

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Board Meeting

June 30, 1998

7:00 p.m.

Presentations: Senior Citizen Programs/Services
New Soccer Field

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—May 28, 1998 Regular Board meeting and executive session Exhibit VII-1
2. Bills Payable, Payrolls for May 22 and June 5, 1998; Estimated payrolls for June 6 through July 31, 1998 Exhibit VII-2
3. Bid Awards Exhibit VII-3
4. Purchase Orders Exhibit VII-4
5. Personnel Action Sheets Exhibit VII-5
6. Educational Foundation Appointment Exhibit VII-6
7. Affiliation Agreement with Elmhurst Memorial Hospital of Elmhurst Exhibit VII-7
8. Student Service Awards for Spring, 1998 Exhibit VII-8
9. Prevailing Wage Act Exhibit VII-9

For Information

10. Financial Statements Exhibit VII-10
11. Committee and Liaison Reports Exhibit VII-11
12. Grants and Gifts Status Report Exhibit VII-12

*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: Administrative Employment Contracts Exhibit VIII-A

- B. RECOMMENDATION: Salary Program/Fringe Benefits for Classified/Supervisory/Confidential Exhibit VIII-B
- C. RECOMMENDATION: Educational Service Providers Exhibit VIII-C
- D. RECOMMENDATION: 1998/99 RAMP Document Exhibit VIII-D
- E. RECOMMENDATION: Life Safety Projects for 1999-2000 Exhibit VIII-E
- F. RECOMMENDATION: Siemens Contract Agreement Exhibit VIII-F
- G. RECOMMENDATION: Heavenly Cappuccino Contract Agreement Exhibit VIII-G
- H. RECOMMENDATION: Pepsi Contract Agreement Exhibit VIII-H
- I. RECOMMENDATION: New Electronics Manufacturing AAS Degree Exhibit VIII-I
- J. RECOMMENDATION: Strategic Long-Range Plan:1998-2001 Exhibit VIII-J
- K. RECOMMENDATION: Legal Budget for 1998-99 Exhibit VIII-K
- L. INFORMATION: 1999 Bond Referendum Exhibit VIII-L
(to be hand-carried)
- M. INFORMATION: Presentation of Annual Plan 1998-99 Exhibit VIII-M
- N. INFORMATION: First Reading on Policy on Information Technology Exhibit VIII-N

IX. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

July 20 (Mon) - Harper Foundation Golf Outing

*July 23 (Th) - 7:00 pm Regular Board meeting

August 11-12 (Tu-W) - Board Retreat

*August 27 (Th)- 7:00 pm Regular Board meeting

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

XI. Adjournment

Minutes of the Regular Board Meeting of Thursday, April 23, 1998

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

Minutes of the Regular Board Meeting of Thursday, May 28, 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, May 28, 1998 at 7:01 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Botterman, Gillette, Hess, Howard, 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; Judy Thorson, V.P. Administrative Services; Sharon Alter; Mary Azawi; Larry Bielawa; Catherine Brod; Tom Choice; Pat Cunniffe; Lori Danaher; Julie Fleenor; Bob Getz; Amy Hauenstein; Bill Howard; Peggy Kazkaz; Thea Keshavarzi; Joan Kindle; Roberta Lindenthaler; Liz McKay; Larry Olson; Elena Pokot; Sheila Quirk and Sharon Szymoniak - Harper.

Guests: Maryanne Giustino, Chicago Tribune; Allison Peilik, Daily Herald; Michael Lundeen, Legat Architects; Gary Davis, Illinois Community College Trustees Association; Paul Piel, Immanuel Lutheran School; R. J. Galla, R. J. Galla Company, Inc.

CITIZEN
PARTICIPATION

Mr. Paul Piel, Principal of Immanuel Lutheran School in East Dundee, expressed appreciation to Harper College (and especially to Thea and Vicki in Purchasing) for assistance in obtaining used computer equipment. He added that this equipment will be a benefit to the children as Immanuel strives to increase technological skills in the elementary level.

PRESIDENT'S REPORT

There was no report.

STUDENT TRUSTEE
REPORT

Student Member Valadez distributed a copy of his report. He noted that since his appointment, he has met with various people

on campus who have helped him to better understand his role as Student Trustee. He looks forward to participating in the Student Activities Budget Committee. In the fall, he plans to meet with various Deans on campus. He added that he will encourage student participation in activities.

Student Member Valadez informed Board members that he will not be present at the June and July Board meetings because he will be participating in the Learning to Lead Internship in Washington, D.C. Member Gillette suggested that Student Member Valadez participate at the meetings via speaker phone. Chair Kolze asked Student Member Valadez to let the office know how to reach him. Student Member Valadez agreed to do that.

Faculty Senate President Julie Fleenor read a statement of "thank you" to the President and the Board of Trustees for their support in shared governance. She distributed copies to Board members with an attached list of signatures of faculty affirming their support of shared governance. She noted that while approximately 130 faculty signed the petition, many other faculty support the statement but were busy with finals at the time of signing. Dr. Fleenor read a statement from the April 26, 1990 Board minutes and Guide to Trusteeship which highlights the importance of shared governance. This was reaffirmed and appears in the 1998 Guide to Trusteeship. She noted that several important tasks are approaching - a revision of shared governance, a successful referendum campaign, and the replacement of a number of retiring faculty. What happens in the next 12 months will affect the future of Harper College. As President of the Faculty Senate, Dr. Fleenor affirmed the faculty's commitment in bringing Harper College into the 21st century as the excellent institution it has been. She thanked President Breuder and Board members for their commitment to shared governance.

Dr. Fleenor read and distributed a statement in favor of shared governance written by Cecilia Cooper, Professor of Mathematics.

Chair Kolze thanked Dr. Fleenor.

APPROVAL OF AGENDA

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

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Valadez voted aye.

Member Gillette requested that item VII-4c be removed from the Consent Agenda.

CONSENT AGENDA

Member Howard moved, Member Shure seconded, approval of the minutes of the April 23, 1998 Regular Board meeting and executive session; bills payable; payrolls for April 24 and May 8, 1998; estimated payrolls for May 9 through July 3, 1998; bid awards; purchase orders VII-4a, VII-4b, VII-4d; personnel action sheets; disposal of obsolete and unrepairable college property; educational foundation appointment; affiliation agreement with Highland Park Hospital; and for information: financial statements, committee and liaison reports, grants and gifts status report, as outlined in Exhibits VII-1 through VII-11 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Funds	3,383,363.18
Federal Funds	6,341.05
Tuition Refunds	38,794.03

The payrolls of April 24, 1998 in the amount of \$1,637,511.26; May 8, 1998 in the amount of \$1,671,083.05; and estimated payroll of May 9 through July 3, 1998 in the amount of \$5,839,668.96.

Bid Awards

Ex. VII-3a 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.

Ex. VII-3b Award Bid 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 items #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.

Ex. VII-3c Award Bid 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.

Ex. VII-3d Award Bid Q8883 for Steelcase furniture to be used in the Telecommunications Center to Environetx, the low bidder, in the amount of \$12,362.72.

Purchase Orders Ex. VII-4a 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.

- Ex. VII-4b 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.
- Ex. VII-4d 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.

Personnel Actions

Professor Emeritus

Thomas McCabe, TMPS, 08/18/98

Carol Neuhauser, LS/HS, 08/18/98

Faculty Appointments

Marjorie Brickley, Instructor-Early Childhood Education, LS/HS, 08/18/98, \$38,024

Terry Ann Felke, Instructor-Computer Information Systems, BUS/SS, 08/18/98, \$36,845

Alice C. Roberts, Instructor-ESL and Linguistics, AE/LS-ESL and Linguistics, 08/18/98, \$36,845

Samuel Rosby, Instructor-Art/Ceramics, Liberal Arts, 08/18/98, \$38,024

Anthony C. Trigilio, Assistant Professor-English, Liberal Arts, 08/18/98, \$37,546

Classified Staff Appointment

Gail Moran, Program Assistant, TECH Center, 05/18/98, \$26,000

Classified Staff Retirement

Mary Lett, Secretary, LS/HS, 05/29/98, 14 years

Janet Smith, Program Assistant, AE/LS-AED, 06/30/98, 9 years

Professional/Technical Resignation

Harriet Edwards, Chemistry Lab Technician I,
p/t, TM/PS, 04/30/98, 9 months

Classified Staff Resignations

Darlene Giglio, Food Service Worker I, Food
Service, 05/08/98, 1.2 years
Lavelle Velez, Clerk I, CE Registration, p/t,
Admissions, 05/04/98, 1.3 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.

Educational
Foundation
Appointment

Confirmation of the appointment of Mr. David
K. Hill as a member of the Board of Directors
of the Harper College Educational Foundation.

Affiliation
Agreement with
Highland Park
Hospital

Approval of the Affiliation Agreement between
William Rainey Harper College and Highland
Park Hospital of Highland Park.

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

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

Nays: None

Motion carried. Student Member Valadez voted
aye.

In regard to Exhibit VII-3 Bid Awards, Chair
Kolze noted that he has asked President
Breuder to provide the Board with bid
variance information, i.e., budgeted bid
amount, actual bid amount and the variance.
This information will be helpful throughout
the year to track the bidding process. He
added that Dr. Breuder will look into this
possibility.

