initial Costs</u>	<u>Second Year Maintenance</u>
Telcom Innovations Group *	\$ 797,824.00	\$47,089.00
Ericsson, Inc. *	932,731.00	81,288.00
Intecom	1,020,218.00	55,821.00
GTE Communications Corp.	1,120,228.00	41,487.00

*** Telecom Innovations Group and Ericsson did not meet the RFP specifications.**

Key reliability criteria were not met by both the Telecom Innovations Group and Ericsson. Reliability of voice communications is foundational to many aspects of the ability of the College to operate. The Registrar, Business Office, Continuing Education, Counseling, etc., simply cannot operate if the phone system is unavailable or if calls are lost. Lost calls mean lost students and lost revenue, as well as lost credibility for Harper. Thus, it is absolutely essential that the equipment selected is capable of handling the needed volume of activity, and provides required redundancy and power backup to prevent system downtime and outages.

The Telecom Innovations Group bid is not compliant with the specification in several key areas:

- ◆ The system proposed in the Telecom Innovations Group bid is too small and is thus not capable of supporting the needs of the College (volume of calls, number of extensions, number of incoming trunks, etc.) Because of this, two systems were bid, which would create unacceptable administration and maintenance headaches.
- ◆ They did not include the necessary battery backup power for the systems proposed, which is essential to prevent outages.
- ◆ Redundancy, essential to ensure continued operation in the event of hardware failure, was not included.
- ◆ Automatic Call Distribution (ACD), another crucial function, was not included.
- ◆ Additionally, they provided only a software interface for E911 service, compared to the other three vendors who provided a stand alone processor for that function.
- ◆ The distributor is less than a year old, and this would be one of the largest systems that they have installed, leading to concerns whether they have the resources to support the needs of Harper.

Ericsson is not compliant with the specification in several key areas:

- ◆ Lack of capability of the proposed system to meet Harper's needs during peak activity times, such as registration. Key system specifications (such as total number of calls that can be completed in a busy hour) are significantly lower than other vendors and would present problems during peak times.
- ◆ Another issue is the fact that they have not proposed the essential redundancy.

- ◆ A major deficiency is that if (when?) there is a problem with a LIM (Line Interface Module), although the problem is localized, all calls in progress in that LIM are lost. That would be unacceptable for Harper.
- ◆ The Ericsson Call Center solution requires a dedicated PC for each location, which would significantly inflate the cost of implementing ACD (Automated Call Distribution) functions.
- ◆ Ericsson does not have a local office in the metropolitan Chicago area, raising support questions.
- ◆ Finally, Ericsson has a high life cycle cost due to very high maintenance costs.

The lowest proposal meeting specifications is Intecom. Intecom has been developing, manufacturing, installing and maintaining telephone systems for approximately 20 years. They have a very strong technical support staff, as well as a strong research and development team. They have shown the ability to create new products and implement leading edge applications to satisfy individual customer requirements as well as to stay abreast of emerging technologies and FCC requirements. Intecom has some very highly visible clients such as the University of Chicago and the Chicago Board of Trade. They have a proven track record of over 900 successful installations, most of which are large scale systems similar to the unit proposed for Harper College.

Board Policy as well as Illinois Compiled Statutes, Chapter 110, section 805/3-27.1 (f), recognize the complexity of the telecommunication selection process and the advantage for the Illinois Community Colleges to determine the suitability to organizational needs.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Intecom for the purchase of the recommended E-14 Enterprise Distributed Digital Telephone Switch hardware, software, installation, and implementation and associated training plus 13 months maintenance, for a total amount not to exceed \$1,020,218.00 over three years. The payment schedule will be derived based on installation and acceptance and will be allocated at an estimated value of \$461,900.00 for fiscal year 1997/98, and \$279,159.00 for each fiscal year, 1998/99 and

