

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

Board Meeting

May 28, 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--April 23, 1998 Regular Board meeting and executive session Exhibit VII-1
- 2. Bills Payable, Payrolls for April 24 and May 8, 1998; Estimated payrolls for May 9 through July 3, 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 & Unreparable College Property Exhibit VII-6
- 7. Educational Foundation Appointment Exhibit VII-7
- 8. Affiliation Agreement with Highland Park Hospital 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

\*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.

VIII. New Business

- A. RECOMMENDATION: Second Reading and Adoption: Board Policy on Environmental Health Policy Exhibit VIII-A

- B. RECOMMENDATION: Second Reading and Adoption: Board Policy on Planning Policy Exhibit VIII-B
- C. RECOMMENDATION: Third Reading and Adoption: Board Policy on Purchasing Exhibit VIII-C
- D. RECOMMENDATION: Third Reading and Adoption: Board Policy on Facility Planning Exhibit VIII-D
- E. RECOMMENDATION: Approval of Resolution to Transfer Interest Income on Working Cash Fund to Educational Purposes Fund Exhibit VIII-E
- F. RECOMMENDATION: Approval of Resolution to Establish 1998-99 Budget Hearing Date Exhibit VIII-F
- G. INFORMATION: Strategic Long-Range Plan (to be hand-carried) Exhibit VIII-G
- H. INFORMATION: Preliminary Budget for 1998-1999 Exhibit VIII-H

IX. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: \* = Required)

- June 9 (Tu) - 7:30 am Educational Foundation quarterly meeting
- June 18-20 - ICCTA Annual Meeting, Springfield
- \* 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, April 23, 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, April 23, 1998 at 7:02 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton (7:03 p.m. arrival), Botterman (7:06 p.m. arrival), Gillette, Hess, Howard (8:04 p.m. arrival), Kolze and Shure; and Student Member Valadez  
Absent: None

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; Juanita Bassler; Patrick Beach; Paula Blacker; Bruce Bohrer; Catherine Brod; Bob Campbell; Karen Collins; George Evans; Julie Fleenor; Tom Goetz; Donna Harwood; Amy Hauenstein; Bill Howard; Marcia Litrenta; Liz McKay; Pat Mulcrone; Jeff Przybylo; Bill Punkay; Sheila Quirk; Denise Schneiden; Frank Solano; Sharon Szymoniak; Pat Traynor; Lee Vogel and Joan Young - Harper. Students: Joanne Crawford; Michael Gonzalez; Stacey Haberkorn; Ray Hernandez; Kari Jones; Chris Lopez; Tricia Noens; Kelly Peairs; Pamm Prinzivalli.

Guests: Linda Baumbach, David Green, Jim Karch and Bob Westrich, GTE; Phil Borchmann, Chicago Tribune; Michael Lundeen, Legat Architects; John Thompson, Thompson Ross and Associates; Domenic Prinzivalli; Connie Jones; Wendy Breuder.

Chair Kolze noted that Member Howard will be arriving at approximately 8:00 p.m.

Pamm Prinzivalli introduced newly elected Student Senate Vice President Joanne Crawford. Ms. Prinzivalli added that she is

the new Treasurer and Kitty Cowley is the new President. She introduced newly-elected Student Trustee Robert Valadez. Chair Kolze congratulated and welcomed the new Student Senate members. Student Member Valadez stated that he looks forward to representing the Harper Student Body on the Board.

On behalf of the Board, Chair Kolze expressed appreciation for the exemplary service Pamm Prinzivalli contributed in 1997/98 as Student Trustee. He invited her to the front of the Board Room as he read a resolution of appreciation which listed many contributions she has made to Harper College during her term. Ms. Prinzivalli thanked the Board members.

Member Barton moved, Member Gillette seconded, that the Board of Trustees adopt the resolution as stated.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Valadez voted aye.

George Evans introduced new Faculty Senate President Dr. Julie Fleenor. Mr. Evans thanked Board members for the opportunity to work together over the past four years. On behalf of the Board, Chair Kolze thanked Mr. Evans for his contributions to Harper College. He welcomed Dr. Fleenor.

Dr. Breuder asked Student Member Valadez to share information regarding an award that Harper recently received. Student Member Valadez displayed the front page of the Daily Herald which featured a picture and article about a group of Harper students who received the J.C. Penney Golden Globe award for their volunteerism in the area of education. The Latino Unidos Student Organization is a group of students who have represented Harper College very positively. They received a plaque, certificate, trophy and a check for

\$1,000 in recognition of the mentoring they have done for "At Risk" children at Holmes Middle School in Wheeling, Illinois. On behalf of the Latino Unidos Student Organization, Student Member Valadez thanked the Board and the administration for their support. He thanked advisors Juanita Bassler and Frank Solano from the Office of Multicultural Affairs.

Vice President Ed Dolan announced that Dr. Patricia Mulcrone, Professor and Chair of Harper's Adult Education and Development department, was recognized recently for her community volunteer work and excellence in education at the Cook County Unsung Heroine awards breakfast. He cited several of her efforts which included the development of curriculum and services for people who are most in need in the district; her advocacy for developing educational employment opportunities for students; and her efforts in developing the Rolling Meadows Police Neighborhood Resource Center which has become the national model for community policing. He added that the State of Illinois sent a letter acknowledging that \$53,000 has been saved by taxpayers through these kinds of efforts in the AED program. Dr. Mulcrone came forward and displayed the award that was received.

Dr. Mulcrone thanked the Board and administration for all its support of the neighborhood programs for adult education. She added that these programs help serve the least educated and most in need.

President Breuder announced that last month the Harper Speech Team won the Region 4 Speech Championship for the first time in 30 years. They competed against other community colleges from Illinois, Indiana, Michigan, Minnesota, North Dakota, Ohio and Wisconsin. They recently traveled to Atlanta, Georgia, where they competed in the Nationals and ranked 12th out of 85 teams. He congratulated and introduced the winners: Stacey Haberkorn; Michael Gonzalez; Chris Lopez; Tricia Noens; Kari Jones; Ray Hernandez and Kelly Peairs. Winners not

present included: River Ozgur; Tony Mrotek; Rick Vargas; Hans Fleischmann Mike Egart and Frank Kmilek. He introduced the Speech Team coaches Jeff Przybylo and Marcia Litrenta.

Chair Kolze thanked everyone for their efforts. He introduced President Breuder's wife, Wendy, who was in the audience.

CITIZEN PARTICIPATION

There was no citizen participation.

PRESIDENT'S REPORT

There was no president's report.

STUDENT TRUSTEE REPORT

There was no student trustee report.

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.

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

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Valadez voted aye.

President Breuder requested that items VII-3e and VII-13 be removed from the Consent Agenda.

Member Gillette requested that items VII-3f, VII-3g, VII-4a, VII-4b and VII-4c be removed from the Consent Agenda.

CONSENT AGENDA

Member Gillette moved, Member Barton seconded, approval of the minutes of the March 26, 1998 Regular Board meeting and executive session; bills payable; payrolls for March 27 and April 10, 1998; estimated payrolls for April 11 through June 5, 1998; bid awards VII-3a through VII-3d and VII-3h; personnel action sheets; disposal of obsolete and unrepairable college property; review of

executive session minutes; educational foundation appointment; and for information: financial statements, committee and liaison reports, grants and gifts status report and first reading - board policy (revised) on environmental health policy, as outlined in Exhibits VII-1 through VII-12 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

|  |              |
|--|--------------|
| Operating & Auxiliary Funds                    | 2,199,931.11 |
| Restricted Purposes and<br>Trust & Agency Fund | 379,092.51   |
| Federal Funds                                  | 11,272.95    |
| Tuition Refunds                                | 124,121.39   |

The payrolls of March 27, 1998 in the amount of \$1,680,020.89; April 10, 1998 in the amount of \$1,716,523.74; and estimated payroll of April 11 through June 5, 1998 in the amount of \$5,145,765.12.

#### Bid Awards

- Ex. VII-3a Award Bid 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
- Ex. VII-3b Award Bid 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.
- Ex. VII-3c Award Bid 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.

Ex. VII-3d Award Bid Q8867 for Roll Towel Dispensers to Seaway Supply Co., the lowest responsible bidder meeting specifications, in the amount of \$14,262.50.