In regard to Exhibit VII-7, Catherine Brod
shared information about David K. Hill, the
newest member of the Foundation Board. He is
the founder of Kimball Hill Homes which has
been in the community for almost 30 years.
He has been very involved with local,

regional and national planning; affordable housing and charitable organizations which include the Northwest Housing Partnership, NW 2001, and Center for Housing Policy. Chair Kolze thanked Ms. Brod for her report.

Purchase Order

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

Ex. VII-4c Approve issuance of a 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.

Dr. Breuder introduced Mr. Dick Galla of R. J. Galla Co., Inc., the insurance broker for Harper College. In response to Member Gillette, Mr. Galla explained the process of choosing carriers for Harper College.

1. The selection process begins with seeking companies that are in the business of providing educational institutions with insurance. Many carriers can make promises but will not address some of the more hazardous needs of Colleges.
2. They then get comparative pricing from other carriers who are also institutional risk writers.
3. They decide on which carrier offers the best terms for the College.

Mr. Galla explained that he has had over forty years of experience. His agency has been serving community colleges for over 25 years. They currently serve the following colleges with group purchasing: College of Lake County, Rock Valley, McHenry, Kishwaukee, Louis & Clark, Elgin and Harper. Since 1990, the program has paid consistent dividends for six out of seven years. He noted that he delivered a check today to Thea for a partial dividend for 1996-97 for approximately \$10,500. Harper has benefited greatly in dividend returns as a result of being a participant in the program. Mr.

Galla noted also that the premium payment for 1998-99 is a \$3,000-\$4,000 reduction from 1997-98.

Member Gillette inquired as to the other competitive bid amounts. Mr. Galla responded that he believed the next competitive bidder was \$100,000 higher. He does not recall exactly since it was three years ago. Some bids were higher and some bids were incomplete. He explained that CNA is a strong player in the marketplace with an A-15 rating.

Member Gillette asked if they have reselected the best carrier each year. Mr. Galla responded that Harper's practice has been to bid the property and casualty insurance on a three-year basis. There is a drawback to being in the market too often, especially on an annual basis. The name of Harper (or any other client who gets circulated too often) would create a negative reaction from the marketplace if it was out there each year. Mr. Galla explained how different portions of the insurance increase and are reduced based on loss history. It is beneficial to stay with a carrier for a three-year period because it gives them a chance to recover from the past hits and it allows them to pass on the savings from good years. In response to Member Gillette, Mr. Galla stated that the broker and the carrier generally go hand-in-hand over the three-year period.

Chair Kolze thanked Mr. Galla for the explanations.

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.

Member Gillette asked if an explanation can be given to the Board in the future regarding the insurance rating system. He especially wants to understand the A-15 rating and its

importance. Vice President Judy Thorson stated that she will provide that information.

Chair Kolze noted that interest earnings is currently \$450,000 greater than the budgeted amount. This will save the taxpayers money. He thanked Vice President Thorson for her efforts.

In regard to item VII-9, Member Gillette suggested simplifying the financial statements to show "at a glance" where the College is projected to be by the end of the fiscal year. Chair Kolze responded that he and Dr. Breuder have discussed providing a chart which would show actual expenditures vs. projected vs. budget and the variance. It would also include last year, this year and a variance.

NEW BUSINESS:
Second Reading and
Adoption: Board
Policy on
Environmental
Health Policy

Chair Kolze called attention to an error on Exhibit VIII-A, page 3, item II - the word "administrator" should be "administrate."

Member Barton moved, Member Howard seconded, approval of the policy as outlined and modified in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Valadez voted aye.

Second Reading and
Adoption: Board
Policy on
Planning Policy

Chair Kolze called attention to an error on Exhibit VIII-B, page 1, item IV - the words "The following is presented for a first reading and no action is required" should be removed since this is a second reading. It should be replaced with "The Administration recommends the adoption of the following revised policy."

Member Howard moved, Student Member Valadez seconded, approval of the policy as outlined and modified in Exhibit VIII-B, (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.

Third Reading and Adoption: Board Policy on Purchasing

Member Barton moved, Member Botterman seconded, approval of the policy as outlined in Exhibit VIII-C, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder noted that procedural changes have been made based on conversations at Board meetings. One change he noted is that bids in excess of \$100,000 will require a minimum of three weeks from the date of issue to the opening date and time. Another change reflects the Director of Purchasing contacting a number of potential buyers to determine why they did not bid - on occasions when three competitive bids were not received. He explained that if only one quote was received, Harper will find out why at least two additional suppliers did not bid. The intent is to get specific information to determine whether or not the bid specs are written appropriately.

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.

Third Reading and Adoption: Board Policy on Facility Planning

Member Howard moved, Member Barton seconded, approval of the policy as outlined in Exhibit VIII-D, (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, Hess,
Howard, Kolze and Shure
Nays: Member Gillette

Motion carried. Student Member Valadez voted aye.

Resolution to
Transfer Interest
Income on Working
Cash Fund to
Educational
Purposes Fund

Member Howard moved, Member Gillette
seconded, approval of transferring the
interest earned on the Working Cash Fund to
the Educational Purposes Fund as outlined in
Exhibit VIII-E, (attached to the minutes
in the Board of Trustees' Official Book of
Minutes).

Chair Kolze clarified that the "Educational
Purposes Fund" is the same as the
"Educational Fund." He noted that when the
budget was prepared and adopted in 1997-98,
the interest from the Working Cash Fund was a
planned income. The Board of Trustees finds
the Educational Purposes Fund to be most in
need of interest monies earned, and therefore
is transferring \$500,000 to that fund. He
added that the purpose of this transfer is
for disbursement for the payment of salaries
and other school expenses. In response to
Member Barton, Member Howard stated that this
action is taken annually. Member Howard
noted that this demonstrates the commitment
of the Board and the Administration to
adequately fund the Educational Fund where
teaching and learning takes place.

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.

Resolution to
Establish
1998-99 Budget
Hearing Date

Member Gillette moved, Member Barton
seconded, approval of the policy as outlined
in Exhibit VIII-F, (attached to the minutes
in the Board of Trustees' Official Book of
Minutes).

Chair Kolze noted that this resolution for the budget hearing will satisfy the 30 days required for inspection of the annual budget.

In response to Member Gillette, Chair Kolze asked Vice President Thorson to arrange a few dates to meet with Board members to explain the budget in more detail.

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.

Strategic Long- Range Plan

Dr. Breuder called attention to Exhibit VIII-G which was distributed to Board members under separate cover. He noted that this was a priority of Harper College as they searched for a successor to Dr. Thompson. The primary ingredients of a comprehensive strategic long-range plan (philosophy, mission, vision, goals, and tasks) were in existence already in some form. A SWOT analysis (strengths, weaknesses, opportunities and threats) was brought into it. He asked the senior staff to create a first draft which would then be put on the Intranet for all employees to see and be able to give feedback. Over 150 recommendations, suggestions and observations were submitted with 86 percent of them being incorporated into the strategic long-range plan. With the Board's approval, this document would be updated annually. President Breuder stated that he would like this to come before the Board for approval at the June 30 Board meeting and that he welcomed additional input/feedback before then. He complimented the senior staff for organizing the information in a very short period of time.

Chair Kolze suggested that diminishing reserves could be listed as one threat. Dr. Breuder is going to consider whether or not that could be added as a threat.

On behalf of the Board, Chair Kolze thanked everyone involved, especially those who took the time to express their feelings to Dr. Breuder.

Preliminary
Budget for
FY 1998-1999

Dr. Breuder called attention to Exhibit VIII-H. He noted that the Board has directed the administration to bring forth a balanced budget in FY 1998-99 that has the appropriate elements of fiscal integrity. Many hours have been spent by many people putting this together. President Breuder noted that he normally delves inside the budget and works with every line until it meets his personal satisfaction. However, he has not done that at Harper College because he wanted to place a level of confidence in senior staff. He asked the following of them: (1) present a balanced budget for 1998-99; (2) predicate the budget upon sound enrollment projections and revenue projections; (3) contain within the budget (in the Education Fund, the Capital Fund and the O&M Fund) approximately \$500,000 in contingency money. This uncommitted money would be used for an unanticipated opportunity that might emerge or to help with an unfortunate circumstance that may occur.

Dr. Breuder noted that he also asked senior staff to create a collateral list or a wish-list of things that did not make it in the budget but are regarded as primary importance to Harper College. If the College were to have money, it could be released incrementally to attend to those priority considerations that would have the greatest impact or cost benefit to Harper College. He should receive this wish-list by the end of June.

President Breuder noted that this is an \$84M budget overall. The revenue side is up 5.3 percent and the expense side is up 3.3 percent. With premeditated decision, the Board approved a budget this year that was not balanced but down \$2M in the fund balance. The 1998-99 budget must make up for that deficit and it has done that. He added that it is a very responsible budget.

Member Gillette suggested putting the contingency fund wish-list items on the Intranet, so that the Harper community will know what the priorities are. He noted that people would have to know that it will be continually changing. Dr. Breuder said that this could probably be done.

Chair Kolze stated that the tentative budget will be available for review tomorrow morning. Vice President Thorson added that it will be placed with the cashier at the public window.

ANNOUNCEMENTS BY
CHAIR
Communications

Member Hess read notes of appreciation from Dr. Dolan and his wife Helen, and from Barbara Harris and family for flowers sent recently. She also read a note from former student trustee Pamm Prinzivalli thanking the Board, staff and administration for their guidance, respect and support.

Chair Kolze read a note from Rebecca Santeler regarding the success of the AIDS Walk which raised over \$21,000 to be distributed to the HIV Coalition.

