

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Board Meeting
July 23, 1998
7:00 p.m.

Agenda

- I. Call to Order
- II. Roll Call
- III. Citizen Participation
- IV. President's Report
- V. Student Trustee Report
- VI. Approval of Agenda
- VII. Approval of Consent Agenda* (Roll Call Vote)

For Approval

- 1. Minutes—June 30, 1998 Regular Board meeting and executive session Exhibit VII-1
- 2. Bills Payable, Payrolls for June 19 and July 3, 1998; Estimated payrolls for July 4 through August 28, 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 Appointments Exhibit VII-6

For Information

- 7. Financial Statements Exhibit VII-7
- 8. Committee and Liaison Reports Exhibit VII-8
- 9. Grants and Gifts Status Report Exhibit VII-9

*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: Adjunct Faculty Compensation Schedule for 1998-99

Exhibit VIII-A

B. RECOMMENDATION: A.H. Vending and Food Services
Contract Agreement

Exhibit VIII-B

C. RECOMMENDATION: 1999 Bond Referendum

Exhibit VIII-C
(to be hand-carried)

IX. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

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

*September 22 (Tu) - 7:00 pm Regular Board meeting

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

XI. Adjournment

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

Minutes of the Regular Board Meeting of Tuesday, June 30, 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 Tuesday, June 30, 1998 at 7:04 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
Absent: Student Member Valadez

Also present: Robert Breuder, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; David McShane, V.P. Information Systems; Judy Thorson, V.P. Administrative Services; Patrick Beach; Pat Bourke; Michael Brown; Larry Bielawa; Catherine Brod; Steve Catlin; Harley Chapman; Tom Choice; Georgeann Clark; Terry Engle; Julie Fleenor; Anne Frost; Bob Getz; Jerry Gotham; Amy Hauenstein; Julie Henning; Evelyn Hopkins; Bill Howard; Marlene Hunt; Thea Keshavarzi; Liz McKay; Rosemary Murray; Elena Pokot; Sheila Quirk; Sharon Szymoniak; Pat Traynor and Joan Young - Harper. Students: Kathryn Cowley and Todd Smiley.

Guests: Barbara Bell, Pioneer Press; Alan Bombick and Michael Lundeen, Legat Architects; Tom Rooney, Gilbane Construction; Bill and Helen Huley, Northwest Tax Watch.

CITIZEN
PARTICIPATION

Former Harper employee Marlene Hunt addressed the Board. She explained her background and past history with Harper College beginning 20+ years ago as a student, as Adjunct Faculty, as a full-time graphic designer and finally as the graphic design supervisor. She explained that on Monday, June 15 at 3:00 p.m. she was told that her position had been eliminated effective immediately. Vice President Bonnie Henry, Publications Director Joan Young, Personnel Director Larry Bielawa and Union Representative Mary Azawi were in attendance as Ms. Hunt was given insurance

information, told she would be paid until September 4, and asked to gather her belongings. She said that after a 20+ year relationship with Harper College, her termination took less than three minutes. She expressed disappointment with the harsh process she experienced and asked if this represented the "new image" of Harper College.

Chair Kolze thanked Ms. Hunt for addressing the Board and asked if Board members could have a copy of her letter. Ms. Hunt agreed to send each Board member a copy.

Vice President Bonnie Henry introduced Jerry Gotham, Dean of Wellness and Human Performance. Mr. Gotham announced that Square D Company has agreed to give Harper College a donation of \$60,000 over the next three years to develop a soccer field on campus. Mr. Dick Guttman and Mr. Frank Sullivan of Square D Company worked very closely with the Foundation to achieve this donation. Mr. Gotham noted that the cost of the soccer field is approximately \$85,000, and that the second source of funding will come from the Inverness Red Devils Soccer Club. They will have a rental agreement with Harper for the next ten years and will pay a total of \$28,000 over the next four years. The field will be located between Algonquin Road and Perimeter Road on the east side of the entrance and should be in service by Fall 1999. He explained structural changes to be made including drainage, slope, grading, water line, and fencing. He noted that the soccer field scheduling will include Men's and Women's Soccer Team practice and games, and will allow for Inverness Red Devils Soccer Club to schedule ten Sundays in the Fall and ten Sundays in the Spring. He added that there will be opportunities for sports camps and tournaments in the summer and possibly other soccer league scheduling.

On behalf of the Board, Chair Kolze thanked the Foundation, the Inverness Red Devils Soccer Club and Square D Company for their contributions. Member Howard noted that she hopes landscaping will be considered in the planning process so that the attractiveness

of the entrance is not adversely affected. Mr. Gotham stated that several trees will remain and plantings are being included on both sides of the entranceway.

In response to Member Gillette, Mr. Gotham stated that the soccer field plans have taken into consideration the Illinois Department of Transportation improvements to Algonquin Road. Chair Kolze added that this probably should be reviewed again.

Dean Pat Bourke distributed handouts regarding the Senior Citizen Program and Services. She noted that the objective of the Senior Citizen Program is to provide educational opportunities for older adults which are consistent with the philosophy, mission and objectives of Harper College. All of the programs are available to students of all ages; however, there are some special discounts associated with senior citizens. In addition to regular programs and services, the College offers specific opportunities for older adults (dedicated courses). Typically, one or two dedicated Credit courses are available to older adults each semester (usually in Liberal Arts and Political Science). There are many different Continuing Education courses offered which are specifically designed for the older adult (for example, Aquasize classes). Approximately 200 people participate in the exercise classes each semester.

Ms. Bourke noted that the senior lecture series, offered at the Northeast Center, is quite popular. Usually a series of three to five lectures is offered each semester. Her area also promotes to senior citizens different services and events available at Harper College such as the Health Fair, cultural arts, travel programs, and the Dental Hygiene clinic which offers fee discounts for seniors.

She explained that they have been working with the Senior Advisory Committee since the early 1990's. This is a group of active people who share and bring new ideas from other programs. They also help Harper

promote programs by taking brochures to other areas.

Ms. Bourke explained that marketing of the Senior Citizen programs includes the newspaper and a brochure each semester which is sent to approximately 3,400 senior citizens that the College is aware of (those who have taken a course previously or have inquired about one).

Steve Catlin, Dean of Enrollment Services gave a brief explanation of the tuition policy for Senior Citizen programs. There are four categories:

1. *Dedicated senior credit classes* - 50 percent discount for age 60 years and older.
2. *Non-dedicated credit classes* - 100 percent discount for age 65 years and older - at the start of late registration.
3. *Dedicated continuing education classes* - no discount; price reflects cost.
4. *Non-dedicated continuing education classes* - 100 percent discount for age 65 years and older - if space is available.