Ex. VII-3h Award Bid 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.

Personnel Actions

Professional/Technical Appointment

Robert Baker, AED Bilingual Student Services Specialist, AE/LS-AED, 03/23/98, \$30,000

Supervisory/Confidential Appointment

Anthony Nelson, AED Nonnative Literacy and AED Coordinator, AE/LS-AED, 04/06/98, \$36,358

Supervisory/Confidential Reclassification

Sharon Szymoniak, President's Secretary, PR & BD, 03/16/98, \$36,488

Classified Staff Reclassification

Yukari Newlin, Collections/Cashier, Bursar's Office, 04/25/98, \$26,093

Professional/Technical Resignation

Joseph Wermes, Corporate Services Coordinator, Corporate Services, 03/13/98, 9 months

Supervisory/Confidential Resignation

Mark Clancy, Coordinator, Admissions Outreach, Admissions, 03/27/98, 1.11 years

Disposal of  
Obsolete and  
Unrepairable  
College Property

Approval of 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.

Review of

Approval of the release of the following



Executive Session  
Minutes

executive session minutes for public record:  
October 23, November 10, December 1, December  
3, December 4, December 5, December 6, 1997,  
January 22, February 26, and March 26, 1998;  
and approval of the following executive  
session minutes to remain confidential:  
September 25, October 8, November 20,  
November 23, December 18, 1997, January 8,  
and February 11, 1998.

Educational  
Foundation  
Appointment

Confirmation of the appointment of Ms. Carol  
Moorman and Ms. Carol Pankros as members of  
the Board of Directors of the Harper College  
Educational Foundation.

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

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

Motion carried. Student Member Valadez voted  
aye.

Bid Awards

President Breuder suggested that the  
following words be added to the  
recommendation paragraph in Exhibit VII-3e:  
"The administration further recommends that  
the College proceed to the next lowest bidder  
if Admiral does not perform to the  
specifications within the bid."

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

Ex. VII-3e Award Bid 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.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Valadez voted aye.

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

Ex. VII-3f            Award Bid Q8869 to Machinery Systems, Inc., the only bidder for a Vertical Computerized Machining Center, in the amount of \$73,950.00.

Member Gillette expressed concern with the lack of competitive bids. He noted that Cincinnati Milicron and G.E. Fanuc (which has approximately 60 percent of the market) could meet the specification. He added that the University of Illinois and Illinois State University have purchased machines that cost approximately 1/3 less than Machinery Systems, Inc.

In response to Member Gillette, Vice President Dolan stated that the bid specs did not specify a Mazak machine and they did go out to Cincinnati Milicron. He noted that when only one bid came back, they decided to extend the bid for another week. Cincinnati Milicron and other companies were notified. No additional bids came to the College. Dr. Dolan stated that there are significant differences in the systems that Member Gillette was referring to. He noted that Professor Robert Campbell could detail the differences for Member Gillette if he would like that information.

Member Gillette stated that he spoke with Mike Even, an authorized Cincinnati Milicron distributor who is interested in sending a bid. President Breuder asked if Member Gillette could leave the information with him and he will make sure it gets to Purchasing. In the future, he is recommending that this

person be contacted. He would also like to find out why Cincinnati Milicron did not bid.

Chair Kolze expressed concern that each time the Board questions a bid, it casts aspersions on the integrity of the staff and the integrity of the Board. He suggested that Member Gillette meet with staff prior to Board meetings to get the additional information he desires.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Hess, Kolze and Shure

Nays: Members Botterman and Gillette

Motion carried. Student Member Valadez voted aye.

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

Ex. VII-3g            Award Bid 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.

Member Gillette expressed concern that there were no competitive bids. He noted that he was able to find another distributor for the same system, Illinois Mailing Systems in McHenry.

Member Barton felt that the Board should not micro-manage the bids at every Board meeting and question the professionalism of the staff. She added that she trusts they are going out for as many bids as they can and are getting the best price possible.

Vice President Dave McShane stated that Illinois Mailing Systems was dropped from Bryce as a manufacturer's rep in November 1997.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Valadez voted aye.

#### Purchase Orders

Member Hess moved, Member Shure seconded, approval of the following purchase order as outlined in Exhibit VII-4a (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-4a            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.

Member Gillette stated that although the College receives good service from this company, there should have been competitive bids.

Vice President Dolan noted that this discussion comes up annually. Without a doubt, EBSCO is the most cost-effective service. He added that Dr. McKay sent out a memo explaining Harper's cost savings by using this service: (1) it allows us to purchase in bulk, (2) it has lower subscription costs, and (3) it lowers the processing and staff costs.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Valadez voted aye.

Member Barton moved, Member Hess seconded, approval of the following purchase orders as outlined in Exhibits VII-4b and VII-4c

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

Ex. VII-4b            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.

Ex. VII-4c            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.

Member Gillette asked four questions regarding this purchase order:

- Can the College look into getting grant money for this mandate?
- Why is there only 13 months of maintenance on a project that will take three years to complete?
- What is the installation date?
- Why did the College not receive a bid from the two biggest suppliers - Northern Telecom and Lucent?

President Breuder stated that he was pleased the administration had successfully responded to Member Gillette's earlier concerns. He

asked Vice President McShane to research these last few which came in this evening.

Vice President McShane responded that the College has successfully received the first year grant dollars which have a time limit of June 30, 1998. The second phase of that grant is in the State ICC and it is anticipated to be approved May 1. The two grants together total \$461,900. Member Gillette asked if this grant was for telecommunications or for 911. Vice President McShane responded that it is for the total package which will be part of the College infrastructure. It was successful because the College had a technology plan initiative well underway.

In response to Member Gillette's second question, Vice President McShane stated that the bid document required an additional one year warranty.

In response to Member Gillette's third question, Vice President McShane stated that the timing of the installation will be worked out with the rest of the institution. It will not be disruptive for College registration cycles and major business peak periods next year. It may be a phased approach. The details have not been worked out, but it must be in place by April 1999.

In response to Member Gillette's fourth question, Vice President McShane stated that the Ameritech (Northern Telecom) representative received the bid and did not wish to bid on it. Lucent also did not wish to bid on it. Member Gillette stated that the College should find out why they did not bid. Chair Kolze noted that it is difficult to write all the details into the Board packet.

There was discussion regarding whether the College could get additional funding for the third year because of the 911 recognition mandate. Vice President McShane stated that he will speak with Gary Davis from ICCTA to find out more information. Dr. Breuder added that it may be worthwhile to hold off if

there is a guarantee of more money coming from a different method. This will be researched before signing a contractual relationship.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Valadez voted aye.

First Reading:  
Board Policy on  
Planning Policy  
(Revised)

Dr. Breuder called attention to the recommendation paragraph of Exhibit VII-13. He suggested replacing the words "is to minimally include" with the words "shall include but not be limited to".

Member Barton moved, Member Hess seconded, to approve the policy as modified.

Chair Kolze noted that this is a first reading and, therefore, there is no need for a vote. Member Barton withdrew the motion.

Second Reading  
and Adoption:  
Board Policy  
on Facility  
Planning

In regard to Exhibit VIII-A, Member Hess suggested making the last sentence on the second page more specific by replacing the word "periodically" with, for example, "quarterly." There was discussion regarding this suggestion. Dr. Breuder responded that it is up to the Board when they want to be notified of the change orders; for example - in the month in which they are approved or in groups every few months.

In regard to the last paragraph on the second page, Member Gillette expressed concerns regarding the word "germane" and its implied meaning. He suggested replacing "germane" with the words "does not change the intent of the original contract." There was discussion regarding whether this was taken from Illinois Statute.

Also in the same paragraph, Member Gillette suggested that items listed as "(1) . . . or (2) . . . or (3) . . ." should be listed as "(1) . . . or (2) . . . and (3)". There was

discussion regarding Illinois Statute. It was decided that more information was needed.

Member Barton moved, Member Hess seconded, to table the discussion regarding the Board Policy on Facility Planning.

In a voice vote, the motion carried.

Member Howard entered the meeting.

Second Reading and Adoption: Board Policy on Purchasing

Member Hess moved, Member Barton seconded, approval of Board Policy (revised) on Purchasing as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette distributed a handout with suggested changes. He explained that the present policy follows state law which gives people ten days to bid. He is suggesting that the number of days be increased to 20 days for contracts expected to be greater than \$1M. It was decided that more time was needed to review this information.

