

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Board Meeting

September 22, 1998

7:00 p.m.
6:30 p.m. Tour of Building E

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--August 27 Regular Board meeting and executive session; July 23, 1998 executive session Exhibit VII-1
- 2. Bills Payable, Payrolls for August 28, 1998 and September 11, 1998; Estimated payrolls for September 12, 1998 through October 23, 1998 Exhibit VII-2
- 3. Bid Awards Exhibit VII-3
- 4. Purchase Orders Exhibit VII-4
- 5. Personnel Action Sheets Exhibit VII-5

For Information

- 6. Financial Statements Exhibit VII-6
- 7. Committee and Liaison Reports Exhibit VII-7
- 8. Grants and Gifts Status Report Exhibit VII-8
- 9. First Reading: Board Policy (revised) on Hirings/Reports Exhibit VII-9
- 10. First Reading: Board Policy (new) on Incentive Compensation Exhibit VII-10

*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: Lease Purchase of Technology and Parking Lots Exhibit VIII-A
- B. RECOMMENDATION: Resolution to Establish a Hearing

Date for Sale of Limited Tax Funding Bonds

Exhibit VIII-B

C. RECOMMENDATION: Resolution Designating Person(s)
to Prepare Tentative Budget for 1999-2000

Exhibit VIII-C

D. RECOMMENDATION: Election Resolution - Filing of
Nominating Petitions for April 13, 1999 Board of
Trustees Election

Exhibit VIII-D

IX. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

September 23-26 - ACCT Annual Convention

September 28 - Legislative Dinner

October 3 - President's Gala

October 5 - ICCTA Regional Trustees Dinner Meeting at
McHenry County College

*October 22 (Th) - 7:00 pm Regular Board meeting

*November 19 (Th) - 7:00 pm Regular Board meeting

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

XI. Adjournment

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

Minutes of the Regular Board Meeting of Thursday, August 27, 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, August 27, 1998 at 7:01 p.m. in the Student and Administration Center (A-238) of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Botterman, Gillette, Hess, Howard (7:12 p.m. arrival), Kolze and Shure; and Student Member Valadez
Absent: None

Also present: Robert Breuder, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; David McShane, V.P. Information Systems; Judy Thorson, V.P. Administrative Services; Mary Azawi; Larry Bielawa; Catherine Brod; Steve Catlin; Harley Chapman; Tom Choice; Lori Danaher; Bob Getz; Jerry Gotham; Bill Howard; Sylvia Kingsley; Roberta Lindenthaler; David Macaulay; Russ Mills; Elena Pokot; Sheila Quirk; Sharon Szymoniak and Joan Young - Harper. Student: Kitty Cowley.

Guests: Michelle Martin, Daily Herald; Maryanne Giustino, Chicago Tribune; Bruce Manson and Tom Rooney, Gilbane Construction.

Chair Kolze welcomed back Student Member Valadez who had been absent from the June and July Board meetings.

CITIZEN PARTICIPATION

There was no citizen participation.

PRESIDENT'S REPORT

There was no President's Report.

STUDENT TRUSTEE REPORT

Student Member Valadez noted that he had been working with the U.S. Hispanic Chamber of Commerce in Washington, D.C. over the summer. He worked from 9:00 a.m. to 6:00 p.m. each weekday and was then able to go sight-seeing. He met various representatives,

visited the White House and shook hands with President Clinton. He learned a great deal and described the whole experience as "life-changing."

Currently at Harper, Student Member Valadez is working with Professor Jack Gallagher on the Voter Registration Drive. He is also involved with organizing the open forum where candidates for the November election will be speaking. He added that this is a great opportunity for students and faculty to get to know their representatives. In September, Student Member Valadez will be hosting a campus tour for international students visiting from France.

APPROVAL OF AGENDA

Chair Kolze stated that there will be an executive session at the end of the regular meeting to discuss the appointment, employment and dismissal of personnel.

Chair Kolze noted that a revision to Exhibit VII-3b has been distributed to Board members. Vice President Judy Thorson explained that at the time of the Board packet printing, the College had selected the low bidder. It was later discovered that the bidder had not met specifications. The next low bidder was then selected as a result.

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

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Valadez voted aye.

CONSENT AGENDA

Member Gillette requested that items VII-2 and VII-5 be removed from the Consent Agenda.

Member Gillette noted an error in the minutes of the executive session of July 23, 1998. Approval of Paul Thompson's retirement fund was voted on in the regular meeting, not in

executive session. The vote should be stricken from the executive session minutes.