Dr. Breuder read a letter from the Association of Collegiate Business Schools and Programs which reaffirmed the Accredited Status for the Business Unit of William Rainey Harper College for seven years from 1998 through 2005. He complimented Tom Johnson and his staff for bringing this impressive accreditation process to closure.

Dr. Breuder read a letter addressed to Joan Kindle which stated that her program has been selected as one of six programs nationally and internationally to be described as exemplary in NASPA's annual upcoming publication.

President Breuder announced that all 29 of Harper's Dental Hygiene graduates passed the Dental Hygiene State Boards. He added that the 100 percent success rate is a credit to both the faculty and staff in that area.

Calendar Dates

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

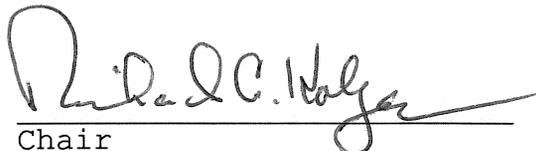
OTHER BUSINESS

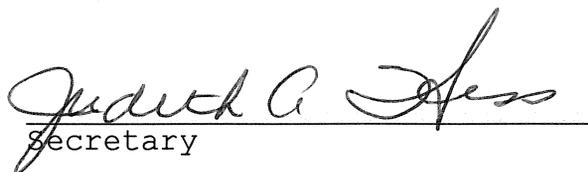
Chair Kolze noted that Member Hess has been working with Cathy Brod on the Paul Thompson Scholarship. More information will be given in the near future.

ADJOURNMENT

Member Barton moved, Member Howard seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 8:04 p.m.


Chair


Secretary

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

JUNE 30, 1998

SUMMARY OF BIDS

- EXHIBIT VII - 3a The administration recommends that the Board award Q8884, furniture as needed for the Office of the President, the Conference Room and the Office of the President's Secretary to Office Equipment Company of Chicago, the low bidder, in the amount of \$15,407.54.
- EXHIBIT VII - 3b The administration recommends that the Board award Q8885 to Newsweb Corporation, the low bidder for printing of the Harbinger (student newspaper) for one year, and the option to renew for a second year at the same pricing, in the amount of \$14,880.00.
- EXHIBIT VII - 3c The administration recommends that the Board award Q8879 for personal computers, laser printers, and peripheral equipment to Ace Computers, the low bidder for the personal computers and peripheral equipment, in the amount of \$1,113,144.00 and to CDW Computer Centers, Inc., the low bidder for laser printers, in the amount of \$84,716.00 for a total award of \$1,197,860.00.
- EXHIBIT VII - 3d The administration recommends that the Board award Q8880 to Warner Offset, Inc., the low bidder for printing of the Fall 1998 Second Eight Weeks Course Schedule, which contains listings for courses offered by the College, in the amount of \$22,684.00.

Consent Agenda
Exhibit VII - 3
June 30, 1998

- EXHIBIT VII - 3e The administration recommends that the Board award Q8886, 8887 and 8888 for new campus signage to Doyle Signs, Inc., the low bidder for parking permit signs and double-faced parking lot signs, in the amount of \$41,385.00 and to CK Doty & Associates, Inc., the low bidder for double-faced and single-faced building identification signs, in the amount of \$64,712.76 for a total award of \$106,097.76.
- EXHIBIT VII - 3f The administration recommends that the Board award Q8872 to BOSS, Inc., the lowest responsible bidder meeting the bid specifications for Laser Toner Cartridges, in the amount of \$52,614.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8884 for furniture as needed for the Office of the President, the Conference Room and the Office of the President's Secretary as requested by the President.

II. BUDGET STATUS

Funds in the amount of \$17,500.00 will be provided in the 1998/99 Operations and Maintenance Fund budget, under account number 0292-039-585.00-9224.

III. INFORMATION

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

Office Equipment Company of Chicago	\$15,407.54
Sanshar Commercial Interiors	17,141.52
Office Concepts, Inc.	17,250.61
Corporate Office Systems	17,504.00
Design Workshop, Ltd.	17,525.00
Boise Cascade Office Products	18,960.35

This request is for the purchase and installation of the office furniture as needed in the President's Office Suite.

IV. RECOMMENDATION

The administration recommends that the Board award Q8884, furniture as needed for the Office of the President, the Conference Room and the Office of the President's Secretary to Office Equipment Company of Chicago, the low bidder, in the amount of \$15,407.54.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8885 for printing of the Harbinger (student newspaper) for one year and the option to renew for a second year at the same pricing, as requested by Student Activities.

II. BUDGET STATUS

Funds in the amount of \$15,200.00 will be provided in the 1998/99 Restricted Purposes Fund budget, under account number 0536-832-542.

III. INFORMATION

A legal bid notice was published and six bids solicited. Two responses were received. The following is a recap of the bid tab sheet for 16 issues, 20 pages per issue, 4,000 copies per issue:

Newsweb Corporation	\$14,880.00
Des Plaines Publishing Co.	23,600.00

Reasons that other vendors did not bid include the tight weekly time schedule and it being a very short run.

The Harbinger is published bi-weekly during the school year.

IV. RECOMMENDATION

The administration recommends that the Board award Q8885 to Newsweb Corporation, the low bidder for printing of the Harbinger (student newspaper) for one year, and the option to renew for a second year at the same pricing, in the amount of \$14,880.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8879 for personal computers, laser printers, and peripheral equipment as requested by Academic Affairs, Student Affairs, Administrative Services, and Information Systems for various functions throughout the College.

II. BUDGET STATUS

Funds of \$1,200,000.00 will be provided as part of the Technology Plan, Project D1, in the 1998/99 Restricted Purposes fund budget. \$600,000.00 is allocated to both account numbers 0695-245-585.10-4509 and 0695-245-586.10-4509.

III. INFORMATION

A legal bid notice was published and 121 bids solicited. Eleven (11) responses were received. The following is a recap of the bid tab sheet:

<u>Bidder</u>	<u>PC Systems</u>	<u>Printers</u>
Ace Computers	\$1,113,144.00	\$86,567.00
CDW Computers, Inc.	1,717,051.00	84,716.00
Hartford Computer Group, Inc.	1,298,779.00	no bid
Comark Coproate Sales, Inc.	1,326,232.00	87,000.00
Omni Tech Corp.	1,378,958.00	43,740.00
		Incomplete bid
Gateway 2000	1,457,856.00	no bid
DTK Computer, Inc.	1,556,912.00	no bid
Dell Marketing L.P.	1,594,250.00	no bid
Computerland	532,650.00	89,200.00
	Incomplete Bid	

Consent Agenda
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June 30, 1998

Micro Research	490,025.00	117,024.00
Institute Inc.	Incomplete Bid	
Elek-Tek/CCIT	375,000.00	87,436.00
	Incomplete Bid	

The College also received no bid responses from five other vendors who requested to remain on the bid list for future opportunities.

The requested equipment includes personal computer systems, accessories, peripherals, and printers which have been requested, planned and approved for use in instructional and administrative functions throughout the College. Some of the systems will replace slower computers that may in turn be re-deployed in less demanding roles. Projects are in concert with the Technology Plan, D1, approved by the Board, and include Lab upgrades, faculty and staff offices, and a variety of other approved projects.

A major critical element in this request is that all PC systems include custom setup, configuration, and software loaded per Harper College specifications, including all specified drivers and network configurations. Each computer will include an NT 4.0 operating system. Harper College inventory barcode labels will be affixed to all equipment, and full inventory information in Harper College format and to Harper College specifications will be provided on a disk with each shipment. All PC systems and components will be covered by a 37-month full warranty (three-year warranty with an initial one-month grace period). Printers will be covered by a one-year warranty.

The bid also provides that College faculty, staff, and students will be granted the same purchase pricing as the College on all products bid.

This request is for the twelve-month period beginning July 1, 1998 through June 30, 1999. The College has reserved the right to extend this agreement to cover a second fiscal year for the period of July 1, 1999 through June 30, 2000, if that is determined to be in the best interest of the College.

The low bidder for PC Systems, Ace Computers, will also provide the College two on-site technicians.

IV. RECOMMENDATION

The administration recommends that the Board award Q8879 for personal computers, laser printers, and peripheral equipment to Ace Computers, the low bidder for the personal computers and peripheral equipment, in the amount of \$1,113,144.00 and to CDW Computer Centers, Inc., the low bidder for laser printers, in the amount of \$84,716.00 for a total award of \$1,197,860.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8880 for printing of the Fall 1998 Second Eight Weeks Course Schedule which contains listings for courses offered by the College as requested by Publications and Communication Services.

II. BUDGET STATUS

Funds in the amount of \$22,684.00 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 seven bids solicited. Three responses were received. The following is a recap of the bid tab sheet for 242,000 Course Schedules:

Warner Offset, Inc.	\$22,684.00
Castle Printech	28,980.00
Des Plaines Publishing Co.	33,913.00

The publication is in newspaper form and lists the schedule (times, dates, places, etc.) of courses offered by the College. It is mailed to individual households, distributed to libraries and given to individual students. The course schedule is used by students to select courses and by counselors and faculty to advise students. It also contains registration and admission information, and a newsletter to the community.

IV. RECOMMENDATION

The administration recommends that the Board award Q8880 to Warner Offset, Inc., the low bidder for printing of the Fall 1998 Second Eight Weeks Course Schedule, which contains listings for courses offered by the College, in the amount of \$22,684.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid requests Q8886, 8887 and 8888 for new campus signage, including 48 parking permit signs, 13 double-faced parking lot signs, and 15 double-faced and eight single-faced building identification signs as requested by Physical Plant.