Member Hess withdrew the motion.

Member Barton suggested that the administration list any positive or negative effects of changing the policy.

Member Barton moved, Member Hess seconded, to table the discussion regarding the Board Policy on Purchasing.

In a voice vote, the motion carried.

Second Reading and Adoption: Board Policy on Investments

Member Gillette moved, Member Howard seconded, approval of Board Policy (revised) on Investment Policy as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:



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

Motion carried. Student Member Valadez voted aye.

Chair Kolze asked Cathy Brod to share information regarding the newest members of the Foundation Board. Ms. Brod stated that they are two dynamic women. Carol Moorman is from Barrington and is very involved in community activities including the Garden Club and the Women's Investment Club. She is also on the Board of Directors for the McGraw Foundation. Carol Pankros is from Palatine and is the president of her own company in the financial planning profession. She is past President of the Greater Chicago Society of Certified Financial Planners, past President of the Greater O'Hare Chapter of the National Association for Financial Planning, and Dean of the 1990 ICFP National Retreat. She is also the daughter of Matt and Betty Cockrell for whom the Cockrell Dining Hall was named. She noted that they are very pleased to have both outstanding women on the Board. In response to Chair Kolze, Ms. Brod stated that there are approximately 26 members currently. Member Howard noted that it has been an objective of the Board to increase in size.

ANNOUNCEMENTS BY  
 CHAIR

Communications

Chair Kolze noted that the Harper College Faculty Senate is asking to arrange a Faculty Senate, Board, President get-together. He noted that he would like it to be scheduled soon. He will notify Faculty Senate President Julie Fleenor regarding a date.

Calendar Dates

Chair Kolze called attention to the calendar dates printed on the agenda for Board information. He noted there are many dates associated with the end of the school year.

OTHER BUSINESS

Chair Kolze noted that the Board approved a scholarship in the name of Paul N. Thompson. Decisions need to be made regarding the

criteria for awarding the scholarship. He asked Member Hess to work with the appropriate person on the details of the scholarship. It was noted that community service work was very important to Dr. Thompson and perhaps that type of involvement should be incorporated in the criteria for the scholarship. Member Barton offered to help Member Hess.

EXECUTIVE SESSION

Member Barton moved, Member Howard 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 8:14 p.m. Student Member Valadez voted aye.

Following executive session, the Board reconvened the Regular meeting at 10:10 p.m. and immediately adjourned.

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Chair

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Secretary

## BOARD REQUESTS

## APRIL 23, 1998 REGULAR BOARD MEETING

1. In regard to Exhibit VII-3f, Dr. Dolan stated that there are significant differences in the systems that Member Gillette was referring to. He noted that Professor Robert Campbell could detail the differences for Member Gillette if he would like that information.
2. President Breuder asked if Member Gillette could leave the Cincinnati Milicron information with him and he will make sure it gets to Purchasing. In the future, he is recommending that this person be contacted. He would also like to find out why Cincinnati Milicron did not bid.
3. There was discussion regarding whether the College could get additional funding for the third year because of the 911 recognition mandate. Vice President McShane stated that he will speak with Gary Davis from ICCTA to find out more information.
4. It was decided that more information was needed from Legal Counsel regarding Exhibit VIII-A and Illinois Statute.
5. It was decided that more information was needed from Legal Counsel regarding Exhibit VIII-B and Illinois Statute. Member Barton suggested that the administration list any positive or negative effects of changing the policy to allow 20 days for contracts greater than \$1M.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

MAY 28, 1998

SUMMARY OF BIDS

- EXHIBIT VII - 3a      The administration recommends that the Board award bid Q8881 to Phillips Brothers Printers, the low bidder for printing of the Fall 1998 Extension booklet, which contains course listings for all five extension centers, in the amount of \$17,439.00.
- EXHIBIT VII - 3b      The administration recommends that the Board award Q8877 for cut-size paper to be used in the Print Shop and in the campus copiers, laser printers and duplicators, to Midland Paper Co., the low bidder meeting specifications for items #1a through 4 and item #24 in the amount of \$66,318.80; and to Unisource Paper, the low bidder meeting specifications for items #5 through 23 and item #25 in the amount of \$9,430.88, for a total award of \$75,749.68.
- EXHIBIT VII - 3c      The administration recommends that the Board award Q8882 for equipment such as interfaces, cables, mounting brackets, microphone mixers, and equipment rack systems needed to complete the infrastructure in the Instructional Delivery Center so the Harper College owned audiovisual equipment can be installed, and the installation of the actual equipment to Allen Visual Systems, Inc., the low bidder, in the amount of \$190,145.00. A five percent

contingency of \$9,507.25 is included with the recommendation for a potential total award of \$199,652.25.

EXHIBIT VII - 3d

The administration recommends that the Board award Q8883 for Steelcase furniture to be used in the Telecommunications Center to Environetx, the low bidder, in the amount of \$12,362.72.

h:app/winword/598bisu

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8881 for printing of the Fall 1998 Extension booklet which contains course listings for all five extension centers as requested by Student Affairs for Publications and Communication Services.

II. BUDGET STATUS

Funds in the amount of \$17,439.00 will be provided in the 1998/99 Education Fund budget, under account number 0192-039-547.

III. INFORMATION

A legal bid notice was published and 12 bids solicited. Five responses were received. The following is a recap of the bid tab sheet for 124M copies of a 24-page booklet with one fold:

|                            |             |
|----------------------------|-------------|
| Phillips Brothers Printers | \$17,439.00 |
| Vogt Color Printing        | 17,711.00   |
| Hagg Press, Inc.           | 23,501.00   |
| Absolute Printing, Inc.    | 37,169.00   |
| Jay Printing               | 37,820.00   |

The Extension booklet contains course listings for all five centers and is mailed to homes immediately surrounding each of the centers. Complete course offering information for all centers is provided in one booklet because different courses are offered at different centers, and persons seeking a specific course may find that while it is not offered at a nearby center, it is offered at another center.

IV.

RECOMMENDATION

The administration recommends that the Board award bid Q8881 to Phillips Brothers Printers, the low bidder for printing of the Fall 1998 Extension booklet, which contains course listings for all five extension centers, in the amount of \$17,439.00.

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WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8877 for cut-size paper to be used in the Print Shop and in the campus copiers, laser printers and duplicators, as requested by Student Affairs for the Print Shop.

II. BUDGET STATUS

Funds in the amount of \$75,749.68 will be provided in the 1998/99 Education Fund budget, under account number 0193-127-542.05.

III. INFORMATION

A legal bid notice was published and 12 bids solicited. Eight responses were received. The following is a recap of the bid tab sheet:

|                   |                |
|-------------------|----------------|
| Murnane Paper Co. | \$72,023.70    |
| WWF Paper Midwest | 73,882.12      |
|                   | No bid 1 item  |
| Midland Paper     | 76,546.92      |
| Unisource Paper   | 77,039.16      |
| Xpedx             | 77,158.00      |
| Elgin Paper Co.   | 78,181.24      |
|                   | No bid 6 items |
| Nationwide Papers | 78,276.66      |
| Moore             | 82,821.62      |

The items for which Murnane Paper Co. was the low bidder do not meet the State of Illinois requirement that at least 25% of the total dollar value of paper products purchased be recycled products, and therefore the bid was disqualified. The bid from WWF Paper Midwest required a pre-payment of \$32,472.00 in July for the December



shipment. Since the bid is being split to the lowest bidders meeting specifications, if WWF Paper Midwest received the items for which they were low, the College would save \$746.40. The interest on \$32,472.00 is approximately \$900.00. Therefore, there is no benefit in prepaying.

The paper is for use in the Print Shop and in the campus copiers, laser printers and duplicators. It is anticipated that this paper will fulfill approximately 75% of the total needs for the year.

In order to obtain the best pricing for the College, the award is to be split between Midland Paper, the low bidder meeting specifications for items #1a through 4, for white bond paper, and item #24, for stationery boxes, in the amount of \$66,318.80; and Unisource Paper, the low bidder meeting specifications for items #5 through 23, for colored bond, carbonless and vellum bristol paper, and item #25, for carbonless padding glue, in the amount of \$9,430.88.