Member Gillette moved, Member Botterman seconded, approval of the minutes of the July 23, 1998 Regular Board meeting and executive session; bid awards; purchase orders; and for information: financial statements, committee and liaison reports, grants and gifts status report, as modified and outlined in Exhibits VII-1, VII-3, VII-4, and VII-6 through VII-8 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Bid Awards

Ex. VII-3a Award Bid Q8895, for Steelcase furniture for the Registrar's Office to Office Equipment Company of Chicago, the low bidder, in the amount of \$37,639.23.

Ex. VII-3b Award Bid Q8897 to Swiderski Electronics, Inc., the low bidder meeting specifications for the Video/Data Projectors and the portable public address system in the amount of \$51,778.00; to Video Images, Inc., the low bidder for the TV monitors in the amount of \$1,960.00; to Columbia Audio/Visual, the low bidder for the 27" combination TV/VCRs, the VCRs, and the Camcorder in the amount of \$7,551.00; and to United Visual, Inc., the low bidder for the 13" combination TV/VCRs, the Slide Projectors, the Scan Converters, and the Overhead Projectors in the amount of \$9,336.00 for a total award of \$70,625.00.

Ex. VII-3c Award Bid Q8896 to Bicycle Connection of Schaumburg, the low bidder for 21 Schwinn Spinner Pro Elite Bikes, in the amount of \$14,595.00.

addition to the previously awarded contract for high-level access for the last 10 months at approximately \$10,000 per month. Vice President McShane responded that due to the new phone switch coming and having to rewire and reroute the connections from Ameritech, the College has not begun the service and therefore, has not paid the bill for that contract. He added that in order to continue having Internet access, the College is purchasing on a three-month basis. In response to Member Gillette, Vice President Thorson explained that this is \$1,495 a month for three months, totaling \$4,485.

In regard to Page 32 - Check #6003095 for \$14,210 to Comet Plastering and Drywall, Member Gillette asked why there had not been competitive bids. Vice President Thorson explained that this total amount was the combination of two separate projects. She added that the company was hired to do a project in Building A for \$6,430. Later, it was discovered that the company could be used for a project on the first floor hallway of Building F for \$7,780. Each of the projects was under the \$10,000 requirement for competitive bids. In response to Member Gillette, Vice President Thorson reiterated that these clearly began as two separate projects. At the time of the first project, it was not known that there would be additional work for this company. Member Howard added that there also must have been a question of timing in order to get things done before students returned.

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.

Personnel Actions Member Howard moved, Member Barton seconded, approval of the Personnel Actions as outlined in Exhibit VII-5 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Professional/Technical Appointments

Matthew Davis, Research Analyst, Office of Research, 07/20/98, \$31,000

Robert Foster, Linguistic Specialist, p/t, Access and Disability Services, 08/17/98, \$27,200

Colette McDonough, Program Specialist - Travel Academy, Liberal Arts, 08/11/98, \$34,500

Susan Smalstig, Chemical Lab Technician I, p/t, TM/PS, 08/15/98, \$12,064

Classified Staff Appointments

Sonja Barbaro, Clerk/Receptionist, p/t, AE/LS-Tutoring Center, 08/17/98, \$9,379

Connie Copeland, Food Service Worker II, p/t, Food Service, 08/15/98, \$12,771

Stacy DeVoney, Information Receptionist, p/t, Student Development-CNS, 07/27/98, \$5,391

Michael Loyd, Mail Messenger, Mail Center, 08/03/98, \$17,238

Dinorah Rodriguez, Clerk Typist II, p/t, AE/LS-AED Outreach, 08/04/98, \$14,040

Ruth Samuelson, AED Program Assistant, AE/LS-AED, 08/03/98, \$24,910

Harper #512 - IEA Appointment

Robert Andersen, Weekend Custodian, p/t, Physical Plant, 08/15/98, \$4,320

Incentive Compensation

Linda Brinkman, New Business Development Manager, Corporate Services, \$7,613.82

Amy Vogelgesang, New Business Development Manager, Corporate Services, \$1,296.72

Administrator Retirement

Joan Young, Director, Marketing Services Center, 06/30/99, 22 years

Professional/Technical Resignations

Sheila Connelly, Nurse, p/t, Health Services, 08/15/98, 1 yr. 8 mths.

Elizabeth Stady, Tutoring Specialist, Access and Disability Services, 08/14/98, 2 yrs. 11 mths.

Supervisory/Confidential Resignation

Charles Gura, Supervisor, Roads & Grounds, Physical Plant, 08/14/98, 12 yrs. 10 mths.

Classified Staff Resignations

Michael LaVant, Library Assistant I, p/t, Library Services, 07/07/98, 1 yr. 11 mths.