Consent Agenda
Exhibit VII - 4c
April 23, 1998

1999/00.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

- A. Ratification of Professional/Technical Appointment.
- B. Ratification of Supervisory/Confidential Appointment.
- C. Ratification of Supervisory/Confidential Reclassification.
- D. Ratification of Classified Staff Reclassification.
- E. Ratification of Professional/Technical Termination.
- F. Ratification of Supervisory/Confidential Termination.
- G. Ratification of the Overload and Adjunct Faculty Assignments.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees ratify the Professional/Technical and the Supervisory/Confidential Appointments; the Supervisory/Confidential and the Classified Staff Reclassifications; the Professional/Technical and the Supervisory/Confidential Terminations; and the Overload and Adjunct Faculty Assignment Summary Sheets.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Disposal of obsolete and unrepairable personal property owned by the College.

II. REASON FOR CONSIDERATION

Under the Illinois Public Community College Act, the Board of Trustees has the authority to sell personal property and must approve the sale or disposal of all such property.

III. BACKGROUND INFORMATION

An inventory has been taken of College property which is obsolete or beyond economical repair. According to the procedures for disposal of College property, it is recommended that:

- A) Donations be made to nonprofit institutions unable to purchase equipment needed to carry out their missions.
- B) The public be notified, through a public notice in the newspaper, of the intent to accept sealed bids for the remaining personal property. Bids will be accepted from anyone, except the College Board of Trustees.
- C) Items not disposed of by donation or the bid process be advertised as available for sale to the public, except the College Board of Trustees. This can be accomplished either through a direct sale handled by the College or by an auction, whichever best fits the needs of the College.
- D) Items which are left over be offered for sale to a scrap dealer.

E) Items not purchased by the scrap dealer be disposed of in the most appropriate manner.

IV. RECOMMENDATION

The administration recommends that the Board approve the 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.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Review of Executive Session Minutes

II. REASON FOR CONSIDERATION

Public Act 85-1355 requires each Board to review at least every six months the minutes of closed sessions to determine whether the minutes, in whole or in part, may be made part of the public record. The Act became effective January 1, 1989.

III. BACKGROUND INFORMATION

In compliance with Public Act 85-1355, the Board of Trustees has scheduled the review of executive session minutes in April and October of each year. On Thursday, April 23, a review may take place in closed session to be followed by action on disclosure during regular session.

IV. RECOMMENDATION

It is recommended that the Board take the following action:

BE IT RESOLVED that the Board approve for public record the executive session minutes of (date[s] of executive session[s])

and/or

BE IT RESOLVED that the executive session minutes of (date[s] of executive session[s]) remain confidential.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Confirmation of appointment of new members to the Harper College Educational Foundation Board of Directors

II. REASON FOR CONSIDERATION

In accordance with the Board *Policy Manual*, Chapter 6, Section 6.6, and Educational Foundation Bylaws, Article VI, Section 5, confirmation by the Board of Trustees is required for appointment of new members to the Educational Foundation Board of Directors.

III. BACKGROUND INFORMATION

On April 15, 1998, the Board of Directors of the Educational Foundation appointed Ms. Carol E. Moorman and Ms. Carol C. Pankros to the Educational Foundation Board of Directors.

Biosketches of the newly-appointed directors are attached.

IV. RECOMMENDATION

The administration recommends confirmation of the appointment of Ms. Moorman and Ms. Pankros as members of the Board of Directors of the Harper College Educational Foundation.

Carol E. Moorman

Carol Moorman was born in Evanston, Illinois and in 1962 she graduated from the Bishops School in LaJolla, California and then entered the University of Wisconsin in Madison. Upon graduation in 1966 with a B.A. degree, she married Michael D. Moorman, and during the school year of 1967, she attended some classes at the American Graduate School of International Management.

From 1968 through 1973, she and her husband lived in Rome, Italy; London, England; and Boras, Sweden. After returning to the Chicago area, she was involved in school activities and served on the Board of the PTO. She was also involved with Family Service of Lake County and many local charities.

