

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 Special Board Meeting of Monday, September 28,  
1998

CALL TO ORDER: The Special meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Kolze on Monday, September 28, 1998 at 7:00 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Botterman, Gillette, Hess, Howard, 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 Technology; Judy Thorson, V.P. Administrative Services; Catherine Brod; Sylvia Kingsley; Elena Pokot; Sheila Quirk and Sharon Szymoniak - Harper.

Guest: Rob Smith, Chicago Tribune.

Chair Kolze noted that Board members had received Exhibits III-A and III-B along with related information. He asked if there were any questions regarding the information. Hearing none, he asked for a motion.

Recommendation: Member Shure moved, Member Barton seconded, Lease Purchase approval of the lease purchase resolutions of Technology and Parking Lots which were prepared by bond counsel, as outlined in Exhibit III-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, Kolze and Shure  
Nays: None  
Abstain: Member Howard

Motion carried.

Recommendation: Member Gillette moved, Member Barton  
Resolution to seconded, adoption of the resolution  
Establish a Hearing providing for the establishment of a Funding  
Date for Sale of Bond hearing date and the required public  
Limited Tax notice, as outlined in Exhibit III-B  
Funding Bonds (attached to the minutes in the Board of  
Trustees' Official Book of Minutes).

Chair Kolze noted that this will establish the Hearing Date for October 22. He asked which Board members would be absent on October 22. It was noted that Members Gillette, Barton and Shure will be absent; and that Members Kolze, Hess, Botterman and Howard will be present on October 22.

Upon roll call, the vote was as follows:

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

Motion carried.

There was discussion regarding what to do in the event one of the remaining four Board members would not be present on October 22. Member Gillette offered to call in at 7:00 p.m., thus providing a quorum.

After speaking with bond counsel, Vice President Judy Thorson explained that if there is not a quorum on October 22, a possible solution would be to suspend the meeting to a later time rather than adjourn it. She would not have to readvertise if the meeting is suspended.

Chair Kolze suggested proceeding with the meeting on October 22 and suspending it if there is not a quorum.

OTHER BUSINESS:

Member Gillette gave a verbal report regarding the convention he and Member Barton attended. They both had the opportunity to attend different sessions, including topics related to Ethics, Policy, Board/President Relations and Selling a Referendum. He shared a success story from a San Francisco

community college that successfully passed a referendum the first time. He explained that the community college listed the needs of the College and made a survey which they took out to the community. Through the survey, the community was asked what they would be in favor of. Those items were then placed on the referendum, and the other items were left off. The referendum overwhelmingly passed. The result was that a gymnasium was left out of the referendum. The college is convinced that had the gymnasium been included on the referendum, it would not have passed. The college then went to the state for the gymnasium because it was still very much needed. Member Gillette distributed a copy of the survey from the community college.

Member Gillette noted that the convention has a cassette tape of each session available for purchase. He distributed the list of tapes and also a list of convention attendees from other community colleges.

Dr. Breuder noted that included with the Board information is the chart requested by Board members for monitoring expenses. He added that the overlapping lines indicate how tight the budget and expenses are. The chart will be included with other financial information in the Board packet each month.

Member Barton noted two upcoming dates:

- February 20 through 23, 1999 - Regional Legislative Seminar in Washington, D.C.
- October 16 through 19, 1999 - Atlanta Convention.

ADJOURNMENT

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

In a voice vote, the motion carried at 7:13 p.m.

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Chair

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Secretary

BOARD REQUESTS

SEPTEMBER 28, 1998 SPECIAL BOARD MEETING

1. There were no Board requests.

WILLIAM RIANEY HARPER COLLEGE

BOARD MEETING

OCTOBER 22, 1998

SUMMARY OF BIDS

- EXHIBIT VII - 3a      The administration recommends that the Board award Q8905 to Nevco Scoreboard Company (Kenneth J. Reid), the low bidder for four scoreboards, in the amount of \$15,060.18.
- EXHIBIT VII - 3b      The administration recommends that the Board award bid Q8902 to Hagg Press, Inc., the low bidder for printing of the Spring 1999 Extension booklet, which contains course listings for the three major extension centers, in the amount of \$11,769.15.
- EXHIBIT VII - 3c      The administration recommends that the Board award Q8903 for lighting ballast and fluorescent tube replacement in the Science, Math and Health Careers Center and the Engineering and Applied Technology Center to Farrell Electric Company, the low bidder, in the amount of \$145,707 plus a contingency of \$14,570, and architects and engineers fees of \$10,930 for a total \$171,207.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8905 for four scoreboards as requested by the Wellness and Human Performance Division for the gymnasium in the Wellness and Sports Center.