IV. RECOMMENDATION

The administration recommends that the Board award Q8877 for cut-size paper to be used in the Print Shop and in the campus copiers, laser printers and duplicators, to Midland Paper Co., the low bidder meeting specifications for items #1a through 4 and item #24 in the amount of \$66,318.80; and to Unisource Paper, the low bidder meeting specifications for items #5 through 23 and item #25 in the amount of \$9,430.88, for a total award of \$75,749.68.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8882 for equipment such as interfaces, cables, mounting brackets, microphone mixers, and equipment rack systems needed to complete the infrastructure in the Instructional Delivery Center (Building E) so the Harper College owned audiovisual equipment can be installed, and the installation of the actual equipment, as requested by Physical Plant.

II. BUDGET

Funds in the amount of \$112,000.00 are provided in the 1997/98 Operations and Maintenance fund budget, under account number 0292-039-586. Funds in the amount of \$21,000.00 are provided in the 1997/98 Operations and Maintenance fund budget, under account number 0292-029-586.00-9025. Funds in the amount of \$61,516.25 are provided in the 1997/98 Operations and Maintenance Restricted fund budget under account number 0392-039-584.00-9107. And funds in the amount of \$5,136.00 will be provided in the 1998/99 Education fund budget, under account number 0122-025-549 for a total of \$199,652.25.

III. INFORMATION

A legal bid notice was published and 18 bids solicited. Four responses were received. The following is a recap of the bid tab sheet:

|                               |              |
|-------------------------------|--------------|
| Allen Visual Systems, Inc.    | \$172,532.00 |
| Applied Electronics USA, Inc. | 180,759.00   |
| Swiderski Electronics         | No Bid       |
| Ancha Electronics, Inc.       | No Bid       |

Ancha Electronics, Inc. did not feel they could supply the College with a competitive bid and, therefore, declined to submit pricing. Swiderski Electronics, Inc. did not feel they could comply with all of the required specifications and, therefore, declined to submit pricing.

This project was initiated by members of the Board of Trustees who recommended that an audiovisual consultant be hired to listen to the faculty and design an audiovisual system which would accommodate present and future needs, teleconferencing, technology, and would not limit teaching techniques. The final design, put together by the consultants, Shen, Milsom and Wilke, Inc. in concert with Legat Architects, is a combination of infrastructure and re-use of existing and College purchased equipment. Most of the equipment requested by the staff for future needs is included in this project. This is the second time the project has gone out to bid. The first time only one vendor responded, Video Images, Inc., with a base bid of \$303,893.00.

Fifteen days prior to the second bid opening, Legat Architects contacted 40 audiovisual contractors. Fourteen contractors attended the pre-bid conference, and 18 contractors picked up bid specifications from the architects. A list of the 18 bidders of record is attached.

Inquiries were made of various vendors to try to identify the reason only four responses were received. The vendors indicated that the bulk of this bid is labor, and vendors usually make most of their money on equipment, not on labor. With this bid being so labor intensive there is little room for error thus making it difficult to find vendors who want to participate.

Consent Agenda  
Exhibit VII - 3c  
May 28, 1998

The recommendation is for the base bid, which includes equipment needed to complete the infrastructure so the Harper owned equipment can be installed, plus two of the alternates and a

contingency of five percent of the contract amount. The two alternates recommended are for providing three custom manufactured lecterns at a cost of \$12,477.00 and for providing installation of College furnished projector mounts and hanging of College furnished projectors at a cost of \$5,136.00. The contingency is included because there is a higher degree of risk for error when bidding labor for installing equipment that is not being provided by the vendor.

IV. RECOMMENDATION

The administration recommends that the Board award Q8882 for equipment such as interfaces, cables, mounting brackets, microphone mixers, and equipment rack systems needed to complete the infrastructure in the Instructional Delivery Center so the Harper College owned audiovisual equipment can be installed, and the installation of the actual equipment to Allen Visual Systems, Inc., the low bidder, in the amount of \$190,145.00. A five percent contingency of \$9,507.25 is included with the recommendation for a potential total award of \$199,652.25.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8883 for Steelcase furniture as requested by Information Systems to be used in the Telecommunications Center.

II. BUDGET STATUS

Funds in the amount of \$12,362.72 are provided in the 1997/98 Operations and Maintenance Fund budget, under account number 0292-039-585.

III. INFORMATION

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

|  |             |
|--|-------------|
| Environetx   | \$12,362.72 |
| Office Equipment Company<br>of Chicago                   | 12,525.20   |
| Office Concepts  | 13,389.56   |
| Educational & Institutional<br>Cooperative Service, Inc. | 13,468.30   |
| Coty Workplace Environments                              | 15,271.56   |

The telecommunications center is currently operating with three desks, four chairs (two of which are broken), and a couple of tables for four people. The furniture is original College furniture and is not adaptable for current technology needs.

With the installation of the new phone system approved by Board action April 23, 1998, the Operators and the Supervisor will all need more work surface space, to accommodate the PC -

based consoles. As the space is severely limited, the College hired a space planner to insure that every possible inch of space is occupied with furniture that meets the needs of the users. The new furniture will allow for additional room for the Operators' new consoles, and workspace for writing. In addition, the Supervisor will have a desk for the two administrative computers as well as space for writing.

IV. RECOMMENDATION

The administration recommends that the Board award Q8883 for Steelcase furniture to be used in the Telecommunications Center to Environetx, the low bidder, in the amount of \$12,362.72.

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WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

MAY 28, 1998

SUMMARY OF PURCHASE ORDERS

- EXHIBIT VII - 4a      The administration recommends that the Board approve issuance of a purchase order to Illinois State Library for OCLC (On-line Computer Library Center) cataloguing charges, in the amount of \$13,500.
- EXHIBIT VII - 4b      The administration recommends that the Board approve issuance of a purchase order to Microsoft Corporation, Inc. for textbooks for the Technical Education and Consulting @ Harper (TECH) program, for May 29, 1998 through June 30, 1998, in the amount of \$30,000.
- EXHIBIT VII - 4c      The administration recommends that the Board approve issuance of purchase order to R. J. Galla Co., Inc. for the various business insurance coverages of the College, for the period of July 1, 1998 through June 30, 1999, in the amount of \$304,966.
- EXHIBIT VII - 4d      The administration recommends that the Board approve issuance of a change order to purchase order #010051 issued to Doyle signs, Inc. for a marquee sign at the corner of Algonquin and Roselle Roads and a site sign at the corner of Algonquin and Roselle Roads in the amount of \$11,560.00, for a new total of \$156,503.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Illinois State Library for OCLC (On-line Computer Library Center) cataloguing charges as requested by the Learning Resources Center for Library Services.

II. BUDGET STATUS

Funds in the amount of \$13,500 are provided in the 1997/98 Education Fund budget, under account number 0121-024-539.

III. INFORMATION

All materials received in the library for the collection are catalogued via the OCLC service terminal. This purchase order, in the amount of \$13,500, will be prepaid as a deposit to be drawn from for ongoing costs for catalog cards production by OCLC, telecommunication charges, modem fees, monthly cataloguing charges, monthly terminal maintenance fees, and basic system fees.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Illinois State Library for OCLC (On-line Computer Library Center) cataloguing charges, in the amount of \$13,500.



WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Microsoft Corporation for textbooks as requested by Workforce and Professional Development for the Technical Education and Consulting @ Harper (TECH) program.

II. BUDGET STATUS

Funds in the amount of \$30,000 are provided in the 1997/98 Auxiliary Enterprises Fund budget, under account number 0541-527-541.02.

III. INFORMATION

The Microsoft classes taught in TECH courses, numbers LNT-0001, 0005, 0008, 0009, 0010, 0014, 0015, 0018, 0019 and 0021, require that each student purchase his own textbooks. These books are part of the instructional materials included in the tuition and are supplied only by Microsoft. The books range in price from \$170 to \$300 per student.

This request is for a purchase order to Microsoft, Inc. in the amount of \$30,000 to cover the cost of procuring these texts. The order will be in effect from May 29, 1998 to June 30, 1998.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Microsoft Corporation, Inc. for textbooks for the Technical Education and Consulting @ Harper (TECH) program, for May 29, 1998 through June 30, 1998, in the amount of \$30,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of purchase orders for the various business insurance coverages of the College for the period of July 1, 1998 through June 30, 1999 as requested by Administrative Services.