Rina Raudales, Clerk Typist II, p/t, AE/LS, AED Outreach, 07/31/98, 2 yrs. 9 mths.

Kimberly Smogoleski, Receptionist, p/t, Registrar's Office, 09/04/98, 2 yrs. 11 mths.

Harper #512 - IEA Resignation

Kay Webb, Groundskeeper, Physical Plant, 08/28/98, 11 yrs. 11 mths.

Member Gillette asked if the College has a policy regarding incentive compensation. Dr. Breuder stated that there is not an existing policy. He asked Lori Danaher to explain the incentive compensation plan for Corporate Services.

Ms. Danaher stated that Corporate Services operates like a sales organization. They hire sales people from the industry and need to compensate them appropriately. A straight salary is inconsistent with industry. The incentive compensation plan was developed out of the need to reduce turnover at the Coordinator Level and to allow Corporate Services to attract and retain good people to continue its growth.

Ms. Danaher explained that the plan was developed based on research. The Sales Force Compensation Journal gives rise to information on standards in the industry. For example, 87 percent of the companies indicated that they had at least one or more sales incentive plans in their organization with variable pay programs, including 44 percent if the company is in the not-for-profit sector. A great deal of research was

gathered in regard to sales in the community college arena, and also sales in industry.

Ms. Danaher explained that all Coordinators and Business Development Managers in Corporate Services have annual sales goals which are ultimately set by her as the manager of the department. These goals are based on what is consistent in the industry and also on Harper's historical track record. The goals also take into consideration learning curves, client loads, etc. Each Coordinator is assigned an annual sales goal and each must exceed (not just achieve) their goal in order to receive any incentive compensation. She added that the sales goals in Corporate Services are based on profit and the payout takes place after the final sales numbers are in for the year.

Member Gillette stated that he would like to see a policy come before the Board in order to understand how the program works. Vice President Ed Dolan noted that discussion regarding the development of an incentive plan has been ongoing for the past several years. A contract (which contained this specific authorization) was negotiated last year with the Pro Tech Union and it was brought to the Board for approval. There is no established "policy" other than the general compensation policy. Dr. Dolan added that President Breuder was briefed on the subject as soon as he came on board and he supported it, as did President Thompson. Dr. Breuder has made some suggestions to improve the program. Larry Bielawa noted that legal counsel reviewed the plan and determined that it is an appropriate type of compensation plan for this group of employees.

Chair Kolze asked Board members if they would like to see a policy on compensation incentive plans.

- Member Barton felt that a policy is not necessary.
- Member Howard stated that, if there is a policy, it should be general reflecting that it is appropriate to have incentive compensation in certain areas of the

College. The procedure would be more detailed as to how the plan works.

- Member Gillette would like a policy that indicates what percentage is used to calculate the incentive amount. He added that no one on the Board could answer if someone asked what percentage is applied.
- Members Shure, Botterman and Hess stated that they had no thoughts one way or the other.
- Chair Kolze stated that he is in favor of having a policy. He asked Dr. Breuder to develop one and present it to the Board for their review.

President Breuder stated that they would come up with a rather simplistic but focused policy statement providing a broad, general direction, but not so finite as to require continuous attention and revision. Then, a particular plan as it relates to an applied area (such as Corporate Services) can be shared with the Board, for information purposes or for approval. He added that the plan makes sense to him. He supports the concept and the dollars.

Chair Kolze suggested that perhaps such a policy could be used in developing compensation plans in other areas of the College where it is difficult to retain people that are in demand (particularly Information Systems).

Member Howard complimented Lori Danaher and her staff on developing this program. She added that Corporate Services is one of the fastest growing enrollment programs Harper has and to manage it well, you must have good people.

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.

NEW BUSINESS:
ACCT Voting
Delegate

Member Howard moved, Member Hess seconded, the designation and appointment of Barbara Barton as the 1998 ACCT convention voting delegate for Harper College, and Richard Gillette as the alternate, as outlined 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.

ANNOUNCEMENTS BY
CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information.

Several Board members noted that they would not be able to attend the October Board meeting. Chair Kolze stated that they would discuss this at the September 22 Board meeting and determine if a new date needs to be set for October.

Chair Kolze noted that November 3 is the first day to circulate petitions for applicants or candidates for the Board.

OTHER BUSINESS

Member Gillette called attention to the investment schedule. He was concerned that there were negative variances when there should have been positive ones. He stated that he would like to have some cash flow monitoring and have the College earn more interest than they are earning. He added that the College should look at budgeting a little tighter next year in the interest rates.

There was discussion regarding budgeting in terms of overestimating expenses and underestimating income. Dr. Breuder noted that no one knows what the interest rate is

going to be, so it is best to be conservative in estimating income, rather than liberal.