II. BUDGET

Funds in the amount of \$107,000.00 will be provided in the 1998/99 Operations and Maintenance Fund budget, under account number 0292-039-544.03.

III. INFORMATION

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

Doyle Signs, Inc.	\$113,535.00
CK Doty & Associates, Inc.	128,915.76
Poblocki & Sons, Inc.	131,773.00

The parking permit signs are required to identify faculty parking areas in each lot on the campus. These signs replace broken and weathered signs, and allow for enforcement of parking rules and regulations on campus. The signs are to be installed before the start of the fall semester.

The double-faced parking lot signs will be placed adjacent to each parking lot along the Perimeter Road. The signs will identify the parking lot number as well as the names of the buildings served by that lot, and will indicate parking for students, visitors and faculty. They will be placed so the information will be visible to drivers approaching from either direction. These

signs are part of the master plan of exterior and interior signage developed with a sign design firm in 1993/94. The parking lot signs are to be installed before the start of fall semester.

The building identification signs are part of the master plan of exterior and interior signage developed with a sign design firm in 1993/94. The signs are to be installed in the ground in front of the buildings. Most buildings will require one sign on the inside of the campus and another facing the parking lot. The top strip of each sign is illuminated at dusk, and gives the building name. Each sign includes five slats (interchangeable with the other building signs, should a particular function be moved to another building). The slats will list destinations most commonly sought by visitors unfamiliar with the campus (such as Theatre/Box Office or Information Center) and will improve the user-friendliness of the Harper campus. The building identification signs are to be installed before the start of the fall semester.

In order to obtain the lowest cost to the College, the bid will be split on a per line basis to the low bidder meeting specifications. The parking permit signs and the double-faced parking lot signs will be awarded to Doyle Signs, Inc., in the amount of \$41,385.00 and the double-faced and single-faced building identification signs to CK Doty & Associates, Inc. in the amount of \$64,712.76 for a total award of \$106,097.76.

IV. RECOMMENDATION

The administration recommends that the Board award Q8886, 8887 and 8888 for new campus signage to Doyle Signs, Inc., the low bidder for parking permit signs and double-faced parking lot signs, in the amount of \$41,385.00 and to CK Doty & Associates, Inc., the low bidder for double-faced and single-faced building identification signs, in the amount of \$64,712.76 for a total award of \$106,097.76.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8872 for Laser Toner Cartridges as requested by Information Systems.

II. BUDGET STATUS

Funds in the amount of \$52,614.00 will be provided in the 1998/99 Education Fund budget, under account number 0195-245-541.04.

III. INFORMATION

The College has an installed base of 278 laser printers. The quantities in the bid are for projected toner cartridge usage for fiscal year 1998/99.

A legal bid notice was published and 22 bids solicited. Six responses were received. The following is a recap of the bid tab sheet:

Laser Synergy, Inc.	\$40,917.50
BOSS, Inc.	52,614.00
Midwest Laser Specialists, Inc.	53,619.80
Laser Solutions, Inc.	58,784.00
Cardinal Cartridge, Inc.	63,858.75
Data Documents, Inc.	70,658.50

In order to protect the investment of the College in printers, and understanding that cartridge recharging has become a new line of business which lends itself to cutting corners where the quality of the end product suffers, responding companies were carefully scrutinized.

Further, having experienced damage to equipment by using vendors who do not meet quality standards, additional steps were taken to ensure the selected vendor's manufacturing process and facilities were of a sufficient level to preclude damage to the printers.

The low bidder, Laser Synergy, Inc., did not provide the requested audited financial statement, net profits for the last two quarters, nor actual sales volume information. The on-site inspection, requested 24 hours beforehand, revealed a manufacturing environment well below what was observed at the other companies, and virtually no stock on-hand. For the above reasons, the bid from Laser Synergy, Inc. was rejected.

IV. RECOMMENDATION

The administration recommends that the Board award Q8872 to BOSS, Inc., the lowest responsible bidder meeting the bid specifications for Laser Toner Cartridges, in the amount of \$52,614.00.

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 Cognos Corporation, for a software licensing and maintenance agreement, in the amount of \$40,000.00.
- EXHIBIT VII - 4b The administration recommends that the Board approve issuance of two purchase orders to Computing Options Company, one for standard licensing and maintenance for the Regent Integrated Application System software in the amount of \$68,875.00, and the other for expanded licensing and maintenance for the Regent Integrated Application System software in the amount of \$75,000.00.
- EXHIBIT VII - 4c The administration recommends that the Board approve issuance of a purchase order to Tivoli Systems, Inc., for renewal of the software maintenance contract, in the amount of \$23,962.50.
- EXHIBIT VII - 4d The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard Corporation, for renewal of the UNIX hardware and operating system software maintenance contract, in the amount of \$49,855.00.
- EXHIBIT VII - 4e The administration recommends that the Board approve issuance of a purchase order to Lucent Technologies Octel Messaging, for service and maintenance of voice messaging hardware and software, in the amount of \$16,440.00.

Consent Agenda
Exhibit VII - 4
June 30, 1998

EXHIBIT VII - 4f The administration recommends that the Board approve issuance of a purchase order to Cisco Systems, Inc., for maintenance of hardware and software, and remote technical support for routing equipment, in the amount of \$23,127.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Cognos Corporation for a software licensing and maintenance agreement for the period of July 1, 1998 through June 30, 1999 as requested by *Information Systems*.

II. BUDGET STATUS

Funds in the amount of \$40,000.00 will be provided in the 1998/99 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

The Regent Integrated Application System software, which was purchased from Computing Options Company, requires the use of Cognos software tools that include a relational database and fourth generation languages. This agreement entitles the College to receive new releases of software, software enhancements and technical support, all of which insure that the software is up to date and consistent with technological and industry standards.

No bids were solicited because there is no other supplier that provides this licensing and maintenance.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Cognos Corporation, for a software licensing and maintenance agreement, in the amount of \$40,000.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of two purchase orders to Computing Options Company, one for the Regent Integrated Application System software, standard licensing and maintenance and the other for expanded licensing and maintenance for the period of July 1, 1998 through June 30, 1999 as requested by Information Systems.

II. BUDGET STATUS

Funds in the amount of \$68,875.00 will be provided in the 1998/99 Education Fund budget, under account number 0195-231-534.01 and funds in the amount of \$75,000.00 will be provided in the 1998/99 Technology Plan budget, under account number 0695-245-539.00-4509.

III. INFORMATION

The purchase of the Regent Integrated Application System software for colleges and universities was approved by Board action on June 9, 1993. The system consists of four major components: Student Information, Financial Administration, Human Resources, and Financial Aid.

The standard licensing and maintenance agreement entitles the College to receive software modifications to assure conformity with federal and state regulations, as well as enhancements and improvements. The expanded licensing and maintenance agreement includes custom programming, on-site support and training, and full access to new development, including Delphi product and web interfaces to support Technology Plan initiatives G3, G4, G5 and G17.

No bids were solicited because no other supplier provides this licensing and maintenance.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of two purchase orders to Computing Options Company, one for standard licensing and maintenance for the Regent Integrated Application System software in the amount of \$68,875.00, and the other for expanded licensing and maintenance for the Regent Integrated Application System software in the amount of \$75,000.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Tivoli Systems, Inc., formerly Software Artistry, Inc., for renewal of the software maintenance contract for the period of July 1, 1998 through June 30, 1999 as requested by Information Systems.

II. BUDGET STATUS

Funds in the amount of \$23,962.50 will be provided in the 1998/99 Education Fund budget, under account number 0195-245-539.

III. INFORMATION

The purchase of the Tivoli Systems enterprise-wide service and support software and the associated training and implementation support for the Help Desk was approved by Board action on April 24, 1997.

The software maintenance agreement entitles the College to receive continued support and software updates.

No bids were solicited because no other supplier provides this maintenance.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Tivoli Systems, Inc., for renewal of the software maintenance contract, in the amount of \$23,962.50.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Hewlett-Packard Corporation for renewal of the UNIX hardware and operating system software maintenance contract for the period of July 1, 1998 through June 30, 1999 as requested by Information Systems.

II. BUDGET STATUS

Funds in the amount of \$49,855.00 will be provided in the 1998/99 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

This purchase order is for renewal of the maintenance agreement for HP UNIX hosts and operating system software. These systems are needed for instructional and administrative purposes.

Because these systems require both hardware maintenance and integrated software support, it is not feasible to obtain bids from other vendors.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard Corporation, for renewal of the UNIX hardware and operating system software maintenance contract, in the amount of \$49,855.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Lucent Technologies Octel Messaging for the service and maintenance of the voice messaging hardware and software, for the period of July 1, 1998 through June 30, 1999 as requested by Information Systems.

II. BUDGET STATUS

Funds in the amount of \$16,440.00 will be provided in the 1998/99 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

Octel provides regular service and maintenance of the voice messaging system for hardware and software, assuring uninterrupted call processing and voice messaging for the College. Upgrades to the system software, within the current version, are provided as part of the agreement.

No bids were solicited because no other supplier provides this service and maintenance.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Lucent Technologies Octel Messaging, for service and maintenance of voice messaging hardware and software, in the amount of \$16,440.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Cisco Systems, Inc., for maintenance of hardware and software, and remote technical support for routing equipment during the period of July 1, 1998 through June 30, 1999 as requested by Information Systems.