II. BUDGET

Funds will be provided in the 1998/99 Operations and Maintenance fund under account numbers 0292-039-565.10 (\$7,880), 0292-039-567.10 (\$67,605) and are provided in the 1998/99 Liability, Protection and Settlement fund under account numbers 1292-039-523 (\$185,540), 1292-039-565.10 (\$7,880), 1292-565.50 (\$2,500), 1292-039-565.91 (\$3,505), and 1292-039-567.10 (\$80,815).

III. INFORMATION

All of the various business insurance policies of the College were bid in 1996 for the three-year period ending June 30, 1999. The individual policies are renewed each fiscal year.

The College participates in an Insurance Consortium with seven other Illinois community colleges for the purchase of Property & Casualty Insurance through a Group Plan with Continental/CNA Insurance Company. The plan has provided annual dividend distributions over the past five years. For the five-year period total dividends paid the College were \$277,152. CNA has advised that a dividend will be paid for the 1996/97 policy year and the figures are being calculated at this time.

The renewal of the College insurance coverages through R. J. Galla Co., Inc. included the following coverages:

| <u>COVERAGE</u>                              | <u>1998/99<br/>PREMIUM</u> | <u>1997/98<br/>PREMIUM</u> |
|--|----------------------------|----------------------------|
| Multi-Peril (includes \$10 million umbrella) | \$127,401                  | \$154,603                  |
| Workers Compensation                         | 150,704*                   | 129,088                    |
| Media Liability                              | 4,582*                     | 4,151                      |
| Foreign Liability                            | 2,500*                     | 2,500                      |
| Special Risk Accident                        | 882*                       | 882                        |
| School Board Liability                       | 17,500                     | 15,000                     |
| Liquor Liability                             | 500                        | 500                        |
| Group Travel                                 | 565                        | 565                        |
|  | \$304,634                  | \$307,289                  |

The increase in the Workers Compensation is caused by increased payrolls and an increase in the experience rating modifier from .78 to .93 due to increased claim activity. The School Board Liability reflects a \$2,500 increase in premium due to increased revenues of the College.

\*Based on current activity; actual premium will be based on year end audit.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of purchase order to R. J. Galla Co., Inc. for the various business insurance coverages of the College, for the period of July 1, 1998 through June 30, 1999, in the amount of \$304,966.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a change order to purchase order #010051 issued to Doyle Sign, Inc. for a marquee sign at the Euclid Road entrance and a site sign at the corner of Algonquin and Roselle Roads as requested by Physical Plant.

II. BUDGET STATUS

Funds of \$180,000.00 are provided in the 1997/98 Operations and Maintenance Fund budget, under account number 0292-039-544.03.

III. INFORMATION

The original purchase order to Doyle Signs, Inc. in the amount of \$144,943.00 for a marquee sign at the Euclid Road entrance and a site sign at the corner of Algonquin and Roselle Roads was approved by Board action November 20, 1997. Since that time different signage needs have been identified. The College entered into negotiations with Doyle Sign to address the newly identified needs.

The change order is for eliminating from Doyle Sign's contract the sign and electrical service to the sign at Algonquin and Roselle Roads, a \$23,300.00 credit, the electric service to the marquee sign, a \$5,000.00 credit, and the Computer Processing Unit, a \$2,400.00 credit, for a total credit of \$30,700.00. To be added to the contract are two double faced aluminum signs, one at the Euclid Road entrance and one at the Roselle Road entrance, a cost of \$22,480.00, and two single faced aluminum signs at the corner of Euclid and Roselle Roads and at Algonquin and Roselle Roads, a cost of \$19,780.00.

The total amount of the change order is \$11,560.00 for a new total to Doyle Signs, Inc. of \$156,503.00. Because of some costs that will now be handled by Physical Plant, the total cost of the project, \$180,000.00, will not increase.

The administration recommends approval of the change order as this is in the best interests of the College.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a change order to purchase order #010051 issued to Doyle signs, Inc. for a marquee sign at the corner of Algonquin and Roselle Roads and a site sign at the corner of Algonquin and Roselle Roads in the amount of \$11,560.00, for a new total of \$156,503.00.

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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 Professor Emeritus Appointments.
- B. Ratification of Faculty Appointments.
- C. Ratification of Classified Staff Appointment.
- D. Ratification of Classified Staff Retirements.
- E. Ratification of Professional/Technical Termination.
- F. Ratification of Classified Staff Terminations.
- G. Ratification of the Overload and Adjunct Faculty Assignments.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees ratify the Professor Emeritus, the Faculty and the Classified Staff Appointments; the Classified Staff Retirements; the Professional/Technical and the Classified Staff 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.

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WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Confirmation of appointment of new member 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 22, 1998, the Board of Directors of the Educational Foundation appointed Mr. David K. Hill to the Educational Foundation Board of Directors.

A biosketch of the newly-appointed director is attached.

IV. RECOMMENDATION

The administration recommends confirmation of the appointment of Mr. David K. Hill as a member of the Board of Directors of the Harper College Educational Foundation.

## **David K. Hill**

David K. Hill, Chairman and CEO of Kimball Hill Homes, graduated from Princeton University and Northwestern University Law School. After law practice in Chicago, he served in the Pentagon with the Navy on special cases and strategic planning. He returned to Chicago in 1969 and founded Kimball Hill Homes, which has since grown to be one of the 30 largest national homebuilders with current operations in 14 markets in eight states.

Mr. Hill has frequently served as a member of the NAHB Executive Committee, has been Chairman of the NAHB Task Force on Unmet Housing Needs and its Mortgage Roundtable, and continues as an active member of several NAHB committees. He remains active as well in a number of other local, regional and national planning, affordable housing, and charitable organizations, including the North West Housing Partnership, NW 2001, and the Center for Housing Policy. He has served as President of the Home Builders Association of Greater Chicago, as a member of the Board of the Federal Home Loan Bank of Chicago, and as Vice Chairman of the AFL-CIO Housing Investment Trust.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and Highland Park Hospital of Highland Park for use of clinical facilities for students in the Cardiac Technology Program.

II. REASON FOR CONSIDERATION

A Cooperative Agreement is required between Harper College and affiliating agencies to provide for the clinical education of students in health career programs.

III. BACKGROUND INFORMATION

The facilities and education opportunities available at Highland Park Hospital of Highland Park are consistent with the clinical objectives of the Harper College Cardiac Technology Program.

This agreement has been approved by appropriate officers of Highland Park Hospital of Highland Park.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and Highland Park Hospital of Highland Park be approved as submitted.