Chair Kolze noted that during budget discussions over the past few years, budget goals were set by the Board. A figure of plus or minus five percent was agreed upon as an acceptable variance from the budget. He stated he was not alarmed at the figures and looked at the budget as a whole. Looking at the line item does not give a complete picture.

Dr. Breuder explained that with a \$90 million budget, a variance of five percent would equal \$4.5 million. Not only was the College's \$89 million budget balanced, there was a grand total of \$500,000 that was earmarked for contingency (\$400,000 on the 01 side and \$100,000 on the other two sides).

Vice President Thorson explained that last year, the audit firm made some incorrect entries. The College earned \$500,000 more than what is shown because of the adjustment. Member Gillette stated he was satisfied with that answer, because it explains the error that he saw. He would have liked to have seen an explanation in the Board packet. Dr. Breuder apologized for having asked Vice President Thorson to remove a paragraph explaining the situation. He had felt it would complicate the issue.

Dr. Breuder reiterated that coming out at the end of the year with \$500,000 on the positive side of the ledger is a credit to the people who administer the funds at this institution and it reflects tight budgeting. Initially, there had been a planned deficit of \$2 million. Once there is additional money in the contingency, it can be used for the list of institution-wide priorities that have been identified.

Member Gillette expressed concern with having to tell employees to be tight on the budget all year, and then having the College end up with money in the bank. He suggested being open about the contingency and explaining how it will work toward addressing the list of priorities.

Chair Kolze asked if the Board could hear a report on the start of school.

Vice President Henry noted that students are back in classes. They seem to be getting involved. There have been a lot of activities going on in the Student Center. In response to Member Barton, Vice President Henry stated that enrollment is not as high as they would like. Enrollment is down on the credit side and up on the continuing education side from last year - and overall it is down. Dr. Henry noted that there are variable start courses and they are still enrolling students even though classes have begun. Dr. Breuder stated that they are working towards having both the credit side and the non-credit side numbers go up so that we continue to see a growth in enrollment at Harper. He noted that there will be a growth in the unduplicated headcount student population. The number of bodies that Harper must accommodate is growing.

Chair Kolze asked Student Senate President Kitty Cowley to say a few words. Ms. Cowley noted that she has had the opportunity to speak with many students. She is finding that they have a lot of energy, a good attitude and they are very excited about the year. In general, they are happy to be at Harper and do not have the negative feeling that they are going to a community college instead of a four-year university.

Student Member Valadez stated that as he returned to Harper this fall, he noticed the campus looks cleaner and the Student Center looks nicer. He has a class in Building E and the lecture hall is much better. Member Howard suggested that the Board have an "after-tour" of Building E and see the results of the dollars spent.

Member Gillette suggested having a graph for expenditures vs. budget through the year as compared to the past year. He gave an example: last year we spent "X" percent of the Education Fund each month (perhaps 12 percent in January, 5 percent in February, etc.). Take each month's percent and

multiply that with this year's budget to come up with an anticipated spending amount each month. Compare the actual expenditures each month to the anticipated spending amount to show if the College is doing better or worse than last year. This type of graph would more clearly show trends and it could replace the "performance to budget" numbers that the Board currently receives. Member Gillette added that this graph would only include the funds in which the College has control. It would exclude any major funds that are going directly to the Capital Development Board; comparing those to last year would be meaningless.

Member Barton asked how much time it would take administration to put together a graph like this. Vice President Thorson explained that development time may take awhile, but it may be fairly easy to reproduce month after month. It depends on the complexity of it.

Member Gillette stated that he does not want people to waste a lot of time. He believes the rate of expenditure for the Education Fund this year will follow the rate of expenditure for the Education Fund last year. He suggests taking the rate that it went last year and multiplying it by the increase in budget for this year to come up with the spending plan. He expressed concern with the figures in front of him which show in the first month that the College has spent 78 percent of the budget. He does not know if this was planned or if this is something to worry about. Dr. Breuder explained that the reason for the high expenditure in this budget is the encumbrance of all salaries and benefits up front at the beginning of the year. He has given the directive to take this committed money out.

Chair Kolze noted that the College is audited repeatedly by professionals who would alert us if there was a major problem. He feels comfortable with the figures. Dr. Breuder stated that other safeguards are in place. There are 60+ cost center administrators who have budget control. For the first time ever, the College is monitoring every line on a daily basis to ensure that no cost center

administrator can overspend a line in their budget and to ensure that no cost center can overspend their budget at the end of the year. This, in addition to the fact that all salaries and benefits have been encumbered, should give the Board peace of mind for June 30 next year.