II. BUDGET

Funds in the amount of \$20,000 are provided in the 1998/99 Auxiliary Enterprises Fund budget, under account number 0569-077-589.

III. INFORMATION

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

Nevco Scoreboard Company (Kenneth J. Reid)	\$15,060.18
Nevco Scoreboard Company (Corporate Sales)	15,190.13
Gary Harnetiaux Co.	15,369.00
Miracle of Wisconsin	15,616.25
Nevco Scoreboard Company (Sam Leben)	15,629.18
Churchich Recreational Design, Inc.	18,295.00

The money for the acquisition of four new scoreboards in the gymnasium in the Wellness and Sports Center is provided through the agreement between Harper College and Pepsi-Cola for a five year exclusive agreement to vend Pepsi-Cola products, as approved by Board action June 30, 1998. The four new boards will replace existing scoreboards that are beyond economical repair.

Consent Agenda  
Exhibit VII - 3a  
October 22, 1998

IV. RECOMMENDATION

The administration recommends that the Board award Q8905 to Nevco Scoreboard Company (Kenneth J. Reid), the low bidder for four scoreboards, in the amount of \$15,060.18.

h:app/winword/8905bi

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8902 for printing of the Spring 1999 Extension booklet which contains course listings for the three major extension centers as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$11,769.15 are provided in the 1998/99 Education Fund budget, under account number 0192-039-547.

III. INFORMATION

A legal bid notice was published and nine bids solicited. Seven responses were received. The following is a recap of the bid tab sheet for 93M copies of a 20-page booklet:

Hagg Press, Inc.	\$11,769.15
Strathmore Printing	17,260.06
Creekside Printing	17,735.00
Phillips Brothers Printers	18,249.00
Printech, Inc.	21,661.00
VCP	23,844.00
Press America, Inc.	25,365.75

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



Consent Agenda  
Exhibit VII - 3b  
October 22, 1998

IV. RECOMMENDATION

The administration recommends that the Board award bid Q8902 to Hagg Press, Inc., the low bidder for printing of the Spring 1999 Extension booklet, which contains course listings for the three major extension centers, in the amount of \$11,769.15.

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WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8903 for lighting ballast and fluorescent tube replacement in the Science, Math and Health Careers Center (Building D) and the Engineering and Applied Technology Center (Building H) as requested by Physical Plant.

II. BUDGET

Funds in the amount of \$238,700 are provided in the 1998/99 Operations and Maintenance Restricted Fund budget. The amount of \$42,393 is provided in account number 0392-039-584.00-9719, \$15,552 is provided in account number 0392-039-533.00-9191 and \$180,755 is provided in account number 0392-039-584.00-9101.

III. INFORMATION

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

Farrell Electric Company	\$145,707.00
Genesis Electric, Inc.	159,852.00
Energy Masters International, Inc.	171,985.00
Hudson Lighting, Inc.	178,368.00
All Tech Lighting, Inc.	188,875.00
Mid-Town Electrical Services	198,200.00
Lom-Bar Electric Company	276,466.00
Kelso Burnett Company	470,230.00

The funding for the lighting ballast and fluorescent tube replacement in the Science, Math and Health Careers Center and the Engineering and Applied Technology Center is partially grant funded and partially funded with Life Safety Funds. The College is the recipient of an

Illinois Institutional Conservation Program Energy Conservation Measure Grant in the amount of \$42,393. The Grant is to provide opportunities for the College to implement measures that will save on energy consumption.

This project will provide for the switching out from old mechanical ballasts with T12 fluorescent tubes to new energy efficient electronic ballasts with T8 fluorescent tubes.

The recommendation is for \$145,707 plus a contingency of \$14,570, and architects and engineering fees of \$10,930 (7.5 percent) for a total of \$171,207.