She was on the Board of Directors of the Bethlehem Food Bank from 1991 to 1994, as well as being a member of the Women's Investment Club of Barrington from 1993 until the present. Carol also was elected to the Board of Directors of the McGraw Foundation, a charitable foundation, in 1993 and remains active on its Board. She is a long-time member of The Garden Club of Barrington which is affiliated with the Garden Club of America. During 1966 and 1997, she served on its Board and chaired the Conservation Committee. Among other responsibilities, she attended the annual conference in Washington, D.C. meeting and lobbying with our U.S. Senators and Congressmen.

Carol presently resides in Barrington with her husband, has attended classes at Harper College, and she has two grown children. Daphne Monroy resides in Cary and Marissa Moorman, a Ph.D. candidate, MacArthur Scholar currently living in Luanda, Angola.

Carol is interested in traveling, skiing, tennis, yoga, biking, golf and walking.

Carol C. Pankros

Carol Pankros has been in the financial planning profession for the past fifteen years having many accomplishments. In working with in excess of 1,000 individuals and coordinating their finances, she has been writing, researching and preparing comprehensive financial plans for the entire period.

Carol teaches financial planning to professional groups. Carol has been quoted extensively in several professional publications and has conducted seminars for both non-profit groups and private enterprises on financial planning related topics.

Ms. Pankros received her Masters in Financial Services in January 1997 and her Certified Financial Planner designation in 1985. She is past President of the Greater Chicago Society of the CFP, for which she has served six consecutive years on the Society's Board of Directors. She is past President of the Greater O'Hare Chapter of the International Association for Financial Planning, having served for five consecutive years on the Board of Directors. Ms. Pankros was the first Chicago area individual to concurrently serve as president of the ICFP Society and the IAFP Chapter. She has served on several committees for the ICFP.

She was named Dean of the 1990 ICFP National Retreat which is the premier nationwide financial planning continuing education conference. Carol is also a member of the National Association of Personal Financial Advisors (NAPFA), a fee-only financial planning organization.

Carol has served on the Meadows Credit Union Board of Directors for the past six years. MCU is a \$50 million credit union and is one of the largest in the State of Illinois. Carol C. Pankros is a 1971 graduate of St. Louis University with a Bachelor of Science degree. In 1973, she was hired by Cockrell Food and Vending Services, Inc. to establish an accounting control system, and brought to the position practical accounting and field analysis experience. She was named Vice President and Director in 1978 and remained in that capacity until the company was sold five years later.

Ms. Pankros is married and resides in Palatine with her husband Paul. Her two daughters, Catherine and Carin, attend college.

**WILLIAM RAINEY HARPER COLLEGE
 FY 1997/1998 BUDGET AND EXPENDITURES
 July 1997 - March 1998**

OPERATIONS & MAINTENANCE FUND

COST CENTER	BUDGET	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS*	% PAID OR COMMITTED	UNCOMMITTED BALANCE
PRESIDENT					
Career Cooperative	\$0	\$21,465	\$0	na	(\$21,465)
Sub-total	\$0	\$21,465	\$0		(\$21,465)
ADMINISTRATIVE SERVICES					
Business Office	\$131,928	\$96,569	\$0	73.20%	\$35,359
Physical Plant	6,494,574	4,475,679	175,527	71.62%	1,843,368
Sub-total	\$6,626,502	\$4,572,248	\$175,527	71.65%	\$1,878,727
INFORMATION SYSTEMS	\$791,979	\$516,708	\$182,418	88.28%	\$92,854
Sub-total	\$791,979	\$516,708	\$182,418	88.28%	\$92,854
INSTITUTIONAL					
Administrative Services	\$2,678,999	\$841,050	\$504,788	50.24%	\$1,333,161
Sub-total	\$2,678,999	\$841,050	\$504,788	50.24%	\$1,333,161
TOTAL	\$10,097,480	\$5,951,470	\$862,733	67.48%	\$3,283,277

* Note: does not include salaries

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

There are no reports for this month.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

- I. SUBJECT
Grants and gifts status report.