Member Barton asked what members would be interested in seeing a graph.

- Member Kolze stated that he is not opposed to having a graph, but he is satisfied with the information they currently have.
- Members Barton, Shure and Hess stated they are satisfied with the information they have.
- Student Member Valadez felt it would be easier to understand a graph.
- Member Botterman stated he is not opposed to the graph. He added that, going into a referendum, it is a good idea to have as much user-friendly information available as possible.
- Member Howard stated that she did not feel strongly one way or the other about a graph. However, she felt an explanation of the big encumbrance would have answered a lot of questions.

Chair Kolze stated that the administration should look into creating a graph to reflect expenditures and budget. He suggested that Member Gillette discuss this graph further with Vice President Thorson and Dr. Breuder.

EXECUTIVE SESSION

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

Upon roll call, the vote was as follows:

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

The motion carried at 8:10 p.m.

BOARD REQUESTS

AUGUST 27, 1998 REGULAR BOARD MEETING

1. Chair Kolze asked Dr. Breuder to develop a policy on compensation incentive plans and present it to the Board for their review.
2. Chair Kolze suggested that perhaps a policy could be used in developing compensation plans in other areas of the College where it is difficult to retain people that are in demand (particularly Information Systems).
3. Member Gillette expressed concern with having to tell employees to be tight on the budget all year, and then having the College end up with money in the bank. He suggested being open about the contingency and explaining how it will work toward addressing the list of priorities.
4. Member Howard suggested that the Board have an "after-tour" of Building E and see the results of the dollars spent.
5. Chair Kolze stated that the administration should look into creating a graph to reflect expenditures and budget. He suggested that Member Gillette discuss this graph further with Vice President Thorson and Dr. Breuder.

Following executive session, the Board reconvened the Regular meeting at 9:52 p.m.

ADJOURNMENT

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

In a voice vote, the motion carried at 9:53 p.m.

Kris Howard
Chair

Judith A. [Signature]
Secretary

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

SEPTEMBER 22, 1998

SUMMARY OF BIDS

- EXHIBIT VII - 3a The administration recommends that the Board award Q8899 to Herron Topsoil, the low bidder for pulverized top soil to be used throughout the campus, in an amount not to exceed \$13,530.88.
- EXHIBIT VII - 3b The administration recommends that the Board award Q8898 to Boller Construction Company, Inc., the low bidder for Automatic Door Installation and Entrance Door Replacement, in the amount of \$104,300.00 plus a contingency of \$10,430.00 and architects fees of \$7,822.50 for a total of \$122,612.50.
- EXHIBIT VII - 3c The administration recommends that the Board award Q8900 to PC Systems Design, the lowest responsible bidder for notebook computers, in the amount not to exceed \$ 127,000.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8899 for pulverized top soil to be used throughout the campus and as requested by Physical Plant for the Roads and Grounds department.

II. BUDGET

Funds of \$15,000.00 are provided in the 1998/99 Operations and Maintenance Fund budget, under account number 0292-039-544.03-9049.

III. INFORMATION

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

Herron Topsoil	\$13,530.88
Lester Material Service, Inc.	14,880.00
R. Jones Trucking & Grading	16,864.00

The bid request specified a guaranteed usage of 496 cubic yards and a possible maximum usage of 1,984 cubic yards. The bid computation is based on the maximum amount.

The requested pulverized top soil will be used for major turf and island renovation. Some areas of the campus are mainly clay with very little top soil. In these areas the clay will be broken up and pulverized top soil added so the turf has a better chance for survival. Areas around the new signs, new sidewalks and stairs will be restored once the construction is complete. The top soil will also be used for top-dressing areas of the campus giving the grass a better chance for survival.

Consent Agenda
Exhibit VII - 3a
September 22, 1998

IV. RECOMMENDATION

The administration recommends that the Board award Q8899 to Herron Topsoil, the low bidder for pulverized top soil to be used throughout the campus, in an amount not to exceed \$13,530.88.

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WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8898 for Automatic Door Installation and Entrance Door Replacement in various locations on campus as requested by Physical Plant.

II. BUDGET

Funds in the amount of \$4,245.00 are provided in the 1998/99 Operations and Maintenance Fund Restricted Budget under account number 0392-039-533.00-9091, \$74,516.00 under account number 0392-039-584.00-9102, \$4,254.00 under account number 0392-039-533.00-9102, and \$40,816.00 under account number 0392-039-584.00-9102 for a total \$123,831.00.