II. BUDGET STATUS

Funds in the amount of \$23,127.00 will be provided in the 1998/99 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

The Cisco routing equipment is critical. It supports Harper College Communication Network (HCCN) connectivity for desktop, local area network (LAN) application and web servers, and internet access at the Northeast Center (NEC), the Northwest Suburban Employment and Training Center (NSET) and the main campus.

No bids were solicited because no other supplier provides this maintenance and support.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Cisco Systems, Inc., for maintenance of hardware and software, and remote technical support for routing equipment, in the amount of \$23,127.00.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

- A. Ratification of Supervisory/Confidential Appointments.
- B. Ratification of Professional/Technical Reclassifications.
- C. Ratification of Classified Staff Reclassifications.
- D. Ratification of Professional/Technical Terminations.
- E. Ratification of Supervisory/Confidential 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 Supervisory/Confidential Appointments; the Professional/Technical and the Classified Staff Reclassifications; the Professional/Technical, the Supervisory/Confidential and the Classified Staff Terminations; and the Overload and Adjunct Faculty Assignment Summary Sheets.

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

Via fax vote on June 8, 1998, the Nominating Committee of the Educational Foundation appointed Ms. Rita L. Mullins 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 Ms. Rita L. Mullins as a member of the Board of Directors of the Harper College Educational Foundation.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and Elmhurst Memorial Hospital of Elmhurst for use of clinical facilities for students in the Cardiac Rehabilitation 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 Elmhurst Memorial Hospital of Elmhurst are consistent with the clinical objectives of the Harper College Cardiac Rehabilitation Program.

This agreement has been approved by appropriate officers of Elmhurst Memorial Hospital of Elmhurst and has been reviewed by Harper College legal counsel.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Student Service Awards - Spring 1998.

II. REASON FOR CONSIDERATION

As per Board Policy 3.12, student service awards are presented to students for outstanding contributions in the area of student activities. The authority for giving student service awards requires approval by the Board of Trustees.

III. BACKGROUND INFORMATION

The monetary awards are payments given for students' work for the College through student activities. Harper uses this method of compensation for recommended student leaders in lieu of guaranteeing academic credit, salaries, automatic tuition grants, or other means of payment for particular student positions. This means that students must perform well in their positions in order to be eligible for consideration for these awards. The award is recommended based on performance, position, leadership, and length of service and participation in eXcel, Harper's student leadership training programs. In order to encourage student leaders to complete their classes as well, the amounts of their student service awards are based on credit hours successfully completed. Each student must also meet Harper standards for satisfactory academic performance.

Expenses for student service awards are budgeted in and shared between Student Activities and the Education Fund. For Spring, 1998, \$4,853 will be paid by Student Activities (Student Service Awards Account No. 1039-187-59900-1798) and \$5658 will be paid by the Educational Fund (Financial Aid Account No. 0134-186-592.4). The Harper Educational Foundation through the Steven Bakas Memorial Award Fund will contribute \$644 for the Student Trustee's award.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the Spring, 1998 Student Service Awards in the amount of \$4853 from Account No. 1039-187-59900-1798 and \$5658 from Account No. 0134-186-592.4.

SPRING, 1998

STUDENT SERVICE AWARDS

STUDENT	ORGANIZATION	REBATE	AMOUNT
Jackson, Jennifer	Student Senate	Full	\$ 552
Bazianos, Ioanna	Student Senate	Half	322
Zemola, Danielle	Student Senate	Half	276
Voegeli, Heather	Student Senate	Half	299
Crawford, Joanne	Student Senate	Half	230
Lu, John	Program Board	Full	460
Kilian, Patricia	Program Board	Full	138
Hein, Douglas	Program Board	Half	69
Peters, Matthew	Program Board	Half	299
Stewart, Karol	Program Board	Half	299
Nowak, Jeanette	WHCM	Full	782
McGhee, William	Theatre	Half	276
O'Neill, Sean	Theatre	Half	276
Polli, Michael	Theatre	Half	138
Gruenwald, Shelly	Point of View	Full	690
Fugate, Brian	Point of View	Full	552
Vargas, Rick	Speech Team	Half	230
Hernandez, Ray	Speech Team	Half	230
Kmilk, Frank	Speech Team	Half	322
Mrotek, Anthony	Speech Team	Half	253
Noen, Tricia	Speech Team	Half	276
Ozgur, Ilknur	Speech Team	Half	115
Haberkorn, Stacey	Speech Team	Half	230
Schubel, Lauren	Harbinger	Full	782
McHugh, Sean	Harbinger	Half	207
Freund, Ryan	Harbinger	Half	207
Berger, Don	Harbinger	Half	276
Corcoran, Desiree	Harbinger	Half	322
Shepke, Kevin	Harbinger	Half	299
Golz, Jenni	Harbinger	Half	69
Palka, Tracy	Honors Society	Half	391
Nelson, Pamela	German Club	Half	92
Gonzalez, Michael	Latinos Unidos	Half	345
Gill, Ken	Student Ambassadors	Half	207
Prinzivalli, Pamela	Student Trustee	Full	644
		TOTAL	\$11,155.00

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Prevailing Wage Act

II. REASON FOR CONSIDERATION

By law, Harper College has an obligation to ascertain, publish, keep available for inspection and mail to employers requesting same, its determination of the prevailing wage in the locality and to file annually a certified copy thereof with both the Secretary of State and the Department of Labor of the State of Illinois.

III. BACKGROUND INFORMATION

The Illinois Revised Statutes Chapter 348, Section 39S-1-12, known as the Prevailing Wage Act, requires that any public body awarding any contract for public work or doing the work by contracted day labor shall ascertain the general prevailing hourly rate of wages for employees engaged in such work. "Public body" has been defined to include public educational institutions.

IV. RECOMMENDATION

The administration recommends that the Board adopt the Prevailing Wage Act resolution and authorize the Secretary of the Board to file a certified copy thereof with both the Secretary of State and the Department of Labor of the State of Illinois.

RESOLUTION AUTHORIZING ADOPTION OF PREVAILING WAGE ACT

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or

any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, being Section 39S-1-12, Chapter 348, Illinois Revised Statutes, 1973; and

WHEREAS, the aforesaid Act required that the Board of Trustees of William Rainey Harper College investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said William Rainey Harper College employed in performing construction of public works, for said William Rainey Harper College;

NOW THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD OF TRUSTEES OF WILLIAM RAINEY HARPER COLLEGE;

Section 1: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by State, county, city or any public body or any political subdivision or by anyone under contract for public works," approved, June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of William Rainey Harper College is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook, Kane, Lake and McHenry Counties area as determined by the Department of Labor of the State of Illinois as of June of each year, a copy of each annual determination incorporated herein by reference. The definition of any terms appearing in this Resolution which are also used in aforesaid Act shall be the same as in said Act.

Section 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the William Rainey Harper College to the extent required by the aforesaid Act.

Section 3: The Secretary of the Board of Trustees shall publicly post or keep available for inspection by any interested party in the main office of William Rainey Harper College this determination of such prevailing rate of wage.

Section 4: The Secretary of the Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and address, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

Section 5: The Secretary of the Board of Trustees shall promptly file a certified copy of this Resolution with

Lake and McHenry and State of Illinois, and as such official I do further certify that attached hereto is a true, correct and complete copy of the Resolution Authorizing Adoption of the Prevailing Wage Act which was adopted by the Board of Trustees on the 30th day of June, 1998.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 30th day of June, 1998.

Secretary, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

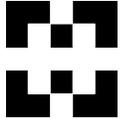
II. REASON FOR CONSIDERATION

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

III. INFORMATION

The attached reports of liaison activity are submitted for Board information. This month's reports are from the:

- Liaison to the Educational Foundation



FOUNDATION ACTION

The Harper College Educational Foundation Board of Directors met on Tuesday, June 9, 1998 at 7:30 am at Harper College and took the following actions:

1. Welcomed new board members Carol Moorman and Carol Pankros.
2. Approved the minutes of the March 10, 1998 meeting.
3. Accepted the Treasurer's Report for the period ending March 31, 1998. The Foundation's cash assets as of March 31, 1998 totaled \$2,750,246.08.
4. Introduced this year's Award for Excellence recipients, Shannon Plate and Kathleen O'Connor.
5. Approved additional funds of \$1,500 to award two Award for Excellence winners.
6. Heard a report from President MacCarthy.
7. Reappointed Fred Barr, Michael Kiss, Rick Korte, Thomas MacCarthy and Duane Tyler to the Class of 2001.
8. Accepted with regret the resignation of director William Ehmig, and the expiration of term for Shirley Gross-Moore and Thomas Turnbaugh.
9. Approved the appointment of Ms. Carol E. Moorman, Ms. Carol C. Pankros, and Mr. David K. Hill as members of the Board of Directors, Class of 2001.
10. Approved the appointment of Michael Kiss as president-elect for 1998-99.
11. Heard a report from Robin Hoffer on the Planned Giving Committee.
12. Approved the Major Gifts Committee recommendation to support the resource development efforts of Harper College for the equipping of the Performing Arts Center, and the Instructional Conference Center.
13. Approved the implementation of an endowment policy with change, interest earning should be total return.