- II. REASON FOR CONSIDERATION
The Board is provided with a monthly update of grants and gifts.

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

HARPER COLLEGE LISTING OF GRANT PROGRAMS

July 1, 1997 - June 30, 1998

Reported: April 13, 1998

NAME OF GRANT	BRIEF DESCRIPTION OF GRANT	FUNDING SOURCE GRANT FUNDS	DATES OF OPERATION
Project Hope***	To create awareness and interest among Hispanic middle and high school students and their parents in pursuing postsecondary education	IBHE \$34,000	09-01-96 08-31-97
Minority Transfer Center	To establish a program to encourage minority students to transfer to 4-year institutions	IBHE \$64,000	09-01-96 08-31-97
Great Cities Institute	To provide services for Chicago Region Manufacturing Workforce Development Partnership project(sub-contract UIC)	IBHE \$15,570	09-01-97 08/31/98
Special Populations	To provide a broad range of programs and services for disadvantaged students	ICCB \$223,335	07-01-97 06-30-98
Workforce Preparation Business/Industry	To provide local economic development in workforce training	ICCB \$153,362	07-01-97 06-31-98
Workforce Preparation: Education to Careers	To promote career development and workbased learning	ICCB \$147,752	07-01-97 06-30-98
Advanced Technology Equipment Grant	To purchase technological resources for instructional needs	ICCB \$150,272	07-01-97 06-30-98
Advanced Technology Technology Support	To provide support for advanced technology	ICCB \$105,194	07-01-97 06-30-98
Workforce Preparation Student Support Services	To provide support services for students in technical programs	ICCB \$84,370	07-01-97 06-30-98
Displaced Homemakers Women's Program	To improve advising and job placement for women currently participating in the Women's Program	IDL \$59,000	07-01-97 06-30-98
Disabled Students Project	To provide support services to disabled students	DORS \$111,505 \$ 61,309 - M	10-01-96 09-30-97

NAME OF GRANT	BRIEF DESCRIPTION OF GRANT	FUNDING SOURCE GRANT FUNDS	DATES OF OPERATION
Work-based Learning	To create a model program in work-based learning	ISBE \$25,000	07-01-97 06-30-98
Vocational Administrative	To provide support for administration of Career Partnership	ISBE \$82,531	07-01-97 06-30-98
Tech Prep State	To implement high school/college career programs	ISBE \$162,159	07-01-97 06-30-98
Tech Prep Federal	To implement high school/college career programs	ISBE \$124,322	07-01-97 06-30-98
Perkins IIC	To support vocational programs in Districts 211, 214, 220	ISBE/Perkins \$303,454	07-01-97 06-30-98
Program Improvement	To support vocational programs in Districts 211,214,220	ISBE \$60,157	07-01-97 06-30-98
Elementary Career Development	To promote career development in elementary and middle schools	ISBE \$56,048	07-01-97 06-30-98
Agricultural Incentive	Flow through project from District 220	ISBE \$1,443	07-01-97 06-30-98
Adult Education Programs	To support and strengthen adult education programs for grant eligible students and staff development	ISBE \$276,842	07-01-97 06-30-98
Single Parent Project	To provide tuition, classroom materials and transportation for displaced homemakers and single parent heads of household	ISBE/Perkins \$55,000	07-01-97 06-30-98
Sex Equity Project	To reduce sex bias/sex role stereotyping in the workplace; nontraditional student retention and employment services	ISBE/DAVTE \$35,000	07-01-97 06-30-98
Program Improvement	For staff and curriculum development in vocational education	ISBE/DAVTE \$23,282	07-01-97 06-30-98
Title IIC Perkins Grant	For targeted vocational education projects	ISBE/DAVTE \$167,308	07-01-97 06-30-98