Mr. Catlin explained that Illinois Statute allows for someone 65+ years of age to enroll in credit classes tuition-free in public colleges and universities on a space-available basis if they meet a financial test. Harper College made that easier by eliminating the financial test requirement. The College offers a 100 percent discount to all non-dedicated senior classes provided there is space available. This is determined three days before the start of class. People wishing to enroll earlier to reserve a seat may enroll earlier and pay full tuition. This assures that the class has sufficient paid enrollment to run before offering 100 percent discount. He noted that there is also a 100 percent discount available to seniors who have a low income threshold.

Coordinator Georgeann Clark explained how she works with the Senior Advisory Committee. She meets with them personally or via the telephone to work on program development, marketing issues and brochures. They give her requests and feedback. This information

is used to organize speakers for various lectures. Current objectives include: identifying and partnering with three community senior centers with plans to offer programs at their location; finding sites in the far west area of the Harper district; looking into using library sites; and meeting with various senior groups in the area. All of this should help broaden the base.

Both Chair Kolze and Member Gillette noted that they had recently received positive feedback from senior citizens taking classes at Harper. Member Gillette asked if Harper has information regarding what other community colleges (College of Lake County, DuPage, Elgin, Oakton) are charging senior citizens for tuition. Steve Catlin said that he would get that information for Member Gillette.

Chair Kolze thanked them for the very informative presentation.

PRESIDENT'S REPORT

Dr. Breuder thanked Jerry Gotham for taking a leadership role on the soccer project. Mr. Gotham thanked Facilities Manager Ron Greenberg for his efforts with the facility rental.

Dr. Breuder displayed the plaque Harper received by the Association of Collegiate Business Schools and Programs. He thanked Dean Johnson, the faculty and staff for their efforts in acquiring the prestigious reaccreditation.

STUDENT TRUSTEE REPORT

Chair Kolze noted that Student Member Valadez will be absent from tonight's meeting and the July meeting due to prior commitments in Washington, D.C. and at Western Illinois University. The Student Trustee report was distributed to Board members.

APPROVAL OF AGENDA

Chair Kolze stated that there will be an executive session after the meeting to discuss the appointment, employment and dismissal of personnel. He suggested moving the public hearing for the budget to the beginning of New Business, directly following the Consent Agenda. Board members concurred.

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

Upon roll call, the vote was as follows:

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

Motion carried.

Chair Kolze stated that President Breuder has requested item VII-3f be removed from the Consent Agenda.

CONSENT AGENDA

Member Gillette moved, Member Howard seconded, approval of the minutes of the May 28, 1998 Regular Board meeting and executive session; bills payable; payrolls for May 22 and June 5, 1998; estimated payrolls for June 6 through July 31, 1998; bid awards VII-3a through VII-3e; purchase orders; personnel action sheets; educational foundation appointment; affiliation agreement with Elmhurst Memorial Hospital of Elmhurst; student service awards for Spring 1998; prevailing wage act; and for information: financial statements, committee and liaison reports, grants and gifts status report, as outlined in Exhibits VII-1 through VII-12 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Funds	2,802,443.33
Federal Funds	47,260.25
Tuition Refunds	44,675.63

The payrolls of May 22, 1998 in the amount of \$1,681,459.50; June 5, 1998 in the amount of \$1,292,706.70; and estimated payroll of June 6 through July 31, 1998 in the amount of \$5,992,944.89.

- Bid Awards
- Ex. VII-3a Award Bid Q8884, for 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.
- Ex. VII-3b Award Bid 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.
- Ex. VII-3c Award Bid 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 the 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.
- Ex. VII-3d Award Bid 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 \$22,684.00.
- Ex. VII-3e Award Bid 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 signs, in the amount of \$64,712.76 for a total award of \$106,097.76.

- Purchase Orders
- Ex. VII-4a Approve issuance of a purchase order to Cognos Corporation, for a software licensing and maintenance agreement, in the amount of \$40,000.00.
 - Ex. VII-4b 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.
 - Ex. VII-4c Approve issuance of a purchase order to Tivoli Systems, Inc., for renewal of the software maintenance contract, in the amount of \$23,962.50.
 - Ex. VII-4d 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.
 - Ex. VII-4e 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.
 - Ex. VII-4f 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.

Personnel Actions

Supervisory/Confidential Appointments

Linda Brinkman, New Business Development
Manager, Corporate Services, 07/04/98,
\$49,084
George Simon, Coordinator for MIS, IS/AS,
07/01/98, \$42,500
Amy Vogelgesang, New Business Development
Manager, Corporate Services, 07/04/98,
\$47,171

Professional/Technical Reclassifications

Robert Brown, Systems Administrator, IS,
07/04/98, \$47,444
Steven Hill, Network Communications
Specialist, IS, 07/04/98, \$36,126

Classified Staff Reclassifications

Salvatore Barbaro, Media Services Technician,
LRC-Media Services, 07/04/98, \$29,728
David Dluger, Media Services Technician, LRC-
Media Services, 07/04/98, \$29,728
Denise Scheiden, Telecommunications
Assistant, IS, 07/04/98, \$30,668

Professional/Technical Resignations

Luanne Kristiansen, Program Specialist,
LA/CE, 05/29/98, 6.9 years
James McCafferty, Desktop Integration
Analyst, p/t, IS/CS, 05/08/98, 3.2 years
Stephanie Seay, Information Specialist-
Minority Student Transfer Center, MA,
05/29/98, 1.7 years
Julie Somers, Linguistic Specialist, A&DS,
05/08/98, 1.9 years
Marlene Hunt, Supervisor, Graphics, PUB/CS,
09/04/98, 12.2 years (Reorganization)

Supervisory/Confidential Resignation

Justice Neale, Manager, Client Support,
IS/CS, 05/29/98, 1.5 years

Classified Staff Resignations

Cynthia Aaron, Bilingual Secretary I, p/t,
AE/LS-SGN/SLIP, 05/29/98, 2.3 years
Stefan Adam, Photography Technician, p/t,
PUB/CS, 07/17/98, 5 years
(Reorganization)
Janice Loster, Word Processor/Typesetter,
PUB/CS, 07/04/98, 2.9 years
(Reorganization)
William Pemstein, Sports Information Writer,
p/t, W&HP, 05/29/98, 9.4 years

Rabia Zakaria, Clerk/Receptionist, p/t,
AE/LS-Tutoring Center, 05/29/98, 1.8
years

Educational
Foundation
Appointment

Confirmation of the appointment of Ms. Rita
L. Mullins as a member of the Board of
Directors of the Harper College Educational
Foundation.

Affiliation
Agreement with
Elmhurst Memorial
Hospital of
Elmhurst

Approval of the Affiliation Agreement between
William Rainey Harper College and Elmhurst
Memorial Hospital of Elmhurst.

Student Service
Awards for
Spring 1998

Approval of the Spring 1998 Student Service
Awards in the amount of \$4,853 from Account
No. 1039-187-59900-1798 and \$5,658 from
Account No. 0134-186-592.4.

Prevailing Wage
Act

Adoption of the Prevailing Wage Act
resolution and authorization for 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.