14. Approved an operational and program budget from the Foundation General Unrestricted Fund for \$200,000.
15. Heard a report from Joyce Jeffries on the employee campaign, sign language interpreting direct mail program, Foundation Newsletter, and Web site.
16. Heard a progress report on the July 20, 1998 golf outing from Tim McKeon.
17. Heard a report from Martha Bell on the President's Gala.
18. Heard a report from Fred Barr on alumni association organization.
19. Approved the acceptance of a donation, if offered, of \$58,000 from Square D Company to pay for the development of a new collegiate soccer field on the William Rainey Harper College grounds; and the advancement by the Foundation of up to \$22,500 toward construction cost of the soccer field providing a written pledge from Square D Company is secured.
20. Heard a report from the College President on campus activities and upcoming activities.
21. In the absence of Trustee Liaison Barbara Barton, Trustee Kris Howard distributed Ms. Barton's written report on recent actions and activities of the Board of Trustees.
22. Heard a report from the Executive Director, Catherine Brod, regarding major goals for FY99.
23. The meeting adjourned at 9:00 am.

Note: The next quarterly meeting will be Tuesday, September 8, 1998 at 7:30 am in the College Dining Room.

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: June 18, 1998

NAME OF GRANT	BRIEF DESCRIPTION OF GRANT	FUNDING SOURCE GRANT FUNDS	DATES OF OPERATION
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Project Hope***	To create awareness and interest among Hispanic middle and high school students and their parents in pursuing postsecondary education	IBHE \$34,000	09-01-96 08-31-97
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Minority Transfer Center	To establish a program to encourage minority students to transfer to 4-year institutions	IBHE \$64,000	09-01-96 08-31-97
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Great Cities Institute	To provide services for Chicago Region Manufacturing Workforce Development Partnership project(sub-contract UIC)	IBHE \$15,570	09-01-97 08/31/98
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Special Populations	To provide a broad range of programs and services for disadvantaged students	ICCB \$223,335	07-01-97 06-30-98
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Workforce Preparation Business/Industry	To provide local economic development in workforce training	ICCB \$153,362	07-01-97 06-31-98
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Workforce Preparation: Education to Careers	To promote career development and workbased learning	ICCB \$147,752	07-01-97 06-30-98
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Advanced Technology Equipment Grant	To purchase technological resources for instructional needs	ICCB \$150,272	07-01-97 06-30-98
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Advanced Technology Technology Support	To provide support for advanced technology	ICCB \$105,194	07-01-97 06-30-98
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Workforce Preparation Student Support Services	To provide support services for students in technical programs	ICCB \$84,370	07-01-97 06-30-98
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Displaced Homemakers Women's Program	To improve advising and job placement for women currently participating in the	IDL \$59,000	07-01-97 06-30-98
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Disabled Students Project	To provide support services to disabled students	DORS \$111,505 \$ 61,309 - M	10-01-96 09-30-97
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HARPER COLLEGE LISTING OF GRANT PROGRAMS July 1, 1997-June 30, 1998

NAME OF GRANT	BRIEF DESCRIPTION OF GRANT	FUNDING SOURCE GRANT FUNDS	DATES OF OPERATION
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Work-based Learning	To create a model program in work-based	ISBE	07-01-97
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	learning	\$25,000	06-30-98
Vocational Administrative	To provide support for administration of of Career Partnership	ISBE \$82,531	07-01-97 06-30-98
Tech Prep State	To implement high school/college career programs	ISBE \$162,159	07-01-97 06-30-98
Tech Prep Federal	To implement high school/college career programs	ISBE \$124,322	07-01-97 06-30-98
Perkins IIC	To support vocational programs in Districts 211, 214, 220	ISBE/Perkins \$303,454	07-01-97 06-30-98
Program Improvement	To support vocational programs in Districts 211,214,220	ISBE \$60,157	07-01-97 06-30-98
Elementary Career Development	To promote career development in elementary and middle schools	ISBE \$56,048	07-01-97 06-30-98
Agricultural Incentive	Flow through project from District 220	ISBE \$1,443	07-01-97 06-30-98
Adult Education Programs	To support and strengthen adult education programs for grant eligible students and staff development	ISBE \$276,842	07-01-97 06-30-98
Single Parent Project	To provide tuition, classroom materials and transportation for displaced homemakers and single parent heads of household	ISBE/Perkins \$55,000 \$55,000	07-01-97 06-30-98 7/1/98-6/30/99
Sex Equity Project	To reduce sex bias/sex role stereotyping in the workplace; nontraditional student retention and employment services	ISBE/DAVTE \$35,000	07-01-97 06-30-98
Program Improvement	For staff and curriculum development in vocational education	ISBE/DAVTE \$23,282	07-01-97 06-30-98

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
Title IIC Perkins Grant	For targeted vocational education projects	ISBE/DAVTE \$167,308	07-01-97 06-30-98
Tech Prep Grant	For staff and curriculum development for	ISBE/DAVTE	07-01-97

	Tech Prep programs	\$37,678	06-30-98
College/High School Partnership for Intermediate Algebra	To develop and implement an innovative intermediate Algebra curriculum	ISBE \$137,858	10-15-96 12-31-97
Improvement of Three Undergraduate Chemistry Courses	To obtain permanent equipment for chemistry laboratories	NSF \$13,798 \$13,798 -M	06-01-96 05-31-98
Northwest Suburban Education to Careers System	To establish a system for all area students (grades K-14) for career development and school / work-based preparation	USDE \$366,418	07-01-96 06-30-01(2001)
Great Lakes Outreach Center / Midwest Center for Postsecondary Outreach	To provide technical assistance and outreach to other postsecondary institutions	USDE / St. Paul Technical College \$91,214 (first year) (\$272,500 total)	07-01-97 09-30-98
Trio / Students Services Support	To provide services to students with disabilities which improve GPA, retention, graduation and transfer	USDE \$180,000	09-01-97 09-30-98
Chemistry Equipment UIC Subcontract	To purchase materials to conduct chemistry experiments	NSF \$3,000	05-01-97 04-30-00
Technical Assistance	To conduct an energy audit	DCCA \$11,028	08/15/97 12/31/98
Reported as of September 18, 1997	TOTAL AWARDED: \$3,487,900		

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

NAME OF GRANT	BRIEF DESCRIPTION OF GRANT	FUNDING SOURCE GRANT FUNDS	DATES OF OPERATION
<u>Grant activity since previous report (9/18/97)</u>			
Disabled Students Project	To provide support services for disabled students	IDHS/DORS	ENDED 9/30/97
Disabled Students Project	To provide support services for	IDHS/DORS	10/01/97

a: Adjustment from previous report

M = Matching amount required

**HARPER COLLEGE EDUCATIONAL FOUNDATION
STATUS OF DONATIONS
May 13, 1998 to June 12, 1998**

<u>Fund</u>	<u>Donations</u>	<u>Receipts</u>	<u>Total</u>
Annual Campaign, Payroll Deductions	\$ 3,247.62		
Access and Disability Services	10.00		
Carol Zack Memorial Fine Arts Endowment Scholarship	50.00		
Cheryl M. Dwyer Memorial Endowed Scholarship	20.00		
Children's Institute of Learning and Living	3,000.00		
Cooperative Education	8.00		
Corporate Services Fund	20.00		
Displaced Homemakers Scholarship	410.00		
Dr. Charles Shaner Memorial Scholarship for Dental Hygiene	85.00		
Educational Foundation Gala	2,500.00		
Edward Moran Memorial Computer Science Award	500.00		
Elizabeth Schmik Hull Fund	10,050.00		
Friends of the LRC	61.00		
General Alumni Fund		\$ 1,111.83	
General Scholarship Endowment	2.00		
General Scholarship Fund	75.00		
General Unrestricted Fund	2,605.00		
Harper Annual Golf Outing	2,005.00	2,360.00	
Harper 512 IEA/NEA Association Scholarship	91.00		
Harper Nursing Student Endowment Scholarship	26.00		
Harper Symphony Orchestra	225.00		
International Student Scholarship Fund	50.00		
International Studies Abroad Scholarship	30.00		
Jacob and Iris Wolf Sign Language Interpreting Scholarship	1,055.00		
Joanne Heinly Nursing Scholarship	110.00		
Math Lab Scholarship	500.00		
Math League Awards	500.00		
Model Office Project	2.00		
Neighborhood Literacy Program	20.00		
Office Re-entry Program	10.00		
Palatine Garden Club Scholarship	340.00		
Public Safety Program	13.00		
Roy G. Kearns Memorial Endowment Scholarship	618.00		
Schaumburg Area AAUW Scholarship for Women	300.00		

**HARPER COLLEGE EDUCATIONAL FOUNDATION
STATUS OF DONATIONS
May 13, 1998 to June 12, 1998**

<u>Fund</u>	<u>Donations</u>	<u>Receipts</u>	<u>Total</u>
Sharlene Marchiori Memorial Nursing Scholarship	1,000.00		
Walter E. Schroeder and Elizabeth M. Schroeder Memorial Endowment for Honor Students	5.00		
Wellness Program		258.00	
Women's Program	288.00		
 TOTAL DONATIONS	 \$ 29,831.62		
 TOTAL RECEIPTS		 \$ 3,729.83	
 TOTAL DONATIONS & RECEIPTS			 \$ 33,561.45

OTHER DONATIONS

<u>Donor</u>	<u>Fund</u>	<u>Item</u>	<u>Value</u>
TOTAL OTHER DONATIONS	See Attached		\$ 200.00
 GRAND TOTAL			 \$ 33,761.45

**Harper College Educational Foundation
Gift In Kind Report
May 13, 1998 - June 12, 1998**

<u>Date</u>	<u>Constituent Name</u>	<u>Fund</u>	<u>Gift Value</u>	<u>Reference</u>
5/23/98	Ruella Bouchonville	Golf Outing	\$ 100.00	Sherpa Style Handwoven Jacket
6/09/98	Barrington Therapeutics	Golf Outing	55.00	One-hour Massage
6/09/98	Image Designers	Golf Outing	<u>45.00</u>	Haircut and Manicure
			<u>\$ 200.00</u>	

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Administrative Employment Contracts

II. REASON FOR CONSIDERATION

Approval by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute the Administrative Employment Contracts.