III. INFORMATION

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

Boller Construction Co.	\$104,300.00
Automatic Doors, Inc.	107,063.00
Peter Maneyski Construction Co.	140,640.00

This project was implemented as a Life Safety project to install automatic door openers to meet ADA requirements and replace broken door operators. Legat Architects surveyed the entire campus and categorized the doors with input from the Physical Plant staff and the Access and Disability Services staff. This project will not complete all of the necessary door replacements. Seventy-two percent of the doors identified will be completed. Additional doors will be done as budget becomes available.

The recommendation is for \$104,300.00 plus a contingency of \$10,430.00 and architects fees of \$7,822.50 (7.5%) for a total of \$122,612.50.

IV. RECOMMENDATION

The administration recommends that the Board award Q8898 to Boller Construction Company, Inc., the low bidder for Automatic Door Installation and Entrance Door Replacement, in the amount of \$104,300.00 plus a contingency of \$10,430.00 and architects fees of \$7,822.50 for a total of \$122,612.50.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8900 for notebook computers as requested by Academic Affairs, Student Affairs, Administrative Services, and Information Technology for various applications throughout the College.

II. BUDGET STATUS

Funds in the amount of \$130,000.00 are provided as part of the Technology Plan, Project D1, in the 1998/99 Restricted Purposes Fund budget, under account number 0695-245-586.10-4509.

III. INFORMATION

A legal bid notice was published and 77 bids solicited. Nineteen responses were received. The following is a recap of the bid tab sheet:

<u>Bidder</u>	<u>Amount</u>
*Empac Microsystem Corp.	\$ 77,250.00
*PAO-KU International Co.,Ltd	115,000.00
PC Systems Design	127,000.00
*CDW Government, Inc.	131,320.00
Daly Computers, Inc.	132,250.00
*Omni Tech Corporation	134,950.00
PC Age, Inc.	135,000.00
*Technology Resource Center	148,495.00
Ace Computers	149,050.00
Daly Computers, Inc.	150,000.00
*Comark Inc.	155,000.00
Ace Computers	158,100.00
NEC Computer Systems Division	165,000.00
*Computerland	187,250.00
*Hartford Computer Group, Inc.	203,000.00
*D.R. Techno Computers and Data Solutions	227,500.00
Gateway Business	No Bid
Kangaroo Computer Service, Inc.	No Bid
Kissane Business Systems	No Bid

*Do not meet the mandatory specifications.

The request for notebook computers has been planned and approved for use in instructional and administrative functions throughout the College. Projects are in concert with the Technology Plan, D1, approved by the Board of Trustees. The bid also provides that College faculty, staff, and students will be granted the same purchase price as the College on all products bid.

IV. RECOMMENDATION

The administration recommends that the Board award Q8900 to PC Systems Design, the lowest responsible bidder for notebook computers, in the amount not to exceed \$ 127,000.00.

Consent Agenda
Exhibit VII - 4
September 22, 1998

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

SEPTEMBER 22, 1998

SUMMARY OF PURCHASE ORDERS

EXHIBIT VII - 4a The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard Company for Ultraviolet Visible Spectrophotometers and upgrades for use by the Harper College Chemistry department, Oakton Community College, Harold Washington College, and the University of Illinois at Chicago in the amount of \$55,800.00.

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WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Hewlett-Packard Company for the purchase of Ultraviolet Visible Spectrophotometers and upgrades as requested by the Technology, Mathematics, and Physical Sciences Division for the Harper College Chemistry department as well as for Oakton Community College, Harold Washington College, and the University of Illinois at Chicago.

II. BUDGET

Funds of \$7,900.00 are provided in the 1998/99 Education Fund budget, under account number 0118-911-586. Funds of \$47,900.00 are provided in the 1998/99 Restricted Purposes Fund budget, under account number 0611-516-586.00-3300.

III. INFORMATION

Harper College is acting as the fiscal agent for a National Science Foundation Grant awarded to Harper College, Oakton Community College, Harold Washington College, and the University of Illinois at Chicago (UIC). These institutions are members of the Chemical Professional Laboratory Program (CPLP) Network. The CPLP is an initiative supported by the NSF-DUE Course and Curriculum Development Program. The CPLP materials under development focus on providing students with experiments using scenarios drawn from seven different departments in four different colleges within the University of Illinois at Chicago. An important instrumentation need has been identified by the Network participants to support the best implementation of the CPLP concept: the use of rapid and reliable diode array instrumentation

(UV-Visible) for many of the experiments. These instruments measure the absorption of ultraviolet and visible light. They will be used in both organic and inorganic chemistry classes.