HARPER COLLEGE LISTING OF GRANT PROGRAMS July 1, 1997 - June 30, 1998

NAME OF	BRIEF DESCRIPTION	FUNDING SOURCE	DATES OF
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GRANT	OF GRANT	GRANT FUNDS	OPERATION
Tech Prep Grant	For staff and curriculum development for Tech Prep programs	ISBE/DAVTE \$37,678	07-01-97 06-30-98
College/High School Partnership for Intermediate Algebra	To develop and implement an innovative intermediate Algebra curriculum	ISBE \$137,858	10-15-96 12-31-97
Improvement of Three Undergraduate Chemistry Courses	To obtain permanent equipment for chemistry laboratories	NSF \$13,798 \$13,798 -M	06-01-96 05-31-98
Northwest Suburban Education to Careers System	To establish a system for all area students (grades K-14) for career development and school / work-based preparation	USDE \$366,418	07-01-96 06-30-01(2001)
Great Lakes Outreach Center / Midwest Center for Postsecondary Outreach	To provide technical assistance and outreach to other postsecondary institutions	USDE / St. Paul Technical College \$91,214 (first year) (\$272,500 total)	07-01-97 09-30-98
Trio / Students Services Support	To provide services to students with disabilities which improve GPA, retention, graduation and transfer	USDE \$180,000	09-01-97 09-30-98
Chemistry Equipment UIC Subcontract	To purchase materials to conduct chemistry experiments	NSF \$3,000	05-01-97 04-30-00
Technical Assistance	To conduct an energy audit	DCCA \$11,028	08/15/97 12/31/98

Reported as of September 18, 1997

TOTAL AWARDED: \$3,487,900

HARPER COLLEGE LISTING OF GRANT PROGRAMS July 1, 1997 - June 30, 1998

NAME OF GRANT	BRIEF DESCRIPTION OF GRANT	FUNDING SOURCE GRANT FUNDS	DATES OF OPERATION
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Grant activity since previous report (9/18/97)

Disabled Students Project	To provide support services for disabled students	IDHS/DORS	ENDED 9/30/97
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Disabled Students Project	To provide support services for disabled students	IDHS/DORS \$126,000 \$60,000 - M	10/01/97 9/30/98
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Less IDHS/DORS grant ended 09/30/97 of \$111,505
 New award from IDHS/DORS as of 10/01/97 of \$126,000
 Net difference: + \$14,495

Reported as of October 16, 1997	TOTAL AWARDED:	\$3,502,395
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Activity since previous report: November 14, 1997

Project Hope***	To encourage Hispanic students in middle and high schools (-0-) to remain in school and enroll in postsecondary education programs.	IBHE	Ended Not Funded
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Minority Transfer Center	To encourage Hispanic students to transfer to 4-year institutions	IBHE \$64,000	09/01/97 08/31/98
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Reported as of December 11, 1997	TOTAL AWARDED:	\$3,502,395
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No activity since the last report:

Reported as of February 17, 1998	TOTAL AWARDED	\$3,502,395
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No activity since the last report

Reported as of March 17, 1998	Total Awarded	\$3,502,395
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Lighting Projects Buildings D & H	Energy Conseration Measure for lighting retrofits	DCCA \$42,393 \$42,393m	12/01/97 10/31/98
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Reported as of April 13, 1998		\$3,544,788
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HARPER COLLEGE LISTING OF GRANT PROGRAMS July 1, 1997 - June 30, 1998

Code	Description
DAVTE:	Department of Adult Vocational-Technical Education
IBHE:	Illinois Board of Higher Education
ICCB:	Illinois Community College Board
IDHS:	Illinois Department of Human Services
IDL	Illinois Department of Labor
DCCA	Illinois Department of Commerce and Community Affairs
IDORS	Illinois Department of Rehabilitation Services
ISBE:	Illinois State Board of Education
NSF:	National Science Foundation
USDE:	United States Department of Education