III. BACKGROUND INFORMATION

Several meetings were held between the administration and representatives of the administrators to review and discuss changes in the Administrative Employment Contracts.

Recommended changes include a 4% salary increase; salary range movement of 2 1/2%; increasing the Short-Term and Long-Term Disability monthly maximum from \$3,750 to \$4,500 effective 1-1-99; eliminating the cap on the maximum number of sick days which can be accumulated; and studying the possibility of making available to administrators the option to purchase, through payroll deduction, a Long Term Care insurance policy at group rates.

The increased costs for salary adjustments and changes in the fringe benefit program are \$131,854.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the sum of \$131,854 for adjustments in salaries and fringe benefits, and the administration further recommends that the Board Chairman and Secretary be authorized to execute the Administrative Employment Contracts on behalf of the Board of Trustees for the 1998-99 fiscal year.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Increase in salaries and fringe benefit expenses for the Classified and Supervisory/Confidential employees for 1998/99.

II. REASON FOR CONSIDERATION

Approval of funds for the increase in salary and fringe benefit expenses is required by the Board of Trustees.

III. BACKGROUND INFORMATION

A survey was distributed to Classified and Supervisory/Confidential employees requesting their comments on the salary and fringe benefit program.

As a result of the survey comments and other studies conducted by the Administration, the recommended changes include a 4% salary increase; stipends for those employees at the top of the salary range who are in good standing; salary range movement of 2 1/2%; parity increases to the midpoint of the salary range for employees in good standing who have been in their salary range for at least five years; eliminating the cap on the maximum number of sick days which can be accumulated; and increasing the number of tuition waivers from one to two classes per semester for regular part-time employees who work between 19 and 29 hours.

The increase costs for salary adjustments and fringe benefit expenses is \$355,769.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the sum of \$355,769 to implement the increase in salaries and fringe benefit expenses for the Classified and Supervisory/Confidential employees effective July 4, 1998.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Educational Service Providers

II. REASON FOR CONSIDERATION

The Community College Act, Section 805/3-40 stipulates that the Board may enter into contracts with any person, organization, association, educational institution, or governmental agency for providing or securing educational services.

III. BACKGROUND INFORMATION

The College has a growing number of educational service providers it is using to deliver educational programs in both credit and continuing education programs. The attached list represents the Educational Service Providers we anticipate will provide service in Fiscal Year 1998-99.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board approve the attached list of educational service providers for Fiscal Year 1998-99.

EDUCATIONAL SERVICE PROVIDERS

ORGANIZATION

TRAINING/CURRICULUM

1. Arlington Academy

Cosmetology Program offered

- | | | |
|----|-----------------------------------|---|
| | Cosmetology Career Center | through Continuing Education |
| 2. | Computer Solutions | Certified Industrial Training
in Labview |
| 3. | Data Train Institute | A+/PC Technician Training |
| 4. | Northwest Community
Healthcare | Emergency Medical Technician |
| 5. | Tech Data | Novell Training |

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

The Resource Allocation and Management Plan for Community Colleges (RAMP) document.

II. REASON FOR CONSIDERATION

The planning document is required each year by the Illinois Community College Board and the Illinois Board of Higher Education and is the basis for requests to the legislature for capital funding. It contains the official request for Harper's capital funding. In the past, the RAMP has also included reporting on building usage and was due August 1. This year, due to changes in the legislative calendar, the RAMP will be submitted in two parts. The request for capital funds is due on July 1, 1998 and the reporting data is due August 1, 1998.

III. BACKGROUND INFORMATION

In a change from past years, the RAMP document has become more comprehensive. The rationale is that the ICCB would like to see fewer projects which are more thoroughly planned, therefore producing a better quality project. Legat Architects have been identified as producing a quality RAMP submission for other community colleges. The College has retained Legat Architects to assist College staff in producing the RAMP document for submission. The College has identified the renovation of Buildings G and H as the project requested for state funding.

IV. RECOMMENDATION

The administration recommends the approval of the capital request part of the RAMP document for submission to the Illinois Community College Board. (Detailed document will be delivered the night of Board Meeting.)

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

College Protection, Health and Safety: Energy Conservation, Environmental Protection and Handicapped Accessibility Projects.

II. REASON FOR CONSIDERATION

Prior to adopting the 1998 tax levy, Harper College is required to submit to the Illinois Community College Board for approval the 1998 Life Safety projects which will be included in the 1998 tax levy. After the Illinois Community College Board reviews the requested Life Safety projects and if the projects qualify and meet their approval requirements, they will provide the certification documents necessary for the tax levy process.

III. BACKGROUND INFORMATION

House Bill 1587 was signed by Governor Thompson in September 1984. This bill, which is now part of Section 3-20.3.01 of the Illinois Community College Act, provides a process for Community College districts to levy a tax or issue bonds for the purpose of altering or repairing their facilities for protection, health or safety; energy conservation; handicapped accessibility; and/or environmental protection reasons.

The following projects are being recommended for 1998 Life Safety Tax Levy funding:

Proposed Work Item

**Estimated
Project
Cost**

Building E HVAC (approved last year)	\$87,625
Building P Codes/HVAC	\$206,460
Building T Exhaust	\$66,325
NEC Outdoor Lighting	\$101,230
Building D & H Lighting	\$238,700
Building M Washrooms/Lockers & Ventilation/HAC/Pool Filter	\$648,911
Total	\$1,349,251

IV. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the attached resolution for approval of the above projects to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Community College Act.

The administrations further recommends that the Board of Trustees approve the employment of Legat Architects or Stanley Engineers to provide the architectural/engineering services for the 1998 Life Safety repair and renovation projects.

RESOLUTION FOR APPROVAL BY THE BOARD OF TRUSTEES OF PROJECTS
TO ALTER AND REPAIR FACILITIES PURSUANT TO SECTION 3-20.3.01
OF THE ILLINOIS PUBLIC COMMUNITY COLLEGE ACT

WHEREAS, there is need for the alteration and repair of certain of the facilities of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry: and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to levy a tax to pay for such alterations or repairs upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such alterations or repairs; and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that any Board authorized to levy the aforesaid tax may also, or in the alternative by proper resolution, borrow money for such specifically identified purposes, not to exceed FOUR MILLION FIVE HUNDRED THOUSAND DOLLARS (\$4,500,000.00) in the aggregate at any one time and as evidence of such indebtedness may issue bonds without referendum, said bonds to mature within twenty (20)

years and to bear interest at such rate(s) as is authorized by applicable Illinois law; and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that the Board of Trustees may adopt the aforesaid Resolution(s) to levy tax or to issue bonds in the authorized amount only on the condition that the Board: (a) makes a determination that there are not sufficient funds in the Operations and Maintenance Fund of the District to permanently pay for such alterations or repairs; (b) secures from a licensed architect or engineer a certified estimate of the amount, not less than TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00), that is necessary to make such alterations or repairs; and (c) secures from the Executive Director of the Illinois Community College Board (hereinafter "ICCB") approval of said project(s) and estimate(s); and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that the county clerks shall extend such tax: (a) on the filing by the Board of Trustees of a certified copy of a Resolution levying said tax; or (b) on the filing by the Board of Trustees of a certified copy of a Resolution fixing the amount of bonds authorized, the date, maturities and interest thereon, provide for the levy and collection of a direct annual tax

upon all the taxable property of the District sufficient to pay the principal and interest on such bonds to maturity;

NOW, THEREFORE, be it resolved by the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, as follows:

Section 1: That the Board of Trustees has determined and identified the projects for alteration and repair of facilities of William Rainey Harper College, Community College District No. 512, listed below as necessary for energy conservation, health or safety, environmental protection or handicapped accessibility and has tentatively estimated costs of said projects as follows:

Proposed Work Item	Estimated Project Cost
Building E HVAC (approved last year)	\$87,625
Building P Codes/HVAC	\$206,460
Building T Exhaust	\$66,325
NEC Outdoor Lighting	\$101,230
Building D & H Lighting	\$238,700
Building M Washrooms/Lockers & Ventilation/HAC/Pool Filter	\$648,911
Total	\$1,349,251

Section 2: That the Board of Trustees has determined that there are not sufficient funds available in the Operations and Maintenance Fund of the District to

permanently pay for the alterations and repairs identified in Section 1 above.

Section 3: That the Board of Trustees has secured from a licensed architect or engineer a certified estimate of the costs of completion of the alterations and repairs required for the projects identified in Section 1 above.

Section 4: That the Board of Trustees shall forward the certified estimates of the costs of completion of the alterations and repairs required for the projects identified in Section 1 above to the Executive Director of the Illinois Community College Board for approval.

Passed and Approved the 30th day of June, 1998.