# WILLIAM RAINEY HARPER COLLEGE

Exhibit VII-9  
Exhibit VII-9  
May 28, 1998

## FY 1997/1998 BUDGET AND EXPENDITURES July 1997 - April 1998

### EDUCATION FUND

| COST CENTER                | BUDGET              | EXPENDITURES<br>YEAR TO DATE | FUTURE<br>COMMITMENTS | % PAID OR<br>COMMITTED | UNCOMMITTED<br>BALANCE |
|----------------------------|---------------------|------------------------------|-----------------------|------------------------|------------------------|
| <b>Institutional</b>       |                     |                              |                       |                        |                        |
| ADM SER                    | 5,630,155           | 3,827,688                    | 52,472                | 68.92%                 | 1,749,996              |
| <b>Sub-total</b>           | <b>\$5,630,155</b>  | <b>\$3,827,688</b>           | <b>\$52,472</b>       | <b>68.92%</b>          | <b>\$1,749,996</b>     |
| <b>President</b>           |                     |                              |                       |                        |                        |
| DEVELOP                    | 342,660             | 287,530                      | 42,047                | 96.18%                 | 13,083                 |
| PR & BD                    | 535,828             | 494,772                      | 72,850                | 105.93%                | -31,793                |
| <b>Sub-total</b>           | <b>\$878,488</b>    | <b>\$782,301</b>             | <b>\$114,896</b>      | <b>102.13%</b>         | <b>(\$18,710)</b>      |
| <b>VP Academic Affairs</b> |                     |                              |                       |                        |                        |
| ACA AFF                    | 1,228,985           | 578,116                      | 99,209                | 55.11%                 | 551,660                |
| AE/LS                      | 3,143,480           | 2,539,671                    | 393,231               | 93.30%                 | 210,578                |
| ASST/VPAA-CE               | 418,204             | 304,058                      | 38,422                | 81.89%                 | 75,723                 |
| BUS/SS                     | 4,630,149           | 3,433,193                    | 531,625               | 85.63%                 | 665,331                |
| CEN WKF & PRO DEV          | 131,953             | 94,316                       | 14,507                | 82.47%                 | 23,130                 |
| LIB ARTS                   | 4,880,356           | 3,656,426                    | 579,093               | 86.79%                 | 644,837                |
| LRC                        | 2,287,605           | 1,704,594                    | 218,439               | 84.06%                 | 364,572                |
| LS/HS                      | 3,749,158           | 2,805,537                    | 495,614               | 88.05%                 | 448,007                |
| TM/PS                      | 4,110,622           | 3,156,661                    | 494,298               | 88.82%                 | 459,663                |
| WHP                        | 883,427             | 658,021                      | 111,656               | 87.12%                 | 113,750                |
| <b>Sub-total</b>           | <b>\$25,463,939</b> | <b>\$18,930,594</b>          | <b>\$2,976,095</b>    | <b>86.03%</b>          | <b>\$3,557,251</b>     |
| <b>VP Admin Services</b>   |                     |                              |                       |                        |                        |
| ADM SER                    | 168,629             | 133,945                      | 21,483                | 92.17%                 | 13,201                 |
| BUS OFF                    | 927,841             | 694,178                      | 114,610               | 87.17%                 | 119,054                |
| PERSNL                     | 421,363             | 409,725                      | 56,454                | 110.64%                | -44,816                |
| PLG RES                    | 239,428             | 162,395                      | 28,522                | 79.74%                 | 48,511                 |
| STR PLN                    | 155,358             | 115,311                      | 24,683                | 90.11%                 | 15,365                 |
| <b>Sub-total</b>           | <b>\$1,912,619</b>  | <b>\$1,515,552</b>           | <b>\$245,752</b>      | <b>92.09%</b>          | <b>\$151,315</b>       |
| <b>VP Info Systems</b>     |                     |                              |                       |                        |                        |
| IS                         | 3,889,423           | 3,028,760                    | 588,028               | 92.99%                 | 272,635                |
| <b>Sub-total</b>           | <b>\$3,889,423</b>  | <b>\$3,028,760</b>           | <b>\$588,028</b>      | <b>92.99%</b>          | <b>\$272,635</b>       |

**EDUCATION FUND**

| <b>COST CENTER</b>         | <b>BUDGET</b>       | <b>EXPENDITURES<br/>YEAR TO DATE</b> | <b>FUTURE<br/>COMMITMENTS</b> | <b>% PAID OR<br/>COMMITTED</b> | <b>UNCOMMITTED<br/>BALANCE</b> |
|----------------------------|---------------------|--------------------------------------|-------------------------------|--------------------------------|--------------------------------|
| <b>VP Student Affairs</b>  |                     |                                      |                               |                                |                                |
| <b>Enrollment Services</b> | 1,343,717           | 1,078,037                            | 155,950                       | 91.83%                         | 109,730                        |
| <b>PUB</b>                 | 1,778,483           | 1,351,015                            | 181,890                       | 86.19%                         | 245,578                        |
| <b>STU ACT</b>             | 203,947             | 168,630                              | 25,807                        | 95.34%                         | 9,510                          |
| <b>STU AFF</b>             | 200,948             | 129,789                              | 21,216                        | 75.15%                         | 49,943                         |
| <b>STU DEV-A</b>           | 2,747,694           | 2,064,504                            | 281,546                       | 85.38%                         | 401,644                        |
| <b>WHP</b>                 | 597,131             | 453,141                              | 67,793                        | 87.24%                         | 76,197                         |
| <b>Sub-total</b>           | <b>\$6,871,920</b>  | <b>\$5,245,116</b>                   | <b>\$734,202</b>              | <b>87.01%</b>                  | <b>\$892,602</b>               |
| <b>Grand Total:</b>        | <b>\$44,646,544</b> | <b>\$33,330,011</b>                  | <b>\$4,711,444</b>            | <b>85.21%</b>                  | <b>\$6,605,088</b>             |

22-May-98

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

Exhibit VII-9

July 1997 - April 1998

**OPERATIONS AND MAINTENANCE FUND**

| <b>COST CENTER</b>       | <b>BUDGET</b>       | <b>EXPENDITURES<br/>YEAR TO DATE</b> | <b>FUTURE<br/>COMMITMENTS</b> | <b>% PAID OR<br/>COMMITTED</b> | <b>UNCOMMITTED<br/>BALANCE</b> |
|--------------------------|---------------------|--------------------------------------|-------------------------------|--------------------------------|--------------------------------|
| <b>Institutional</b>     |                     |                                      |                               |                                |                                |
| ADM SER                  | 2,678,999           | 1,291,989                            | 513,459                       | 67.39%                         | 873,551                        |
| <b>Sub-total</b>         | <b>\$2,678,999</b>  | <b>\$1,291,989</b>                   | <b>\$513,459</b>              | <b>67.39%</b>                  | <b>\$873,551</b>               |
| <b>VP Admin Services</b> |                     |                                      |                               |                                |                                |
| BUS OFF                  | 131,928             | 108,463                              | 16,089                        | 94.41%                         | 7,376                          |
| PHY PLT                  | 6,494,574           | 4,954,906                            | 626,399                       | 85.94%                         | 913,269                        |
| <b>Sub-total</b>         | <b>\$6,626,502</b>  | <b>\$5,063,369</b>                   | <b>\$642,488</b>              | <b>86.11%</b>                  | <b>\$920,645</b>               |
| <b>VP Info Systems</b>   |                     |                                      |                               |                                |                                |
| IS                       | 791,979             | 561,213                              | 170,001                       | 92.33%                         | 60,765                         |
| <b>Sub-total</b>         | <b>\$791,979</b>    | <b>\$561,213</b>                     | <b>\$170,001</b>              | <b>92.33%</b>                  | <b>\$60,765</b>                |
| <b>Grand Total:</b>      | <b>\$10,097,480</b> | <b>\$6,916,570</b>                   | <b>\$1,325,948</b>            | <b>81.63%</b>                  | <b>\$1,854,961</b>             |

22-May-98

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

The attached report of liaison activity is submitted for Board information. This month's report is from:

- Liaison to the Friends of Harper
- Liaison to the ICCTA

**WILLIAM RAINEY HARPER COLLEGE**  
**Friends of Harper**  
**Report to the Board of Trustees**

At 6:10 pm in the College Dining Room, A-238, Rena Trevor welcomed all the members, guests, award winners and their guests for dinner. She called the business meeting to order at 7:00pm.

Jan Tucker introduced the recipient of the Distinguished Citizen Service Award, Nancy Murtaugh, who graciously accepted the award and shared remarks with the group.

A motion was made to approve the minutes of the May 7, 1997, October 1, 1997 and February 4, 1998, meetings. The motion carried. Treasurer Mike Zawacke reported the balance on February 4, 1998 was \$2,697.25; income was \$105.46; expenses were \$207.00. The balance on hand is \$2,595.71.

President Rena Trevor reviewed the accomplishments of the Friends of Harper for the year noting that programming for the year had followed the theme "Harper Programs that Make a Difference." She thanked the Awards and Nominating Committees for their work. She also noted that Mary Wajda scheduled the Library Display in the Barrington and Arlington Heights libraries this fall.

Membership Committee Report: Mary Robins (on behalf of Nancy Murtaugh) noted that three new members joined The Friends of Harper in 1997-98 and that membership stands at 196.

Sam Oliver, Nominating Committee chairperson, thanked her committee members, Jeanette Muench and Fran Green, for their assistance. She presented the 1998-2000 slate of officers: President, Mary Robins; Vice President, John O'Halloran; Secretary, Mary Wajda; Treasurer, Michael Zawacke; and directors-at-large: Nancy Heggem; Diane Ranriere; Dee Dee Skog; and Mary Wroblewski.

President Rena Trevor called for nominations from the floor. Nominations were closed with no additional nominees being added to the slate. A motion was made and seconded that a unanimous oral vote by the membership elect the officers and directors-at-large as presented on the slate.