a: Adjustment from previous report

M = Matching amount required

March 13, 1998 thru April 9, 1998

DONATIONS/RECEIPTS

<u>Fund</u>	<u>Donations</u>	<u>Receipts</u>	<u>Total</u>	
Annual Campaign, Payroll Deductions	\$ 3,263.87			
Athletic Fund		\$ 4,183.02		
Cheryl M. Dwyer Memorial Endowed Scholarship	100.00			
Doriann E. Thompson Scholarship for Women	687.00			
Dr. Charles Shaner Memorial Scholarship for Dental Hygiene	2,000.00			
Electronics/Automation Program	15,000.00			
General Alumni Fund		1,428.60		
General Scholarship Endowment	200.00			
General Scholarship Fund	25.00			
General Unrestricted Fund	25.00			
Harper Annual Golf Outing	5,320.00	2,880.00		
Jacob and Iris Wolf Sign Language Interpreting Scholarship	290.00			
Major Gifts Campaign	250.00			
Otter Chemistry Endowment	200.00			
Wellness Program		1,379.00		
Women's History Week	2,000.00			
Women's Program	600.00			
 TOTAL DONATIONS	 <u>\$ 29,960.87</u>			
 TOTAL RECEIPTS		 <u>\$ 9,870.62</u>		
 TOTAL DONATIONS & RECEIPTS			 <u>\$ 39,831.49</u>	
 <u>OTHER DONATIONS</u>				
	<u>Donor</u>	<u>Fund</u>	<u>Item</u>	<u>Value</u>
TOTAL OTHER DONATIONS		See Attached		\$ 3,200.00
GRAND TOTAL				<u>\$ 43,031.49</u>

**HARPER COLLEGE EDUCATIONAL FOUNDATION
GIFT IN-KIND REPORT**

March 13, 1998 - April 7, 1998

<u>Date</u>	<u>Constituent Name</u>	<u>Fund</u>	<u>Gift Value</u>	<u>Reference</u>
3/24/98	American Airlines	In-kind donation	\$3,200.00	Airline Tickets for Two-Europe

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

First Reading: Environmental Health Policy
(Revised)

II. REASON FOR CONSIDERATION

In accordance with Chapter 1, Section 1.17 of the Board Policy Manual, amendments or additions to the manual can be adopted by the Board following two required presentations.

III. BACKGROUND INFORMATION

The College recognizes that unsafe conditions and practices jeopardize the well-being of its students, faculty, employees, volunteers and visitors. The College wants to emphasize the importance of the implementation of a safety and risk management program and is therefore clarifying the section of the Board policy related to these issues.

IV. RECOMMENDATION

The following is presented for a first reading and no action is required.

7.11 ENVIRONMENTAL HEALTH AND SAFETY

Harper College shall provide a safe educational and working environment in compliance with appropriate health and safety standards and legal requirements. Harper College students, and employees and visitors are entitled to:

- work under safe and healthful conditions, free of recognized hazards;

- wear and use personal protective clothing and equipment;
- have basic, and when necessary, specific health and safety training.

The College shall develop, implement and administer a comprehensive safety and risk management program to address potential injury and loss.

To ensure such an environment, specific procedures, rules and regulations will be published in the Administrative Services Procedure Manual and other publications.

Underlines and strikethrough indicate change to current policy.

Procedures are attached.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

First Reading: Planning Policy (Revised)

II. REASON FOR CONSIDERATION

In accordance with Chapter 1, Section 1.17 of the Board Policy Manual, amendments or additions to the manual can be adopted by the Board following two required presentations.

III. BACKGROUND INFORMATION

The review has been completed and a revised policy is being presented.

IV. RECOMMENDATION

The following is presented for a first reading and no action is required.

7.18 PLANNING POLICY

Within the scope of the College's Philosophy and Mission Statements, the Board of Trustees requires the administration to prepare, for their approval, a Strategic Long-Range Plan (SLRP) spanning three years. The SLRP is to minimally include the following general areas:

- academic affairs
- administrative services
- student affairs
- technology and information systems

- institutional advancement

The SLRP, which also contains the College's vision, goal and task statements, is to be updated annually and integrated with the budgeting process. The annual update is intended to demonstrate and communicate progress being made towards accomplishment of the identified goals/tasks. All major institutional decisions are to be consistent with and contribute to the implementation of the SLRP.