APPROVED:

Chairman
Board of Trustees
William Rainey Harper College
Community College District No. 512
Counties of Cook, Kane, Lake and
McHenry

ATTEST:

Secretary
Board of Trustees
William Rainey Harper College
Community College District No. 512
Counties of Cook, Kane, Lake and McHenry

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

RESOLUTION CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and as such official I do further certify that attached hereto is a true, correct and complete copy of the Resolution for approval of Projects to Alter and Repair Facilities Pursuant to Section 3-20.3.01 of the Illinois Public Community College Act which was adopted by the Board of Trustees on the 30th day of June, 1998.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 30th day of June, 1998.

Secretary, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Partnership Opportunity with Siemens Corporation

II. REASON FOR CONSIDERATION

A Cooperative Agreement is required between Harper College and Siemens Corporation in order to provide education and training in a technical career program area.

III. BACKGROUND INFORMATION

Siemens currently runs a Surface Mount Technology national training center in Elk Grove Village. The proposal includes Siemens moving this three-lab operation to H building which allows Harper to use approximately \$2 million in technology and ongoing support during the evenings, weekends and one week of days per month.

Siemens will also cover the first year expenses (salary and benefits) for a new faculty member to support this project. The agreement in its current state is attached.

IV. RECOMMENDATION

The administration recommends that the Board designate the President the authority to execute this agreement based on final attorney review and approval.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Heavenly Cappuccino Agreement

II. REASON FOR CONSIDERATION

The College is entering into an agreement with Heavenly Cappuccino to provide cappuccino services to the College for a period of one year.

III. BACKGROUND INFORMATION

The College has had an association with Heavenly Cappuccino for about 4 years. In prior years, the agreement was between the Harper College Educational Foundation and Heavenly Cappuccino, and the Foundation received the revenue from the agreement. It has been decided that the College should contract directly with Heavenly Cappuccino and receive the revenues directly. The agreement is for only one year.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board authorize the President to sign the final agreement with Heavenly Cappuccino.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

PEPSI COLA GENERAL BOTTLERS, INC.
CONTRACT AGREEMENT

I. SUBJECT

Recommendation to enter into an exclusive contract agreement with Pepsi Cola General Bottlers, Inc. for all of the vended cold beverages sold at William Rainey Harper College.

II. INFORMATION

The College has seen marked growth in vending purchases over the past few years. A potential for generating additional revenue for the College has been identified. If the College buys its own cold beverages direct and fills and maintains the machines, significant revenues in vending commissions can be realized. Both Pepsi Cola and Coca-Cola were approached and given the opportunity to submit proposals to the College for a five-year exclusive contract.

The proposal from Pepsi Cola gives higher commission rates and a greater rebate per year than the Coca-Cola proposal. Included in the Pepsi bid is a \$20,000 rebate to the College each year to be used in any manner. The first year's rebate will go to the Wellness and Human Performance Division to purchase new scoreboards.

The anticipated revenue the first year from just cold beverage sales is \$170,000. The anticipated revenue in the second year is \$206,000. In addition the cafeteria will be able to buy products from Pepsi at the vending prices, which will save approximately \$3,000 per year. Pepsi Cola will provide all of the machines at no cost to the College. The current commission on all machines, including hot beverage and snack machines, is \$150,000 per year.

The contract is written for five years beginning on July 1, 1998 and ending on June 30, 2003. The contract can be terminated by either party with 90

days written notice. If the College makes its agreed-to quota of 8,000 cases per year in sales before year five, the contract can be renegotiated at that time rather than waiting for the five- year period to expire.

III. RECOMMENDATION

The administration recommends that the Board enter into an exclusive contract with Pepsi Cola Bottlers, Inc. for five years beginning July 1, 1998 through June 30, 2003 for all of the vended cold beverages sold at William Rainey Harper College.

h:app/winword/pepsi

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

New Electronics Manufacturing Technology Degree Program

II. REASON FOR CONSIDERATION

ICCB requires that the Board approve proposed new degree programs.

III. BACKGROUND INFORMATION

This degree is the result of a partnership between Motorola, Inc., Harper College, McHenry CC, Elgin CC and the College of Lake County. This degree is based on the American Electronics Association national technical industry standards for technicians, Motorola technician competencies standards and the best practices of each of the contributing community colleges.

One of the major economic development issues in this region is the lack of trained technicians, especially in the electronics industry. This degree addresses this issue on a regional basis to allow students/current employees of electronics companies, to attain a degree regardless of their changing employers or being transferred. This Harper led program is the first of its kind in Illinois, utilizing a strategic industry partnership to offer the exact same program at four different colleges to meet regional workforce needs.

IV. RECOMMENDATION

The administration recommends that the Board approve this new degree program.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to approve the Strategic Long-Range Plan:
1998-2001

II. REASON FOR CONSIDERATION

In accordance with current Board Policy, Chapter 7,
Section 7.18, approval by the Board of Trustees is
required of the Strategic Long-Range Plan.

III. BACKGROUND INFORMATION

The Administration prepared a comprehensive three-
year Strategic Long-Range Plan. The Plan has been
reviewed by interested College employees and more
than 150 suggestions included in the final draft.
Once approved by the Board of Trustees, the Strategic
Long-Range Plan will be forwarded to the new College-
wide Planning Committee whose responsibility will be
to maintain the Plan's viability through continuous
updating.

IV. RECOMMENDATION

The Administration recommends that the Board of
Trustees approve the Strategic Long-Range Plan:
1998-2001.

ADOPTION OF BUDGET RESOLUTION

Member _____ moved, seconded by Member _____; WHEREAS, the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, caused to be prepared in tentative form a budget for the fiscal year July 1, 1998 to June 30, 1999, and the Secretary of this Board has made the same conveniently available for public inspection for at least thirty (30) days prior to final action thereon:

AND WHEREAS, a public hearing was held as to such budget on the 30th day of June, 1998, notice of said hearing being published in the Arlington Heights Herald, Barrington Herald, Buffalo Grove Herald, Daily Courier News, Des Plaines Herald, Elk Grove Herald, Hanover Park Herald, Hoffman Estates Herald, Mount Prospect Herald, Palatine Herald, Rolling Meadows Herald, Schaumburg Herald, Streamwood Herald, and Wheeling Herald, newspapers published or distributed in this College district, at least thirty (30) days prior thereto as required by law, and all other legal requirements having been complied with:

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

Section 1. That the fiscal year of the College district be and the same is hereby fixed and declared to begin on the 1st day of July, 1998 and end on the 30th day of June, 1999.

Section 2. That the following budget containing an estimate of amounts available in the Education; Operations and Maintenance; Restricted Purposes; Audit; Liability, Protection and Settlement; Bond and Interest; Operations and Maintenance Restricted; and Auxiliary Enterprises

Funds, each separately, and of expenditures from each of the aforementioned funds, be and the same is hereby adopted as the budget of this community college district for the said fiscal year.

June 30, 1998

Board Chairman

Board Secretary

CERTIFICATION

THE UNDERSIGNED DO HEREBY CERTIFY that they are respectively, the Secretary of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, State of Illinois, and the Chief Fiscal Officer thereof.

IT IS HEREBY CERTIFIED that attached hereto is a true, correct, complete and certified copy of the budget resolution as adopted on June 30, 1998 by the Board of Trustees of said Community College District for the fiscal year beginning July 1, 1998 and ending June 30, 1999, and an estimate of revenues, by source, anticipated to be received by the College in the 1998-99 fiscal year, which estimate of revenue is hereby certified as being true and correct by the Chief Fiscal Officer of said College District.

IN WITNESS WHEREOF, we have affixed our official signatures to this Certification as of June 30, 1998.

Secretary, Board of Trustees

Chief Fiscal Officer

Illinois Community College Board

FISCAL YEAR 1999 RESOLUTION

The Board of Trustees of William Rainey Harper College formally adopted the Fiscal Year 1999 Budget with the following resolution:

See Attached

A copy of the adopted budget is enclosed.

ATTEST:

Secretary, Board of Trustees

Chairman, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

1998-1999 Annual Plan

II. REASON FOR CONSIDERATION

The Annual Plan: 1998-1999 is submitted annually to the Board of Trustees for their information.

III. INFORMATION

The Annual Plan is comprised of measurable objectives prepared by those members of the College's senior executive staff reporting to the President. Accomplishment of the objectives detailed in the Annual Plan results in incremental attainment of the task statements appearing in the Strategic Long-Range Plan. The Annual Plan is intended to ensure the College has a defined focus for a given twelve-month period in order to insure maximum efficiency and effectiveness of operation.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

First reading: Revision to the Board of Trustees Policy Manual on Information Technology.

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 College recognizes the need to protect the Technology resources provided to students, faculty, employees, and the approved users. The College wants to emphasize the importance of establishing guidelines for the appropriate use of these resources and is therefore, clarifying this section of the Board policy related to these issues.

This is presented for a first reading by the Board and no action is required. The second reading and adoption is scheduled for the July 23, 1998 Board meeting.

IV. RECOMMENDATION

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

5.0 Information Technology

5.0.1 Information Technology Resources

1. The College's information technology resources are devoted to the support of instruction, academic research and business purposes of the College.

Consent Agenda
Exhibit VIII-N
June 30, 1998

2. Access to the College's information technology resources is a privilege granted to its students, employees and other authorized users.
3. The College reserves the right, at its discretion and at any time, to extend, limit, restrict or deny computing privileges to and access of its information resources to any student, employee, department or division.
4. College policy, procedures, rules and regulations governing acceptable use of information technology shall be published in the Information Technology Procedure Manual, the Student Handbook and appropriate employee publications. Violation of the College policy, procedures, rules or regulations governing the acceptable use of information technology shall result in appropriate disciplinary action.