The Hewlett-Packard instrument has been chosen for a number of reasons. First, the instruments purchased with this grant must be compatible with instruments already being used at UIC. Faculty participants have been working for two years developing specific curriculum for freshman level students in these courses using the Hewlett-Packard (HP) instruments currently at the University of Illinois at Chicago. Part of this grant award will upgrade these instruments which makes it mandatory that HP be the vendor of choice. In addition, the HP equipment is the specified equipment in the grant awarded to the four institutions. While there is another vendor who makes similar equipment, they could not supply references for institutions using their equipment in applications other than in advanced research projects. UIC has been using the HP equipment for approximately 1,500 first year students every year for the past five years with minimal maintenance. This involves hands-on use by entry level students.

This equipment can be purchased directly from only the Hewlett-Packard Company.

The College must match that portion of the grant that is directed to the College. This amount is \$7,900.00. The College will act as a pass-through agent for the remainder of the funds of \$47,900.00.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard Company for Ultraviolet Visible Spectrophotometers and upgrades for use by the Harper College Chemistry department, Oakton Community College, Harold Washington College, and the University of Illinois at Chicago in the amount of \$55,800.00.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

- A. Ratification of Professional/Technical Appointments.
- B. Ratification of Supervisory/Confidential Appointments.
- C. Ratification of Classified Staff Appointments.
- D. Ratification of Harper #512 - IEA Appointments.
- E. Ratification of Professional/Technical Resignation.
- F. Ratification of Classified Staff Resignations.
- G. Ratification of Harper #512 - IEA Resignation.
- H. Ratification of the Overload and Adjunct Faculty Assignments.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees ratify the Professional/Technical, the Supervisory/Confidential, the Classified Staff and the Harper #512 - IEA Appointments; the Professional/Technical, the Classified Staff and the Harper #512 - IEA Resignations and the Overload and Adjunct Faculty Assignment Summary Sheets.

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
- Liaison to Illinois Community College Trustees Association

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: September 11, 1998

GRANT NAME AWARD NUMBER Division/Department	BRIEF DESCRIPTION OF GRANT	FUNDING SOURCE AWARD AMOUNT	DATES OF OPERATION Manager
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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
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Business/Industry State Allocation Grant Workforce Preparation Workforce & Prof. Dev.	ICCB To provide local economic development in workforce training	\$161,743	07/01/98 06/30/99 S. Quirk
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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
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Welfare to Work Workforce Preparation Workforce & Prof. Dev.	State Allocation Grant Workforce Preparation	ICCB \$62,500	07/01/98 06/30/99 S. Quirk
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Advanced Technology Information Technology	State Allocation Grant To purchase technological resources for instruction	ICCB \$158,528	07/01/98 06/30/99 D.McShane
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Advanced Technology Information Technology	State Allocation Grant Technology Support	ICCB \$110,883	07/01/98 06/30/99 D. McShane
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Technical Skills Information Technology	State Allocation Grant Staff Technical Skills Enhancement	ICCB \$98,897	07/01/98 06/30/99 D.McShane
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Technology Enhancement Information Technology	Plan & Implement an Infrastructure to support Voice, Video & Data Transmission	ICCB \$547,534 \$86,500 - M	07/01/98 10/01/98 D.McShane
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Displaced

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
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Disabled Student Project Disability Services	Continuation of FY98 grant. To provide services to disabled students	IDHS/ORS \$129,780	07/01/98 06/30/99 T. Thompson
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Adult Educ. & Literacy 99-xxxxxx-14-016-5120-51 Adult Education Development	Continuation of FY98 grant. Adult Education & Literacy	ISBE \$324,779	07/01/98 06/30/99 P. Mulcrone
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GRANT NAME AWARD NUMBER Division/Department	BRIEF DESCRIPTION OF GRANT	FUNDING SOURCE AWARD AMOUNT	DATES OF OPERATION Manager
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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
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State Tech Prep	Continuation of FY98 grant.	ISBE	07/01/98
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99-320001-14-016-5120-51 Education to Careers	Comprehensive career development program	\$162,159	06/30/99 S. Griffith
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 99-326500-14-016-5120-51 NSET	Continuation of FY98 grant. Create a model program in \$25,000 work-based learning	ISBE	07/01/98 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 06/30/99 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 Undergraduate Education DUE: 9851220 Department of Chemistry	Under-"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 \$187,200	10/01/98 09/30/99 T. Thompson

Fiscal Year 1999

Reported as of July 13, 1998	\$1,984,066
Reported as of August 13, 1998	\$2,310,845
Reported as of September 11, 1998	\$2,858,379

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
August 14, 1998 thru September 4, 1998**