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.

NEW BUSINESS:
Budget Hearing

At 7:42 p.m. Chair Kolze recessed the
regular meeting and called to order the
public hearing on the FY 1999 budget.

Inasmuch as there were no persons present who
desired to speak regarding the budget, Chair
Kolze declared the hearing closed and
reconvened the regular Board meeting at 7:43
p.m.

Administrative
Employment
Contracts

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

Chair Kolze noted that the contract is consistent with other employee group contracts.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Salary Program/
Fringe Benefits
for Classified/
Supervisory/
Confidential

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

Chair Kolze noted that this is within previously established guidelines.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Educational
Service Providers

Member Howard moved, Member Barton seconded, approval of the list of educational service providers for Fiscal Year 1998-99 as outlined in Exhibit VIII-C, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Dolan explained that the five educational service providers listed represent opportunities that allow Harper College to offer portions of the curriculum that would not be possible otherwise. The providers offer various things; i.e., special

services equipment, facilities, and locating nationally certified instructors. Harper has used these providers from two to twenty-five years.

Member Howard noted that this is another example of a strong community partnership, using resources in the community to work together to educate people.

In response to Chair Kolze, Dr. Dolan stated that Harper students go to the Arlington Academy facility for cosmetology. He added that it is a very popular program. Many students are currently in a business and are upgrading and getting licenses.

In regard to Member Gillette's questions, Dr. Dolan responded that most teachers are evaluated with Harper evaluation forms. Cosmetology instructors are assessed by direct student feedback.

In response to Member Hess, Dr. Dolan explained that providers are selected individually. Northwest Community Healthcare was a pioneer in the EMT program and has been partnered with Harper for approximately 25 years. More recently Computer Solutions was sought by the College for training in Labview. Computer Solutions helps locate certified instructors for this very high-tech program.

Upon roll call, the vote was as follows:

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

Motion carried.

1998 RAMP
Document

Member Howard moved, Member Shure seconded, approval of the capital request part of the Resource Allocation and Management Plan (RAMP) document for submission to the Illinois Community College Board as outlined in Exhibit VIII-D, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Judy Thorson noted that the RAMP document is due one month earlier this year and the forms are much more inclusive than in the past. This is to encourage colleges to plan better by carefully thinking through their requests. This is a submission to renovate Buildings G and H, listing associated costs. The document was spearheaded by three people: Pat Traynor and Tom Choice from Harper, and Michael Lundeen from Legat Architects. Vice President Thorson thanked everyone who worked many hours in a very short timeframe - less than 30 days. In response to Chair Kolze, she stated that this is another way the College is trying to seek funds to help out local taxpayers.

In response to Member Barton, Vice President Thorson clarified that the new building associated with the referendum is called "Science and Technology" and the building in the RAMP document is called "Engineering and Technology." They are two different buildings.

Dr. Breuder added that Buildings G & H will be renovated hopefully by one of two sources of revenue -- either through the RAMP application process or through the referendum. The RAMP process has a history of being an extended process (the Conference Center and Performing Arts Center took approximately ten years from beginning to end). Recognizing the urgency, it was also included in the bond referendum. If the bond referendum successfully includes G & H, then this project would be removed from the RAMP process and replaced with something else.

In response to Member Gillette, Dr. Breuder stated that these figures are estimates, not exact details.

Upon roll call, the vote was as follows:

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

Motion carried.

Life Safety
Projects for
1999-2000

Member Gillette moved, Member Howard seconded, adoption of the resolution for approval of the listed projects to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Community College Act. In addition, approval of the employment of Legat Architects or Stanley Engineers to provide the architectural/engineering services for the 1998 Life Safety repair and renovation projects as outlined in Exhibit VIII-E, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Bob Getz explained that the lighting in Buildings D and H has different requirements now because a hallway has been changed into a study area. It needs more sufficient lighting.

In response to Chair Kolze, Vice President Thorson explained that some projects require engineering work (to be done by Stanley Engineers) while some require architectural work (to be done by Legat Architects).

Upon roll call, the vote was as follows:

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

Motion carried.

Siemens Contract
Agreement

Member Howard moved, Member Botterman seconded, approval of designating the President the authority to execute the Siemens Contract Agreement based on final attorney review and approval as outlined in Exhibit VIII-F, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder noted that this is the kind of collaborative relationship the College seeks with Corporate America. These types of partnerships will serve Harper well in the years ahead. Siemens Corporation is a multinational corporation that recognizes centers of excellence in the electronics and engineering area.

In response to Member Botterman, Sheila Quirk stated that negotiations were made in a tight timeframe - from mid-May till present.

In response to Member Barton, Ms. Quirk explained that parking spaces will not be "reserved" for Siemens employees and clients. Siemens people will be "allowed" to park in the staff lot closest to the door near their classroom. They will have a sticker or placard for a short period of time to access the parking lot.

Member Gillette stated that he is in favor of the partnership. However, he is concerned that there has not been enough time for adequate planning.

Upon roll call, the vote was as follows:

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

Motion carried.

Chair Kolze thanked Sheila Quirk and Pat Traynor for their efforts.

Heavenly Cappuccino Contract Agreement Member Barton moved, Member Howard seconded, authorization of the President to sign the final agreement with Heavenly Cappuccino as outlined in Exhibit VIII-G, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder explained that for the past three years, this had been a contract between Heavenly Cappuccino and the Foundation. It will now be a contract between Heavenly Cappuccino and Harper College for one year - a transition year. He noted that Food Service will be accountable to turn a profit. Some of the proceeds will continue to go to the Foundation. The College will lease space to Heavenly Cappuccino until June 1999. The College will then become responsible for providing the service inside the institution and generate revenue toward its bottom line. Member Howard added that this has been a good partnership.

In response to Member Gillette, Dr. Breuder clarified that Heavenly Cappuccino is aware of the fact that one year from now, Harper College Food Service will provide the product on its own.

Upon roll call, the vote was as follows:

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

Motion carried.

Pepsi Contract
Agreement

Member Hess moved, Member Howard seconded, approval of entering 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 as outlined in Exhibit VIII-H, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Thorson explained that two major providers, Pepsi and Coke, are now offering exclusive agreements to educational institutions in order to eliminate the middleman. In this instance, Pepsi provides the machines and the product, and Harper College provides the staffing to load the machines and remove and count the money. Eliminating the middleman will allow the College to make more money. The attorneys have been involved with the negotiations, and they feel entering this partnership with Pepsi would be in the best interest of the College.

Dr. Breuder added that Pepsi is front-loading the system with a \$20,000 contribution which is ours if we sell a certain amount of product over a specified period of time - which we are likely to do. Coke and Pepsi are competing on college campuses all over America.

In response to Member Howard, Vice President Thorson stated that the vending machines will

have a variety of products in addition to Pepsi, including water and sports drinks.

In response to Member Botterman, Bob Getz noted that the Pepsi logo will only be placed on the machines; it will not be placed on campus property.