IV. RECOMMENDATION

The administration recommends that the Board award Q8903 for lighting ballast and fluorescent tube replacement in the Science, Math and Health Careers Center and the Engineering and Applied Technology Center to Farrell Electric Company, the low bidder, in the amount of \$145,707 plus a contingency of \$14,570, and architects and engineers fees of \$10,930 for a total \$171,207.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

OCTOBER 22, 1998

SUMMARY OF PURCHASE ORDERS

- EXHIBIT VII - 4a      The administration recommends that the Board approve issuance of a purchase order to IMC Salt Inc. for road salt in the amount of approximately \$17,606.
- EXHIBIT VII - 4b      The administration recommends that the Board approve issuance of a change order to purchase order #011187 to Warner Offset, Inc., pertaining to bid request Q8880 for printing of the Fall 1998 Second Eight Weeks Course Schedule, in the amount of \$4,501 for a new total of \$27,185.
- EXHIBIT VII - 4c      The administration recommends that the Board approve issuance of a purchase order to Apple Computer, Inc. for 17 Macintosh computers for the Journalism Computer Lab, the Art Department faculty and the Harbinger student newspaper in the amount of \$36,703.00.
- EXHIBIT VII - 4d      The administration recommends that the Board approve issuance of a purchase order to Computer Associates Financial Services/Nations Credit for the augmentation of Operating System Management Software, CA-Unicenter, in the amount of \$28,513 for each fiscal year 1998/99, 2000/00 and 2000/01 for a total of \$85,539.

Current Agenda  
Exhibit VII - 4  
October 22, 1998

EXHIBIT VII - 4e      The administration recommends that the Board approve issuance of a purchase order to JBH Technologies, Inc. for a Variable Frequency Drive Trainer, an Industrial Motors Training System, and an Industrial Control Training System as needed by the Electronics Technology/Automation department in the amount of \$14,270.

EXHIBIT VII - 4f      The administration recommends that the Board approve issuance of a purchase order to Open Business Systems, Inc. for a SUN Enterprise 450 UNIX file server to support the Web System, in the amount of \$40,801.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to IMC Salt Inc. for road salt as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$17,606 are provided in the 1998/99 Building Fund budget, under account number 0273-065-544.03.

III. INFORMATION

The road salt will be ordered through State of Illinois contract #4004364. Estimated usage for 1998/99 is 600 tons. The price is \$29.51 per ton.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to IMC Salt Inc. for road salt in the amount of approximately \$17,606.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a change order to purchase order #011187 to Warner Offset, Inc., pertaining to bid request Q8880 for printing of the Fall 1998 Second Eight Weeks Course Schedule as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$4,501 are provided in the 1998/99 Education Fund budget, under account number 0192-039-547.

III. INFORMATION

The award of bid request Q8880, in the amount of \$22,684 for 242,000 Course Schedules, was approved by Board action on June 30, 1998.

A change order in the amount of \$4,501 is needed to cover printing increases due to the need for an additional four-page spread to accommodate additional marketing copy, scanning charges, plus added copies for on-campus distribution.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a change order to purchase order #011187 to Warner Offset, Inc., pertaining to bid request Q8880 for printing of the Fall 1998 Second Eight Weeks Course Schedule, in the amount of \$4,501 for a new total of \$27,185.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Apple Computer, Inc. for 17 Macintosh computers to either replace or provide computers to the Journalism Computer Lab, the Art Department faculty and the Harbinger student newspaper as requested by Information Technology.

II. BUDGET STATUS

Funds of \$267,411.00 are provided in the 1998/99 Restricted Purposes Fund Budget, under account number 0629-245-586.10. This purchase will be paid from funds provided by the Illinois Community College Board Technology Grant.

III. INFORMATION

Apple Computer, Inc. does not license its operating system to third party manufacturers. As a result, Apple is the sole supplier of their product. Harper College is a participant in the Apple Computer, Inc. Collegiate Partnership Program. Under this plan the College is treated as a reseller and realizes pricing which is discounted at 30 percent.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Apple Computer, Inc. for 17 Macintosh computers for the Journalism Computer Lab, the Art Department faculty and the Harbinger student newspaper in the amount of \$36,703.00.



WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Computer Associates Financial Services/Nations Credit for the augmentation of Operating System Management Software, CA-Unicenter, as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$28,513 are provided in the 1998/99 Education Fund budget, under account number 0195-231-566.00 and will be allocated in 1999/00 and 2000/01 budget.

III. INFORMATION

In the UNIX environment, software licensing is based on the power of the CPU, known as "power units" or tiering. With the College upgrading to a more powerful computing environment, an additional tier of operating software is required. Therefore the current Operating System Management Software, CA-Unicenter, needs to be upgraded to the level comparable with the new hardware. The primary production CPU has been upgraded to support the demand created by the increased use of computing resources by the entire campus. An upgrade to the current licensing agreement needs to be made to this software to reflect the upgrade and ensure the College is legally compliant.

This purchase of an additional tier of operating software will allow Information Technology to manage all of the administrative UNIX servers (four) from one central location.