<u>Fund</u>	<u>Donations</u>	<u>Receipts</u>	<u>Total</u>
Annual Campaign, Payroll Deductions	\$845.98		
Annual Gala	5,810.00	\$3,715.00	
Corporate Services Fund	4,000.00		
General Capital Fund	600.00		
Harper Annual Golf Outing	60.00	310.00	
Harper Symphony Orchestra	50.00		
Jacob and Iris Wolf Sign Language Interpreting Scholarship	100.00		
New Technologies	10,000.00		
Student Career Services	100.00		
Wellness Program	500.00		
 TOTAL DONATIONS	 <u>\$22,065.98</u>		
 TOTAL RECEIPTS		 <u>\$4,025.00</u>	
 TOTAL DONATIONS & RECEIPTS			 <u>\$26,090.98</u>

OTHER DONATIONS

<u>Donor</u>	<u>Fund</u>	<u>Item</u>	<u>Value</u>
TOTAL OTHER DONATIONS			None
 GRAND TOTAL			 <u>\$26,090.98</u>

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

First Reading: Board Policy (revised) on Hiring/Reports

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The Board and President are both committed to streamlining policies and procedures across the College. This policy will streamline the hiring process.

IV. RECOMMENDATION

This is presented for first reading and no action is required.

6.6.12 Hiring

The President will recommend all new hires to the Board for approval. The President can authorize, with the exception of administrators and faculty, the hire pending Board of Trustee approval at the next regularly scheduled meeting.

The prior approved policy is attached.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

First Reading: Board Policy on Incentive Compensation

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

An incentive compensation system has been developed for select employees of Corporate Services. The Board of Trustees has requested a policy statement to address incentive compensation from a broad perspective.

IV. RECOMMENDATION

It is recommended that the following policy be added to the Board *Policy Manual*, Chapter 6, Section 6.6.13 Incentive Compensation:

The Board supports the concept of incentive compensation for employees when deemed appropriate by the President. Incentive compensation shall be governed by written plan(s) approved by the President. The incentive compensation will be presented to the Board before it is paid.

This is presented for first reading and no action is required.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Lease Purchase of Technology and Parking Lots

II. REASON FOR CONSIDERATION

The College has a bond selling strategy which maximizes our access to funds through bonds under the tax cap. This bond strategy includes selling "Funding Bonds". Funding Bonds require that the College have an "obligation" or a "debt" which will be paid through the issuance of funding bonds.

III. BACKGROUND INFORMATION

This year the College will be selling bonds for technology and for repair of parking lots and roads. Bond counsel advises that both of these items can be put into a lease purchase agreement which will satisfy the funding bond requirement for an obligation.

IV. RECOMMENDATION

The administration recommends approval of the attached lease purchase resolutions which were prepared by bond counsel.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to establish a hearing date for the sale of Limited Tax Funding Bonds.

II. REASON FOR CONSIDERATION

January 1, 1997 the Bond Issue Notification Act became law. This law requires that a public hearing be held prior to the selling of general obligation limited bonds.

III. BACKGROUND INFORMATION

The College has a 10 year bond selling strategy which utilizes the Debt Service Extension Base available under recent law. In the near future we will be able to sell another \$3,500,000 of bonds. Of this amount \$2,000,000 is designated for technology. The remaining amount will be utilized to repair roads and parking lots.

IV. RECOMMENDATION

The administration recommends that the attached resolution providing for the establishment of a Funding Bond hearing date and the required public notice be adopted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution designating a person or persons to prepare a tentative budget for 1999-2000.

II. REASON FOR CONSIDERATION

The Illinois Public Community College Act requires that a person or persons be designated by the Board of Trustees to prepare a budget in tentative form.

III. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the following resolution:

RESOLUTION DESIGNATING A PERSON OR PERSONS
TO PREPARE TENTATIVE BUDGET

BE IT RESOLVED by the Board of Trustees of Community College District No. 512, in the Counties of Cook, Kane, Lake and McHenry, State of Illinois, that Robert L. Breuder and Judith A. Thorson be and are hereby appointed to prepare a tentative budget for said College district for the fiscal year beginning July 1, 1999 and ending June 30, 2000, which tentative budget shall be filed with the Secretary of this Board and notice of public inspection shall be timely published in accordance with the law.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Election Resolution - Filing of nominating petitions for the April 13, 1999 Board of Trustees Election.

II. REASON FOR CONSIDERATION

Approval of this resolution by the Board of Trustees is necessary to establish the procedures to be followed in the conduct of the April 13, 1999 Election.

III. BACKGROUND INFORMATION

College legal counsel has reviewed this resolution and made appropriate changes to conform to new laws regarding Trustee Elections.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the attached resolution regarding the notice related to the filing of nomination petitions for Board candidacy.