Upon roll call, the vote was as follows:

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

Motion carried.

New Electronics
Manufacturing
AAS Degree

Member Barton moved, Member Hess seconded, approval of the new Electronics Manufacturing Technology Degree Program as outlined in Exhibit VIII-I, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard noted that this is a wonderful win-win partnership.

Upon roll call, the vote was as follows:

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

Motion carried.

Strategic Long-
Range Plan: 1998-
2001

Member Howard moved, Member Hess seconded, approval of the Strategic Long-Range Plan as outlined in Exhibit VIII-J, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze noted that this document is constantly being updated.

Dr. Breuder stated that the primary ingredients to the Strategic Long-Range Plan begins with philosophy, mission, vision, goals and task statements. This document, once approved by the Board, will be given to the Planning Committee of the governance system at Harper College to maintain it and keep it current. It will be updated every

year, while providing a three-year window. There is an interrelationship between the Strategic Long-Range Plan and the Annual Plan which will be explained later in the meeting.

Member Howard complimented Dr. Breuder and others who have worked on the document. It is a wonderful roadmap for the future.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Legal Budget
for 1998-99

Member Howard moved, Member Gillette seconded, approval of the Legal Budget resolution for 1998-99 as outlined in Exhibit VIII-K, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze noted that the College has satisfied the requirement for having the budget on public view a specified number of days. He added that this is a balanced budget, thanks to Dr. Breuder and staff. The Educational Fund is slightly over \$46M, representing a 5.3 percent increase in anticipated revenues and 3.3 percent increase in expenditures. The increase in revenues comes from increased property tax, and the previously approved increase in tuition and fees. He noted that the Vice Presidents worked very closely with their staff going through the budget line-by-line, item-by-item. He thanked everyone involved with producing the balanced budget.

Vice President Thorson noted that this document is the legal requirement. The whole document will be ready in mid-August. She added that this is the first budget with major money in it to pay for construction of the Performing Arts Center and the new Conference Center. Some of that will be taken out of O&M and some out of O&M Restricted. Additionally, the Education Fund reflects savings from the revamped insurance program. It is likely that medical premiums

will go up slightly. An eight percent increase has been programmed in. More specific information will be known later. She also noted that the College will be paying an extra half percent into SIRS to fund the retiree Health Insurance program.

Member Howard thanked Vice President Thorson for giving Board members one-on-one time to help them understand the complex budget. Chair Kolze acknowledged that Ms. Thorson had promised to make the budget more user-friendly and she has accomplished that.

Upon roll call, the vote was as follows:

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

Motion carried.

1999 Bond
Referendum

Dr. Breuder noted that Board members received the recommendation for the referendum via fax today. It is for information purposes tonight and will be ready for approval at the July Board meeting. A decision needs to be made between now and July regarding the date of the referendum - either February 23 or April 13, 1999. The financial support requested from the bond referendum will be used to renovate 354,561 gross square feet comprising five existing buildings and to construct 280,220 gross square feet of new building. Renovation will be 56 percent and construction will be 44 percent of the total project cost which is currently estimated at \$124,806,949. The estimated cost to the taxpayer is \$4.76 per month for those owning a home with fair market value of \$200,000.

He asked Board members to read, at their leisure, the reasons for construction. He noted that construction would include two new facilities - the Science and Technology Center and the Culinary and Hospitality Center. Renovation would include Buildings A, C, D, G and H. He pointed out that G and H are also included in the RAMP document as was previously discussed.

He emphasized important facts about Harper:

- 66 percent of Harper buildings were constructed over 20 years ago.
- Three of the buildings to be renovated (A, C, and D) were built almost thirty years ago.
- In conjunction with the North Central Association Self-Study, Harper staff spent many hours analyzing and dissecting the strengths and the weaknesses of the physical plant. They identified approximately 203 areas of concern - 150 of which were judged to be of such importance as to be remediated by the year 2000.
- Long-term projections indicate a potential 28 percent increase in FTE student enrollment during the period Fall 1998 to Fall 2013.
- Since 1967, approximately 450,000 people have benefited from the programs and services at Harper.
- The importance of our relationship with business and industry will be directly impacted by the overall condition and the future development of the physical plant.
- Harper recognizes the need to focus increased attention on the Applied Technologies in order to meet the growing demand of Corporate America and students interested in 21st century career opportunities. Applied Technologies is where higher education is moving, and it is costly.
- Harper will undertake the first major college-wide improvement since the last capital referendum was approved by the public in 1975.

Dr. Breuder added that with the size of this referendum, we anticipate that there will be no need to ask taxpayers for additional support for another 20-25 years.

Dr. Breuder expressed appreciation to Michael Lundeen of Legat Architects and to Tom Rooney of Gilbane Construction for their efforts and pro bono work. He explained that the actual renovation/construction costs total \$88,449,000 as of June 1998. Added onto that

is money for equipment and furniture, parking, landscaping, and utility work, bringing the total to \$111,535,000. An inflation factor of four percent per year is added on. There is also an industry-standard contingency added for unknown costs associated with site conditions, etc. This all adds up to \$124,806,949.

Dr. Breuder emphasized that the College will be adding 33 percent in terms of building space. The documentation shows how the College will be utilizing Buildings A, C, D, G and H. He noted that there is some unallocated space at this point. Before groundbreaking, Harper should know how to use the space. If not, it will be shell space to be finished later as needs arise. He added that it is more cost-effective to include additional space at construction time in order to make the building suitable for growth three years from now. He noted that Biology, Chemistry, Dental Hygiene and Electronics have been moved into a new building in the plan. This 21st century building will be the statement piece for Harper College. Trying to renovate Building D or Building C for Biology or Chemistry would not give the ideal space needed for these areas.

Dr. Breuder noted that the Culinary and Hospitality Center is the other new building planned for the referendum. He strongly feels that to continue to offer culinary in the current facilities at Harper is an embarrassment to the institution, it is wrong for the students and the faculty. Hospitality and culinary is a major growth area for the northwest suburbs. The construction of a stand-alone showcase facility would provide Harper with the opportunity to earn a national reputation in the culinary and hospitality area. Many people consider this area to be the hospitality center of the U.S. Two consultants have worked with us from neighboring institutions - Roosevelt University and Elgin Community College. This new building would house two dining rooms - a formal dining area accommodating 72 people, and a bistro dining area offering a different

type of ambience. Also included is a retail bakery and gourmet shop, creating an outlet for selling products prepared by students. Rather than throwing away the products, this would produce revenue to help offset the food costs associated with the program.

Dr. Breuder stated that he would have preferred to do these projects in small increments over the past ten years instead of putting it all into one referendum. However, there had been other priorities, and now these things must be done. He stated he is confident that Harper will have taxpayer support.