There is no other Operating System Management Software that provides the range of functionality found in CA-Unicenter. The College has been using this product since 1993. This acquisition is necessary to maintain the level of licensing of CA-Unicenter appropriate to the level of UNIX hardware currently in place.

Computer Associates is the sole developer and provider of this software.

This item was not bid pursuant to Board Policy 4.2.1 and Illinois Compiled Statutes, Chapter 110, section 805/3-27.1 (f) which states that sealed bids are not required for "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing software or services."

This request is for \$28,513 per year for three years, fiscal year 1998/99, 1999/00 and 2000/01.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Computer Associates Financial Services/Nations Credit for the augmentation of Operating System Management Software, CA-Unicenter, in the amount of \$28,513 for each fiscal year 1998/99, 2000/00 and 2000/01 for a total of \$85,539.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to JBH Technologies, Inc. for a Variable Frequency Drive Trainer, an Industrial Motors Training System, and an Industrial Control Training System as requested by the Technology, Mathematics and Physical Science Division for the Electronics Technology/Automation department.

II. BUDGET

Funds of \$14,270 are provided in the 1998/99 Restricted Purposes Fund budget under account number 0619-585-00.5389 (Perkins Grant).

III. INFORMATION

This request is to purchase curriculum training modules produced by Energy Concepts, Inc. After much study and research by faculty, the decision was made that these are the best systems available for industrial training classes. These same systems are used by other trainers in the area, including Joliet Junior College which is a recognized leader in Industrial Motors and Controls programs and courses. Joliet Junior College has the largest program in the state, and uses and recommends the Energy Concepts, Inc. systems.

JBH Technologies, Inc. is the exclusive sales agent for Energy Concepts, Inc. in the state of Illinois. A letter was obtained from Energy Concepts, Inc. verifying that JBH Technologies, Inc. is the sole source. It was, therefore, not possible to get bids on these training systems.

These systems are used for training in a very specialized field. The Energy Concepts, Inc. systems include equipment, student workbooks and instructors' guides. The student workbooks and instructors' guides are developed in training modules, in conjunction with specific equipment and according to industry standards.

This purchase is funded through the Perkins Grant.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to JBH Technologies, Inc. for a Variable Frequency Drive Trainer, an Industrial Motors Training System, and an Industrial Control Training System as needed by the Electronics Technology/Automation department in the amount of \$14,270.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Open Business Systems, Inc. for the purchase of a SUN Enterprise 450 UNIX file server as requested by Information Technology. This equipment is the hardware platform to support the Web needs of the College.

II. BUDGET STATUS

Funds of \$40,801.00 are provided in the 1998/99 Operations and Maintenance Fund budget, under account number 0295-245-585.10.

III. INFORMATION

The Harper College Communications Network (HCCN) was designed for and continues to support open systems standards. The server equipment selected for the Web System complies with the standards and is capable of inter-operating with other UNIX systems and Local Area Network (LAN) servers (such as Novell and NT) which currently comprise the Harper network.

The Web environment at Harper College has to support the needs of academic, administrative and marketing areas of the College.

This type of real time multi-user application requires significant processor resources in order to provide the appropriate response time that is necessary for E-commerce (registration, student bill payment, etc.). In addition, product research conducted by College faculty and staff resulted in the recommendation for a UNIX server, to satisfy the commonality of platform requirements for academic needs. Some of the

Consent Agenda  
Exhibit VII - 4f  
October 22, 1998

software that supports web-based curriculum development, such as "Course Info" or "Classroom in the Box," requires the processing power of a SUN UNIX server. Thus a dedicated UNIX file server is needed.

This Web server will support the Technology Plan Project G17 Web Page.

SUN Microsystems provides Harper a 30% educational discount which is only available if equipment is purchased from a SUN Microsystems identified educational third party. Open Business Systems, Inc. is authorized by SUN Microsystems, Inc. to act as the exclusive reseller in the education marketplace in Illinois. A letter has been obtained from SUN Microsystems, Inc. verifying this information.

This item was not bid pursuant to Board Policy 4.2.1 and Illinois Compiled Statutes, Chapter 110, section 805/3-27.1 (f) which states that sealed bids are not required for "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software or services."

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Open Business Systems, Inc. for a SUN Enterprise 450 UNIX file server to support the Web System, in the amount of \$40,801.00.