Jan Tucker, chair of the Awards Committee, thanked her committee, John O'Halloran and Ethel Kolerus, for their assistance. Jan then introduced fashion design student Rannia Tamvakis and presented her with the Outstanding Student Award.



Sam Oliver, co-chair of the President's Gala committee, invited guests to reserve October 3, 1998 on their calendars for the event which will be held at the Biltmore Country Club.

The meeting adjourned at 7:45 pm. Mary Robins then introduced Associate Professor Marcia Litrenta who gave a brief presentation, "The Art of Oral Interpretation." Two of her students, Shannon Plate and Tim Ferguson, entertained the group with their oral interpretations. The program ended at 8:20 pm.

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Judith Hess  
Board of Trustees  
Liaison to the Friends of Harper

May 28, 1998

William Rainey Harper College

Illinois Community College Trustees Association

Report to the Board of Trustees  
ICCTA meeting May 5 and 6, 1998

I, Richard F. Gillette, attended the ICCTA meeting as Harper's representative.

The Finance Committee approved bringing to the entire membership the proposals for associate membership, fee services (for non-members), and the investigation of an insurance pool. These concepts are being proposed to reduce the future cost of membership.

The membership approved investigation of an insurance pool and fee services but offered a number of changes to associate membership.

Our guest speaker was State Representative Judy Erwin, one of Illinois' leading legislators. She is a good friend of education and a staunch supporter of women's issues.

Her dinner remarks are summarized as follows:

Institutes of Higher Education have traditionally acted in the manner (with respect to students) that was easiest for them and their faculty. Today, with greater and greater competition any institution that continues to act in this manner will become irrelevant. Community Colleges were complimented as being educational institutions that come close to treating students as "CUSTOMERS." However, even Community Colleges must assess their strengths and their weaknesses with respect to their customer's base and make changes by improving on their strengths and eliminating their weaknesses if they are going to survive in the future.

She used the scholarships given to DeVry as an indicator of the future. The institutions that treat their "CUSTOMERS" well will receive the funding. Those who follow the past traditions will NOT EXIST!

Kris Howard, Maria Verona Garcia (a Harper student honored as a member of the All Illinois Academic Team) and I visited most of Harper's 17 state legislators to thank them for their support and to request continued support in the future.

It seems obvious to me from this meeting that if we treat our students as customers, Harper has a better chance of receiving more funding from the State of Illinois.

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: May 15, 1998

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| NAME OF | BRIEF DESCRIPTION | FUNDING SOURCE | DATES OF |
|---------|-------------------|----------------|----------|
|---------|-------------------|----------------|----------|

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

## 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   |
|---------------------|--|----------------------------|----------------------|
| Work-based Learning | To create a model program in work-based learning | ISBE<br>\$25,000           | 07-01-97<br>06-30-98 |

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

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

| <u>NAME OF GRANT</u> | <u>BRIEF DESCRIPTION OF GRANT</u>                           | <u>FUNDING SOURCE GRANT FUNDS</u> | <u>DATES OF OPERATION</u> |
|----------------------|---|-----------------------------------|---------------------------|
| Tech Prep Grant      | For staff and curriculum development for Tech Prep programs | ISBE/DAVTE<br>\$37,678            | 07-01-97<br>06-30-98      |

|   |  |   |                            |
|---|--|---|----------------------------|
| College/High School Partnership for Intermediate Algebra                | To develop and implement an innovative intermediate Algebra curriculum   | ISBE<br>\$137,858   | 10-15-96<br>12-31-97       |
| Improvement of Three Undergraduate Chemistry Courses                    | To obtain permanent equipment for chemistry laboratories   | NSF<br>\$13,798<br>\$13,798 -M  | 06-01-96<br>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<br>\$366,418   | 07-01-96<br>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<br>\$91,214 (first year)<br>(\$272,500 total) | 07-01-97<br>09-30-98       |
| Trio / Students Services Support  | To provide services to students with disabilities which improve GPA, retention, graduation and transfer              | USDE<br>\$180,000   | 09-01-97<br>09-30-98       |
| Chemistry Equipment UIC Subcontract                                     | To purchase materials to conduct chemistry experiments   | NSF<br>\$3,000  | 05-01-97<br>04-30-00       |
| Technical Assistance  | To conduct an energy audit   | DCCA<br>\$11,028  | 08/15/97<br>12/31/98       |

**HARPER COLLEGE** Listing of **GRANT PROGRAMS** July 1, 1997-June 30, 1998

| <b>NAME OF GRANT</b>      | <b>BRIEF DESCRIPTION OF GRANT</b>                 | <b>FUNDING SOURCE GRANT FUNDS</b>      | <b>DATES OF OPERATION</b> |
|---------------------------|---|--|---------------------------|
| Disabled Students Project | To provide support services for disabled students | IDHS/DORS                              | ENDED 9/30/97             |
| Disabled Students Project | To provide support services for disabled students | IDHS/DORS<br>\$126,000<br>\$60,000 - M | 10/01/97<br>9/30/98       |

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

|                          |   |                  |                      |
|--------------------------|---|------------------|----------------------|
| Project Hope***          | To encourage Hispanic students in middle and high schools ( -0- ) to remain in school and enroll in postsecondary education programs. | IBHE             | Ended<br>Not Funded  |
| Minority Transfer Center | To encourage Hispanic students to transfer to to 4-year institutions  | IBHE<br>\$64,000 | 09/01/97<br>08/31/98 |

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|                                   |  |                               |                      |
|-----------------------------------|--|-------------------------------|----------------------|
| Lighting Projects Buildings D & H | Energy Conservation Measure for lighting retrofits | DCCA<br>\$42,393<br>\$42,393m | 12/01/97<br>10/31/98 |
|-----------------------------------|--|-------------------------------|----------------------|

Reported as of May 15, 1998

**\$3,544,788**



## HARPER COLLEGE LISTING OF GRANT PROGRAMS

| 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

**HARPER COLLEGE EDUCATIONAL FOUNDATION  
STATUS OF DONATIONS  
April 10, 1998 to May 12, 1998**

**DONATIONS/RECEIPTS**

| <b><u>Fund</u></b>                                      | <b><u>Donations</u></b> | <b><u>Receipts</u></b> | <b><u>Total</u></b> |
|---|-------------------------|------------------------|---------------------|
| Annual Campaign, Payroll Deductions                     | \$ 1,077.04             |                        |                     |
| Architectural Technology Endowed<br>Scholarship         | 275.00                  |                        |                     |
| Art Gallery   | 70.00                   |                        |                     |
| Athletic Fund   |                         | \$ 600.00              |                     |
| Corporate Services Fund                                 | 65.00                   |                        |                     |
| Craft Show Promotions Art<br>Scholarship                | 500.00                  |                        |                     |
| Displaced Homemakers Scholarship                        | 70.00                   |                        |                     |
| Donald G. Albrecht Memorial<br>Endowment<br>Scholarship | 25.00                   |                        |                     |
| Doriann E. Thompson Scholarship<br>for Women            | 10.00                   |                        |                     |
| Edward Moran Memorial Computer<br>Science Award         | 10.00                   |                        |                     |
| Endowment for Student Success                           | 5.00                    |                        |                     |
| Fred Rutz Memorial Award                                | 50.00                   |                        |                     |
| GED Graduate Scholarship                                | 359.09                  |                        |                     |
| General Alumni Fund                                     |                         | 1,326.60               |                     |
| General Capital Fund                                    | 10.00                   |                        |                     |
| General Scholarship Endowment                           | 50.00                   |                        |                     |
| General Scholarship Fund                                | 10.00                   |                        |                     |
| General Unrestricted Fund                               | 3,364.82                | 44.00                  |                     |
| Harper Annual Golf Outing                               | 1,200.00                | 1,200.00               |                     |
| Harper 512 IEA/NEA Association<br>Scholarship           | 21.00                   |                        |                     |
| International Student Scholarship<br>Fund               | 65.00                   |                        |                     |

**Harper College Educational Foundation  
Gift In Kind Report  
April 8, 1998 - May 12, 1998**

| <u>Date</u> | <u>Constituent Name</u> | <u>Fund</u>  | <u>Gift Value</u>      | <u>Reference</u>         |
|-------------|-------------------------|--------------|------------------------|--------------------------|
| 4/16/98     | Planetary Studies Fdn   | In-kind      | \$ 7,000.00            | 7 glass display cases    |
| 4/21/98     | Sheraton Suites, EGV    | 01-3303201-R | 99.00                  | Weekend night            |
| 4/21/98     | Holiday Inn, RM         | 01-3303201-R | 108.90                 | One night/brkfst for two |
| 5/06/98     | General Motors          | In-kind      | <u>1,850.00</u>        | Metrology Lab Equip.     |
|             |                         |              | <b><u>9,057.90</u></b> |                          |

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Second 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. A first reading was presented at the April 23, 1998 Meeting.