There was discussion regarding when the bonds would be sold once the referendum passed. Dr. Breuder explained the arbitrage penalty: the College must spend 10 percent of the money within six months after the selling of the bonds; 50 percent within a year; 75 percent within 18 months; and the entire amount within two years. There will be some earned interest earnings in the short term. Vice President Thorson concurred. She added that they would need to consider that and work with the financial advisor to position the sale.

There was discussion regarding the interest rate for the sale of bonds in February/March vs. April/May. Member Gillette suggested that Harper seek expert advice regarding the bond sale. Choosing one over the other may save the taxpayers some money.

Member Howard summarized that there are two decisions the Board must make: the timing of the election and the amount that will be requested for the referendum. She stated that this is an investment in the future, not just for the students, but for the business and economic vitality and the quality of life in the district. Ms. Howard added that we need to ask for what we honestly feel we need to keep Harper the outstanding community college that it has been and that the district deserves. To do less than that is second-guessing the taxpayers. She noted that it is the responsibility of the College to explain that we: have studied this

thoroughly, had an intensive space study, have involved everybody, have had outside consultants, and have gone through the north central evaluation -- and this is what we need to do.

Dr. Breuder noted that the numbers on the document were crafted by Legat Architects and Gilbane Construction independent of one another. They were remarkably similar. He added that to earn this amount of money from the taxpayers, the College had to have done a great deal of homework. He feels this is very thorough.

In response to Member Barton, Member Botterman stated that there is a cost sharing between the municipality and the county for an election. There was discussion regarding whether it would be possible to find out which municipalities would be having an election in February. Vice President Thorson noted that the filing date is mid-December and Harper needs more information before that time. They are researching what has happened in the district during the past two elections in 1997 and in 1995. This will give more information but will not predict the future.

In response to Chair Kolze, Dr. Breuder stated that he would set some dates for Board members to meet and discuss the referendum issues before the July Board meeting. Chair Kolze suggested that Board members ask Dr. Breuder for any additional information they need as soon as possible.

On behalf of the Board, Chair Kolze thanked everyone who has put in a great deal of work in a short period of time regarding this referendum.

Member Howard suggested that the Board send a letter to Square D and Gilbane Construction thanking them for their contributions to Harper College which clearly demonstrates their support.

Presentation of
Annual Plan
1998-99

Dr. Breuder noted that this very important document is for information purposes. Restated in the Annual Plan is the 1998/99 institutional priorities, which is the same

list found in the Strategic Long-Range Plan. This is the Annual Plan for senior staff that report to the Office of the President. This all connects to the Strategic Long-Range Plan. He gave an example of Vice President Ed Dolan's objectives which are listed in priority order. Each objective is categorized as either innovative, problem-solving, routine, or professional development. The strategy is then detailed in terms of what the Vice President will do, by when, with whom, and under what circumstances to insure that he meets the objective by the end of the year.

Dr. Breuder noted that the Vice Presidents need to communicate with one another as they impact the other areas. He explained that three or four times per year, he will have a meeting with each Vice President to address this annual plan, and to make adjustments if necessary. At the end of the year, the Vice President will prepare a written summation of his or her accomplishments for the year. That will indicate how well he or she has done in achieving the agenda that was set out at the beginning of the year. Dr. Breuder will then do a performance evaluation.

He noted that this is a move away from being subjective to being objective. This Annual Plan will be fed to the Planning Committee. As task statements are modified based upon accomplishments here, the actual Strategic Long-Range Plan will be updated on an annual basis. He reminded everyone that goals, vision, mission, and philosophy do not change very often, but task statements do; they are influenced by what is accomplished in the Annual Plan. He added that this tells him that everyone knows what they are doing.

Member Barton called attention to a typing error on page 2 (section 4.1) of the document. The word "faulty" should be replaced with "faculty".

Board members complimented everyone who worked on the Annual Plan.

First Reading: Member Shure expressed concern regarding
Policy on the broadness of the wording in this policy.
Information He felt it should be spelled out in detail
Technology (especially in the case of E-mail use) or it
should be left out altogether. He fears
that, the way it is written, someone might be
disciplined and denied freedom of speech,
which might then cause a lawsuit.

Member Shure requested a copy of the letter
from legal counsel regarding this policy.
Vice President McShane stated he could have a
copy.

There was discussion regarding the prevention
of inappropriate use of technology. Member
Howard clarified that much of this policy
speaks to inappropriate use of equipment, for
example, for personal business, for personal
use or use of obscene, sexually explicit E-
mail as differentiated from using technology
for the communication of criticism or
derogatory statements. Member Howard
suggested adapting the language to make clear
the distinction of misuse of resources and
equipment while not infringing on free speech
and communication.

Chair Kolze stated that the policy needs
further review from legal counsel.

ANNOUNCEMENTS BY
CHAIR
Communications

Member Hess read a note from Sharon Alter
thanking the Board for selecting her as this
year's Distinguished Faculty Award Dean. Ms.
Alter added that she appreciates the time and
efforts Board members put into making the
many decisions which enhance the reputation
of Harper College.

Chair Kolze noted that he received a positive
report from Maria Garcia who traveled to
Springfield for All Illinois Academic Team.
It was very complimentary to the Board
members.

Calendar Dates

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

Chair Kolze announced that he has asked Dr.
Breuder to put the Board retreat on hold. It
needs to be re-thought.

BOARD REQUESTS

JUNE 30, 1998 REGULAR BOARD MEETING

1. Chair Kolze thanked Ms. Hunt for addressing the Board and asked if Board members could have a copy of her letter. Ms. Hunt agreed to send each Board member a copy.
2. In response to Member Gillette, Mr. Gotham stated that the soccer field plans have taken into consideration the Illinois Department of Transportation improvements to Algonquin Road. Chair Kolze added that this probably should be reviewed again.
3. Member Gillette asked if Harper has information regarding what other community colleges (College of Lake County, DuPage, Elgin, Oakton) are charging senior citizens for tuition. Steve Catlin said that he would get that information for Member Gillette.
4. Member Gillette suggested that Harper seek expert advice regarding the bond sale.
5. In response to Chair Kolze, Dr. Breuder stated that he would set some dates for Board members to meet and discuss the referendum issues before the July Board meeting. Chair Kolze suggested that Board members ask Dr. Breuder for any additional information they need as soon as possible.
6. Member Howard suggested that the Board send a letter to Square D and Gilbane Construction thanking them for their contributions to Harper College which clearly demonstrates their support.
7. Member Barton called attention to a typing error on page 2 (section 4.1) of the document. The word "faulty" should be replaced with "faculty".
8. Member Shure requested a copy of the letter from legal counsel regarding the Policy on Information Technology. Vice President McShane stated he could have a copy.
9. Member Howard suggested adapting the language of the Policy on Information Technology to make clear the distinction of misuse of resources and equipment while not infringing on free speech and communication.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

JULY 23, 1998

SUMMARY OF BIDS

- EXHIBIT VII - 3a The administration recommends that the Board award Q8890 for Steelcase office furniture for the accounting department to Office Equipment Company of Chicago, the low bidder, in the amount of \$24,373.55.
- EXHIBIT VII - 3b The administration recommends that the Board award Q8889 to De Graf Concrete Construction, Inc., the low bidder for Life Safety sidewalk and stair replacement throughout the campus, in the amount of \$80,820.00.
- EXHIBIT VII - 3c 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 \$54,224.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8890 for Steelcase office furniture as requested by Administrative Services for the accounting department.