The SLRP will give rise to an Annual Plan consisting of measurable objectives. Attainment of the objectives in the Annual Plan will result in incremental achievement of the tasks enumerated in the SLRP.

The prior approved policy is attached.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Second Reading: Facility Planning (Revised)

II. REASON FOR CONSIDERATION

Amendments to Board of Trustees policy require approval of the Board of Trustees. Changes to Board Policy require two readings prior to adoption. The first reading took place at the Board Meeting of March 26, 1998.

III. BACKGROUND INFORMATION

The Board requested that the issue of change orders be addressed in Board policy. Change orders are part of the facility planning process; therefore, this policy is being modified to accommodate this change. In addition, review of the Facility Planning Policy led to a streamlining of the policy.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the following on Facility Planning:

4.3.9 Facility Planning

Facility Planning for Harper College requires Board of Trustees' action in the following instances:

Authorize President to proceed with the planning and design for the expansion of and/or improvement to the physical plant and approve the selection of design professional in accordance with the Illinois Professional Services Selection Act, 50ILCS510/01 et. seq.. In connection with each project, approve President's proposed financial plan and recommendation for the contract terms for professional services.

Approve construction documents and specifications for bidding as recommended by the President and authorize President to proceed in bidding the project.

Approve President's recommendation to award construction contracts.

The President is authorized to approve any individual change order up to the lesser of either \$50,000 or ten percent (10%) of the approved contract price. For change orders totaling more than \$10,000 or which would extend the completion time by more than thirty (30) days, the President is authorized to make the written determinations that (1) the Circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, or (2) the change is germane to the original contract as signed, or (3) the change order is in the best interest of the College. 720 ILCS 5/33E-9. The President will update the Board quarterly on all change orders associated with a major renovation/new construction project.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Second Reading: Purchasing Policy (Revised)

II. REASON FOR CONSIDERATION

Amendments to Board policy require approval of the Board of Trustees. Changes to Board policy require two readings prior to adoption.

III. BACKGROUND INFORMATION

The Purchasing Policy Revision is a revision to the Board of Trustees Policy Manual approved by Board action July 24, 1997.

This is presented for a second reading and the approval for adopting the change to the Board of Trustees Policy Manual.

IV. RECOMMENDATION

It is recommended that the Board of Trustees adopt the revision to the Purchasing Policy contained in the Board of Trustees Policy Manual adopted July 24, 1997.

4.2 PURCHASING

4.2.1 Purchasing Policy

Purchases of up to \$10,000 shall have the support of three verbal or written quotations when deemed appropriate by the Director of Purchasing. Exceptions are made for purchases such as new or used equipment, supplies or materials of less than \$10,000 made at a public auction.

Purchases in excess of \$10,000 shall have the support of formal sealed bids and be awarded to the lowest responsible bidder after due

advertisement in a newspaper published in the district, or in a newspaper of general circulation in the area of the district, at least ten days before the bid date. Exceptions are made for contracts which by their nature are not adapted to award by competitive bidding. Such exceptions shall be in accordance with the requirements in Illinois Compiled Statutes, Chapter 110, Section 805/3-27.1.

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WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Second Reading: Investment Policy(Revised)

II. REASON FOR CONSIDERATION

Amendments to Board of Trustees policy require approval of the Board of Trustees. Changes to Board Policy require two readings prior to adoption. The first reading took place at the Board Meeting of March 26, 1998.

III. BACKGROUND INFORMATION

The Board requested that the Investment Policy be reviewed for currency. The review has been completed and a revised policy is being presented.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the following on Investment Policy:

4.1.8 Investment Policy

It shall be the responsibility and duty of the treasurer to invest such funds from time to time as may be determined to be in excess of current operating requirements. Such investments shall be made in accordance with the requirements of Illinois Compiled Statutes, Ch. 30, sec. 2 351 et. seq. and be consistent with administrative procedures approved by the President.

Note: Procedures are attached.