IV. RECOMMENDATION

The Administration recommends the adoption of the following revised policy:

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 ACTION

I. SUBJECT

Second 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 shall include but not be limited to 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.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Third 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.

## Administrative Services Procedures Manual

### Purchasing

Procedure: Quotations or Bid Requests

Effective Date: May 4, 1998

#### I. Purpose

Competitive prices are to be obtained whenever possible and the use of quotations and bid requests is the approach used.

When quotations or bids are required, they will be prepared by the Purchasing department upon receipt of an approved Harper College Purchase Requisition and complete specifications, prepared, in concert, by the Requisitioner and the Director of Purchasing or the Buyer. Awarding of Bids will be according to Board policy.

In the event an item to be purchased is only available from a sole supplier, a signed rationale should accompany the requisition stating why this item should be purchased in preference to another brand. Final responsibility in determining whether an item is a proprietary item and may be purchased from a sole source rests with the Director of Purchasing, with approval from the Vice President of Administrative Services and the President.

Specifications may be supplied on the standard requisition form or on plain paper. If the specifications are forwarded on plain paper, they must be accompanied with a properly executed requisition.

#### II. Procedure - Refer to Board Policy Manual Section 4.2.1

A. Purchases up to \$10,000.00 shall have the support of THREE VERBAL OR WRITTEN quotations from responsible vendors when deemed appropriate and/or where possible. Final approval within this category shall be made by the Director of Purchasing.

The names, addresses and phone numbers of three suppliers should accompany the requisition. If the Requisitioner does not know of three suppliers, then so indicate, and the Purchasing department will supply the additional information. The Purchasing department has the option of contacting sources in addition to those listed on the requisition.

Exceptions: None shall be made unless in case of an emergency, which shall be determined by the Vice President of Administrative Services.

B. Purchases of \$10,000 or more require FORMAL SEALED BIDS. Formal bids require advertisement in the newspaper, a minimum of 10 days from the date of issue to the opening date and time, plus Board approval at the regularly scheduled Board meeting. Those bids in excess of \$100,000 will require a minimum of three weeks from the date of issue to the opening date and time. Exceptions to this procedure can be made upon the recommendation of the Director of Purchasing or the Vice President of Administrative Services, and with the approval of the President.

When preparing a requisition for a formal sealed bid include a list of suggested supplier's names, addresses and phone numbers with the requisition and specifications. As a minimum of three responses are required, it is necessary to send the bid out to more than three viable suppliers. The Requisitioner should identify as many viable suppliers as possible. The Purchasing department has the option of adding other suppliers to the bid list. In those instances when three competitive bids are not received, the Director of Purchasing will contact an appropriate number of potential suppliers to determine why they did not bid.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Third 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

Resolution to transfer interest earned on the Working Cash Fund to the Educational Purposes Fund.

II. REASON FOR CONSIDERATION

Section 3-33.6 of the Public Community College Act (Ill. Rev. Stat., ch. 122, par. 103-33.6) provides that monies earned as interest from the investments of the Working Cash Fund may be transferred from the Working Cash Fund to the Educational Purposes Fund of the community college district without any requirement of repayment.

When the 1997-98 budget was prepared, a transfer of interest earnings was budgeted from the Working Cash Fund to the Educational Purposes Fund. The attached resolution provides for the legal requirements of such a transfer.

III. BACKGROUND INFORMATION

The Public Community College Act allows for interest income in the Working Cash Fund to be transferred to the Educational Purposes Fund and the Operations and Maintenance Fund. This provision in the Community College Act was taken into consideration when the 1997-98 budget was developed.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees authorize the Treasurer to effect a permanent transfer of earned interest in the amount of \$500,000 from the Working Cash Fund to the Educational Purposes Fund.

**RESOLUTION TO TRANSFER INTEREST EARNED ON THE WORKING CASH  
FUND TO THE EDUCATIONAL PURPOSES FUND**

**WHEREAS,** SECTION 3-33.6 Public Community College Act (ILL. Rev. Stat., ch. 122, par. 103-33/6 provides that monies earned as interest from the investment of the Working Cash Fund may be transferred from the Working Cash Fund to the Educational Purposes Fund or Operations and Maintenance Fund of the community college district without any requirement of repayment to the Working Cash Fund; and

**WHEREAS,** the Board of Trustees is authorized by Section 3-33.6 of the Public Community College Act to order the transfer of interest earned on the Working Cash Fund by separate Resolution directing the treasurer to make such transfer; and

**WHEREAS,** the Board of Trustees finds the Educational Purposes Fund is the fund most in need of the interest monies earned; and

**WHEREAS,** the Board of Trustees has determined that the interest earned in the Working Cash Fund in the accrued amount of \$500,000 shall be transferred to the Educational Purposes Fund;

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

Section 1: The Treasurer of this District is hereby directed to transfer to the Educational Purposes Fund of the district from the Working Cash Fund of the district accrued interest in the amount of \$500,000.

Section 2: The purpose of this transfer is for disbursement for the payment of salaries and other school expenses so as to avoid the issuance of debt financing.

Section 3: The Resolution shall be in full force and effect forthwith upon its adoption.

Adopted this 28th day of May, 1998 by the following vote:

AYES:

NAYS:

ABSENT:

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

BY: \_\_\_\_\_  
Chairman

Attest:

\_\_\_\_\_  
Secretary



WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to establish the 1998-99 Budget Hearing date.

II. REASON FOR CONSIDERATION

In accordance with the Illinois Community College Act, a Budget Hearing must be held annually.

III. BACKGROUND INFORMATION

Each year a Budget Hearing date is established that allows for at least thirty days of inspection of the annual Harper College legal budget. At the end of this thirty-day period, a Budget Hearing is held and the budget is reviewed.

The attached resolution provides for the annual Budget Hearing and the required public notice.

IV. RECOMMENDATION

The administration recommends that the attached resolution providing for the annual Budget Hearing and the required public notice be adopted.

RESOLUTION

BE IT RESOLVED: That the fiscal year for Community College District 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, be and hereby is established as commencing on July 1, 1998 and ending on June 30, 1999.

BE IT FURTHER RESOLVED: That the public hearing on the tentative budget for the fiscal year beginning July 1, 1998 and ending on June 30, 1999 be set for 7:00 p.m. on Tuesday, June 30, 1998, in the Board Room of said College at 1200 W. Algonquin Road, Palatine, Illinois, and that proper notice of said hearing and of the availability of the budget for public inspection be given by the Secretary of this Board of Trustees by publishing notice thereof at least thirty days prior to June 30, 1998 in the Arlington Heights Herald, Barrington Herald, Buffalo Grove Herald, Des Plaines Herald, Elk Grove Herald, Hanover Park Herald, Hoffman Estates Herald, Mount Prospect Herald, Palatine Herald, Rolling Meadows Herald, Schaumburg Herald, Streamwood Herald, Wheeling Herald, and the Daily Courier News, being newspapers published in this College District, which notice shall be in substantially the following form:

#### PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees

of Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, that commencing at 9 a.m. on May 29, 1998 a tentative budget for said College district for the fiscal year beginning July 1, 1998, and ending June 30, 1999, will be on file and conveniently available to public inspection at the Business Office of said College district at 1200 W. Algonquin Road, Palatine, Illinois, during usual and customary business hours.

PUBLIC NOTICE IS FURTHER HEREBY GIVEN that a public hearing will be held on said budget at 7:00 p.m. on the 30th day of June 1998, in the Board Room of said College at 1200 W. Algonquin Road, Palatine, Illinois.

DATED at Palatine, Illinois this 28th day of May, 1998.

Board of Trustees of Community  
College District No. 512  
Counties of Cook, Kane, Lake &  
McHenry, State of Illinois

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Secretary