II. BUDGET STATUS

Funds in the amount of \$27,000.00 are provided in the 1998/99 Operations and Maintenance fund budget, under account number 0292-039-587.

III. INFORMATION

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

Office Equipment Co. of Chicago	\$24,373.55
Education and Institutional Cooperative Services, Inc.	25,641.42
Environetx	26,211.13
Office Concepts, Inc.	27,463.79
Johnson & Associates Business Interiors, Inc.	30,763.67

The accounting department is currently using 30-year old furniture that cannot be adapted to today's technology. Because of this, people are experiencing physical problems that will be solved with ergonomically correct workstations. In addition, space is at a premium. In order to make the best use of the available space, a space planner was hired to make recommendations and develop plans for utilization. Consideration was also given to specifying furniture that is modular and can be easily adapted to a new space as the Student and Administration Center undergoes future renovation.

IV. RECOMMENDATION

The administration recommends that the Board award Q8890 for Steelcase office furniture for the accounting department to Office Equipment Company of Chicago, the low bidder, in the amount of \$24,373.55.

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WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8889 for Life Safety sidewalk and stair replacement throughout the campus as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$74,700.00 are provided in the 1998/99 Operations and Maintenance Restricted fund budget, under account number 0392-039-584.00-9104 and funds of \$6,120.00 are provided in the Operations and Maintenance fund, under account number 0292-039-544.03-9049. This is a 1998/99 Life Safety Project approved by the Board of Trustees.

III. INFORMATION

A legal bid notice was published and 21 contractors solicited. Four contractors were bidders of record. Three responses were received. The following is a recap of the bid tab sheet:

B.G.R. Construction, Inc.	\$52,308.00
De Graf Concrete Construction, Inc.	80,820.00
Alliance Contractor, Inc.	93,112.00

The recommendation is for the base bid plus alternate #2, for the replacement of the stairs to the north of the Student and Administration Center.

B.G.R. Construction, Inc. submitted a bid with an obvious error which was acknowledged by the vendor. B.G.R.'s corrected bid, if actually accepted, would have aligned their bid as second.

This project was implemented as a Life Safety project to replace portions of sidewalks across the campus which are tripping hazards or those which are severely damaged from settlement or the weather. Legat Architects surveyed the entire campus and categorized the types of conditions as being life safety or cosmetic. None of the cosmetic repairs are included in this bid and several lower priority life safety areas will remain. Unit prices received will allow the College to add additional areas this summer, if funds become available.

The additional \$6,120.00 over-and-above the Life Safety funding will be paid out of the Operations and Maintenance fund.

IV. RECOMMENDATION

The administration recommends that the Board award Q8889 to De Graf Concrete Construction, Inc., the low bidder for Life Safety sidewalk and stair replacement throughout the campus, in the amount of \$80,820.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

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

II. BUDGET STATUS

Funds in the amount of \$54,224.00 are 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 25 bids solicited. Six responses were received. The following is a recap of the bid tab sheet:

Laser Synergy, Inc.	\$42,327.50
BOSS, Inc.	54,224.00
Midwest Laser Specialists, Inc.	54,319.60
Laser Solutions, Inc.	61,774.00
Cardinal Cartridge, Inc.	64,863.75
Data Documents, Inc.	73,145.60

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. Therefore, 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 \$54,224.00.

Consent Agenda
Exhibit VII - 4
July 23, 1998

WILLIAM RAINY HARPER COLLEGE

BOARD MEETING

JULY 23, 1998

SUMMARY OF PURCHASE ORDERS

EXHIBIT VII - 4a The administration recommends that the Board approve issuance of a purchase order to ComEd for the installation of the ComEd Energy Tracker in the amount of \$23,000.00.

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Consent Agenda
Exhibit VII - 4
July 23, 1998

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

JULY 23, 1998

SUMMARY OF PURCHASE ORDER

EXHIBIT VII - 4b The administration recommends that the Board approve issuance of a purchase order to Kreuger International, Inc. for computer workstations and chairs to be used in conjunction with the Mazak VTC-16A Machining Center in the amount of \$24,340.46.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to ComEd for the ComEd Energy Tracker installation as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$23,000.00 are provided in the 1998/99 Restricted Purposes Fund budget, under account number 0392-039-584.00-9052.

III. INFORMATION

At the April 24, 1997 Board of Trustees Meeting, the purchase and installation of the ComEd Energy Tracker was proposed at a cost of \$64,575.00. At the request of the Board, the College has pursued other means of obtaining the ComEd Energy Tracker and alternate software systems to track energy usage. As part of the ComEd Energy Cooperative Membership Agreement (Rider 32), approved by Board Action February 26, 1998, the ComEd Energy Tracker is provided to the College at no cost. The College was advised by ComEd, when Rider 32 had been approved, that they would provide the College with their cost to install the Energy Tracker package. ComEd's cost to provide a ComEd qualified contractor and to supervise the installation of the Energy Tracker is \$23,000.00.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to ComEd for the installation of the ComEd Energy Tracker in the amount of \$23,000.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Kreuger International, Inc. for computer workstations and chairs to be used in the new computer lab which will be used in conjunction with the new Vertical Computerized Numerical Control (CNC) Machining Center as requested by the Technology, Mathematics and Physical Sciences Division for use by students in the Engineering/Mechanical Engineering department.

II. BUDGET

Funds of \$30,600.00 are provided in the 1998/99 Operations and Maintenance fund budget under account number 0292-039-586.

III. INFORMATION

The Mazak VTC-16A Machining Center purchase was approved by Board action April 23, 1998. A computer lab now needs to be set up for the computers which will be used by the students to write programs that will then be interfaced to the Mazak Controller for manufacture.

This purchase is through the State of Illinois Joint Purchasing Agreement Contract #07163AC.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Kreuger International, Inc. for computer workstations and chairs to be used in conjunction with the Mazak VTC-16A Machining Center in the amount of \$24,340.46.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

- A. Ratification of Professional/Technical Appointment.
- B. Ratification of Classified Staff Appointments.
- C. Ratification of Supervisory/Confidential Retirement.
- D. Ratification of Faculty Termination.
- E. Ratification of Supervisory/Confidential Terminations.
- 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 Professional/Technical and the Classified Staff Appointments; the Supervisory/Confidential Retirement; the Faculty, 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 members to the Harper College Educational Foundation Board of Directors.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

Via fax votes on July 7 and July 13, 1998, the Nominating Committee of the Educational Foundation appointed Mr. Robert Brandt and Mr. Thomas S. Rooney, Jr. to the Educational Foundation Board of Directors.

Biosketches of the newly-appointed directors are attached.

IV. RECOMMENDATION

The administration recommends confirmation of the appointment of Mr. Robert Brandt and Mr. Thomas S. Rooney, Jr. as members of the Board of Directors of the Harper College Educational Foundation.

Robert Brandt

Following a cum laude graduation from the University of Notre Dame, Robert Brandt signed on to the United States Navy, where he flew jets and served as an Intelligence Officer. Following his tour in the Navy, he worked for four years at Leo Burnett Advertising in Chicago.

He left Burnett to form his own advertising and marketing agency in 1979. From a one-man shop, he has grown to over twenty-five employees with capitalized billings in excess of \$20 million. Mr. Brandt has won scores of creative awards, including the coveted Clio. His firm has done stellar work for financial services companies Master Card and Discover Card; industrial products companies Heidenhain and Mitsubishi; business service companies Deloitte and Touche and Wallace; consumer accounts ranging from Budget Rent a Car to Spring Air Mattresses to Brookfield Zoo; public interest accounts such as the Organ Donor Program and the United Way. Mr. Brandt has been recognized by the American Association of Advertising Agencies.

The growth and notoriety of his firm continues. This fall, he will move his company into a new 20,000 square foot office building that he designed from the ground up.

Mr. Brandt has four children and currently resides in Burr Ridge and Lake Geneva (whenever possible).

7/6/98

Thomas S. Rooney, Jr.

Thomas Rooney, Vice President of Gilbane, earned a BS degree in Civil Engineering from Cornell University and an MBA with a specialization in finance from the University of Chicago. Mr. Rooney acts as one of two senior principals who manage Gilbane's Midwestern regional operations. At over \$2 billion annually, Gilbane is one of the largest and most prominent construction management firms in the nation.

Mr. Rooney's past board level involvement includes an appointed position with the Orange County (FL) Tax Board, as well as the Board of Directors of Birth Educational Training and Assistance (BETA). Currently, Mr. Rooney serves on the Board of Directors of the Evanston based Over The Rainbow Association.

Mr. Rooney is also a planning Commissioner in North Barrington where he, his wife Marilyn, and their four children reside.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

There are no reports for this month.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Grants and gifts status report.

II. REASON FOR CONSIDERATION

The Board is provided with a monthly update of grants and gifts.

III. BACKGROUND INFORMATION

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

HARPER COLLEGE LISTING OF GRANT PROGRAMS

July 1, 1998 - June 30, 1999

Reported: July 13, 1998

GRANT NAME AWARD NUMBER Division/Department	BRIEF DESCRIPTION OF GRANT	FUNDING SOURCE AWARD AMOUNT	DATES OF OPERATION Manager
Special Populations Allocation Acad. Enr. / Lang. Stud.	State Allocation Grant Special Populations to support students	ICCB \$275,637	07/01/98 06/30/99 L. McKay
Business/Industry State Workforce Preparation Workforce & Prof. Dev.	State Allocation Grant To provide local economic development in workforce training	ICCB \$161,743	07/01/98 06/30/99 S. Quirk
Education to Careers Workforce Preparation Workforce & Prof. Dev.	State Allocation Grant To promote career development and work-based learning	ICCB \$135,168	07/01/98 06/30/99 S. Quirk
Welfare to Work Workforce Preparation Workforce & Prof. Dev.	State Allocation Grant Workforce Preparation	ICCB \$62,500	07/01/98 06/30/99 S. Quirk
Advanced Technology	State Allocation Grant To purchase technological resources for instruction	ICCB \$158,528	07/01/98 06/30/99
Advanced Technology Information Systems	State Allocation Grant Technology Support	ICCB \$110,883	07/01/98 06/30/99 D. McShane
Technical Skills	State Allocation Grant Staff Technical Skills Enhancement	ICCB \$98,897	07/01/98 06/30/99
Homemakers 99-xxxxxx-14-016-5120-51 Women's Program	Continuation of FY98 grant. Advising and job placement for women's program participants	IDOL \$59,000	07/01/98 06/30/99 L.Lopez-Wark
Disabled Student Project Disability Services	Continuation of FY98 grant. To provide services to disabled students	IDHS/ORS \$129,780	07/01/98 06/03/99 T. Thompson
Federal Tech Prep 99-477001-14-016-5120-51	Continuation of FY98 grant. Comprehensive career development program	ISBE \$124,322	07/01/98 06/30/99
State Tech Prep 99-320001-14-016-5120-51 Education to Careers	Continuation of FY98 grant. Comprehensive career development program	ISBE \$162,159	07/01/98 06/30/99 S. Griffith

Displaced

GRANT NAME AWARD NUMBER Division/Department	BRIEF DESCRIPTION OF GRANT	FUNDING SOURCE AWARD AMOUNT	DATES OF OPERATION Manager
Gender Equity Program 99-473500-14-016-5120-51 Women's Program	Continuation of FY98 grant. Reduce sex stereotyping in training and the workplace	ISBE \$35,000	07/01/98 06/30/99 N. McDonald
Work-Based Learning	Continuation of FY98 grant.	ISBE	07/01/98

99-326500-14-016-5120-51 NSET	Create a model program in work-based learning	\$25,000	06/30/99 S. Griffith
Perkins IIC Grant 99-475000-14-016-5120-51 Workforce & Prof. Dev.	Continuation of FY98 grant. Education to Careers Support vocational programs in Districts 211, 214, 220	ISBE \$154,150	07/01/98 06/030/99 S.Quirk
Program Improvement 99-324500-14-016-5120-51 Workforce & Prof. Dev.	Continuation of FY98 grant. Education to Careers Support vocational programs in Districts 211, 214, 220	ISBE \$23,204	07/01/98 06/30/99 S. Quirk
Mid-west Center of Post-Secondary Outreach Access & Disability Services	Continuation of FY98 grant. Provide technical assistance to other institutions	USDE/St.Paul Univ. \$54,995 Sub-contract	10/01/98 09/30/99 T. Thompson
Division of Under-graduate Education DUE: 9851220 Department of Chemistry	“UV-Visible Spectrophotometers for the CPLP Network.” Equipment Purchase	NSF \$27,900 \$27,900 - M	09/01/98 08/31/2000 J. Ellefson-Kuehn B. Weil
Student Support Services Access & Disability Services	Second Year of Grant To provide services to students with disabilities	USDE/TRIO \$187,218	10/01/98 09/30/99 T. Thompson

Reported as of July 13, 1998

Total to date: **\$1,986,084**

Fiscal Year 1999

DESCRIPTION OF ABBREVIATIONS

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

M = Matching amount required

**HARPER COLLEGE EDUCATIONAL FOUNDATION
STATUS OF DONATIONS
June 13 thru July 9, 1998**

<u>Fund</u>	<u>Donations</u>	<u>Receipts</u>	<u>Total</u>
Annual Campaign, Payroll Deductions	\$2,096.08		
Cunningham Memorial Mathematics Endowment Scholarship	3,000.00		

Excellence in Teaching and Learning	50.00		
General Alumni Fund		\$641.67	
General Scholarship Endowment	10.00		
General Unrestricted Fund	2,525.00		
Harper Annual Golf Outing	7,635.00	14,010.00	
Jacob and Iris Wolf Sign Language Interpreting Scholarship	200.00		
JBM Endowment Fund	250.00		
Memorial/Recognition Tree	200.00		
President's Gala 1998	1,280.00	220.00	
Roy G. Kearns Memorial Endowment Scholarship	50.00		
Soccer Field Project	20,000.00		
Sue L. Schultz Memorial Endowment Fund	100.00		
Wellness Program		174.00	
 TOTAL DONATIONS	<u>\$37,396.08</u>		
 TOTAL RECEIPTS		<u>\$15,045.67</u>	
 TOTAL DONATIONS &			<u>\$52,441.75</u>

OTHER DONATIONS

<u>Donor</u>	<u>Fund</u>	<u>Item</u>	<u>Value</u>
TOTAL OTHER DONATIONS	See Attached		\$25,491.90
GRAND TOTAL			<u>\$77,933.65</u>

**Harper College Educational Foundation
Gift In Kind Report
June 13 - July 9, 1998**

<u>Date</u>	<u>Constituent Name</u>	<u>Fund</u>	<u>Gift Value</u>	<u>Reference</u>
6/17/98	American Airlines	01-3303201-R	1,800.00	2 Tickets to Hawaii
6/18/98	Frank E. Smith	01-3303202-R	120.00	Selection of Wines
6/18/98	Sandra Clark	01-3303202-R	280.00	Handpainted Silk Scarf
6/18/98	William Rainey Harper College	01-3303202-R	108.00	12 Theatre Tickets
6/18/98	Sandra Clark	01-3303202-R	11,000.00	2 United Airline Tickets/World
6/22/98	Paul N. Thompson	01-3303202-R	175.00	Picture of Chicago Skyline
6/25/98	Union Bay Trading Co.	01-3303201-R	3,590.00	(2) 4 day golf & fishing tours
6/25/98	Elizabeth A. Hull	01-3303202-R	30.00	Narabedla LTD
6/29/98	Paddock Publications, The Daily Herald	01-3303201-R	1,920.00	(1) 3 col x10 ad
6/29/98	Dorothy K. Howard	01-3202605-R	468.90	TKU Luncheon for Volunteers
6/29/98	Atomatic Mechanical Services, Inc.	In-kind donation	6,000.00	Data Aire Air Conditioner
Total			\$25,491.90	

ADJUNCT and OVERLOAD COMPENSATION SCHEDULE Fall 1998, Spring 1999, Summer 1999

Overload Pay Schedule* (Article VIII.D.5.f)

	LEVEL	BA or LESS	MA	MA + 15	MA + 30	PhD or MA + 60
		1	2	3	4	5
A	0 - 3	\$480	\$500	\$520	\$540	\$560
B	4 - 6	\$500	\$520	\$540	\$560	\$580
C	7 +	\$520	\$540	\$560	\$580	\$600

Counseling & LRC Function Overload Schedule* (Article VIII.D.5.e)

	LEVEL	BA or LESS	MA	MA + 15	MA + 30	PhD or MA + 60
		1	2	3	4	5
D	0 - 3	\$21.18	\$22.06	\$22.94	\$23.82	\$24.71
E	4 - 6	\$22.06	\$22.94	\$23.82	\$24.71	\$25.59
F	7 +	\$22.94	\$23.82	\$24.71	\$25.59	\$26.47

Developmental Function Overload Schedule* (Article VIII.D.5.e)

	LEVEL	BA or LESS	MA	MA + 15	MA + 30	PhD or MA + 60
		1	2	3	4	5
G	0 - 3	\$15.00	\$15.63	\$16.25	\$16.88	\$17.50
H	4 - 6	\$15.63	\$16.25	\$16.88	\$17.50	\$18.13
I	7 +	\$16.25	\$16.88	\$17.50	\$18.13	\$18.75

Didactic/Classroom Hourly Rate

	LEVEL	BA or LESS	MA	MA + 15	MA + 30	PhD or MA + 60
		1	2	3	4	5
J	0 - 3	\$28.24	\$29.41	\$30.59	\$31.76	\$32.94
K	4 - 6	\$29.41	\$30.59	\$31.76	\$32.94	\$34.12
L	7 +	\$30.59	\$31.76	\$32.94	\$34.12	\$35.29

*The amount listed will be paid for each contact hour consistent with the number of credit hours assigned to a course. In cases where contact hours exceed the number of credit hours, the above amount will be paid for the first contact hour exceeding the number of credit hours and one half (1/2) of the above rate will apply to any additional contact hours in excess of the credit hours.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

A.H. VENDING AND FOOD SERVICES
CONTRACT AGREEMENT

I. SUBJECT

Recommendation to enter into a contract with A.H. Vending and Food Services for all of the vended hot beverages, snacks, pastries, candy, gum, and cold food sold at William Rainey Harper College.

II. INFORMATION

A request for bid was sent to 16 vending companies. Four responses were received. Below is a recap of the bid tab sheet:

<u>Company</u>	<u>Rate of Commission</u>
A.H. Vending and Food Services	20 percent
Fox Vending Inc.	20 percent
E-S-P Vending Company, Inc.	18 percent
Canteen Vending Services	17 percent

As the College has entered into an exclusive agreement with Pepsi Cola Inc., an additional vendor to supply all other vended products is needed. The current vendor has not fulfilled their contractual agreement with the College and, therefore, the contract will not be extended.

Fox Vending Inc. submitted an alternate proposal which does not fulfill all of the mandatory requirements and, therefore, cannot be accepted. They are not proposing to supply the cold food machine, dollar bill changers or microwave ovens.

July 23, 1998

A.H. Vending and Food Services will pay the College 20 percent on all vended products. In addition, they have proposed adding ice cream to their line of products and will also offer sales promotions to increase sales levels. Anticipated annual revenue to the College, based on an estimate of \$125,000 in sales, is \$25,000.

This recommendation is for a three year contract beginning August 1, 1998 through July 31, 2001 with the option to renew for two additional years, August 1, 2001 through July 31, 2003.

III. RECOMMENDATION

The administration recommends that the Board enter into a contract with A.H. Vending and Food Services for three years, August 1, 1998 through July 31, 2001 with the option to renew for two additional years, August 1, 2001 through July 31, 2003, for all vended hot beverages, snacks, pastries, candy, gum, and cold food sold at the College at a 20 percent commission rate on all sales.

h:app/winword/vendbid