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

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

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

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

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



IV. RECOMMENDATION

The administration recommends that the Board approve the disposal of obsolete and unrepairable personal property owned by the College through donation, a sealed bid sale, an open sale or an auction, sale to a scrap dealer, or other appropriate means for disposal of the property.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Review of Executive Session Minutes

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

In compliance with Public Act 85-1355, the Board of Trustees has scheduled the review of executive session minutes in April and October of each year. On Thursday, October 22, a review may take place in closed session to be followed by action on disclosure during regular session.

IV. RECOMMENDATION

It is recommended that the Board take the following action:

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

and/or

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

WILLIAM RAINEY HARPER COLLEGE

BOARD 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 Friends of Harper

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: October 9, 1998

<b>GRANT NAME AWARD NUMBER Division/Department</b>	<b>BRIEF DESCRIPTION OF GRANT</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES OF OPERATION Manager</b>
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Minority Student Transfer Center Student Development	A program to encourage minority students to transfer to 4 yr. colleges	IBHE \$66,000	09/01/98 08/31/99 F. Solano
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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 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
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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

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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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<b>GRANT NAME AWARD NUMBER Division/Department</b>	<b>BRIEF DESCRIPTION OF GRANT</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES OF OPERATION Manager</b>
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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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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
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 work-based learning	ISBE \$25,000	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 Under-graduate Education DUE: 9851220 Department of Chemistry	Continuation of FY98 grant. "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 October 9, 1998	<b>\$2,924,379</b>

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  
September 5, 1998 thru October 2, 1998**

<u>Fund</u>	<u>Donations</u>	<u>Receipts</u>	<u>Total</u>
A & T Philia Foundation Scholarship	\$ 1,500.00		
Annual Campaign, Payroll Deductions	1,506.86		
Annual Gala	10,340.00	\$ 28,095.00	
Displaced Homemakers Scholarship	200.00		
Harper Annual Golf Outing	715.00	250.00	
ICCB Foundation Scholarship	2,000.00		
Jacob and Iris Wolf Sign Language Interpreting Scholarship	290.00		
Women's History Week	100.00		
 TOTAL DONATIONS	 <u>\$ 16,651.86</u>		
 TOTAL RECEIPTS		 <u>\$ 28,345.00</u>	
 TOTAL DONATIONS & RECEIPTS			 <u>\$ 44,996.86</u>

**OTHER DONATIONS**

<u>Donor</u>	<u>Fund</u>	<u>Item</u>	<u>Value</u>
TOTAL OTHER DONATIONS	See Attached		\$ 14,027.00
GRAND TOTAL			<u>\$ 59,023.86</u>



**HARPER COLLEGE EDUCATIONAL FOUNDATION**  
**Gift In Kind Report**  
**September 5, 1998 thru October 2, 1998**

<u>Date</u>	<u>Constituent Name</u>	<u>Fund</u>	<u>Gift Value</u>	<u>Reference</u>
9/05/98	Barrington Area Historical Society	Annual Gala	\$ 150.00	Schoolhouse B'day Party
9/05/98	Barrington Therapeutics, Inc.	Annual Gala	55.00	One-Hour Massage
9/05/98	Diane Batzkall	Annual Gala	200.00	Framed picture, <i>Opening of the Bridge</i>
9/05/98	Michael D. Brown	Annual Gala	1,000.00	Sculpture, <i>Algonquin #2</i>
9/05/98	Ben Dallas	Annual Gala	1,400.00	Art piece, Acrylic on wood
9/05/98	The Hammond Group, Ltd.	Annual Gala	300.00	Motorola Two Way Radios
9/05/98	Charlotte Herzog	Annual Gala	150.00	Two vintage suits
9/05/98	Image Designers	Annual Gala	45.00	Haircut and manicure
9/05/98	Joan M. Ladendorf	Annual Gala	900.00	Framed quilt, <i>Light the Lights</i>
9/05/98	Maggiano's Little Italy	Annual Gala	600.00	12 gift certificates-\$50 each
9/05/98	Sam Rosby	Annual Gala	400.00	Ceramic plate, <i>Home Plate</i>
9/05/98	Martha Simonsen	Annual Gala	70.00	Goodman Theatre Gift Certificate
9/05/98	Steve Suvada	Annual Gala	1,000.00	Two hours of guitar music
9/05/98	George Voegel	Annual Gala	750.00	Granite sculpture, <i>Water Seeker</i>
9/05/98	Tom Westney	Annual Gala	1,500.00	Copper sculpture, <i>Midwest #3</i>
9/05/98	William Rainey Harper College Plant Science Department	Annual Gala	450.00	Silk floral arrangement, Beanie Baby Bears__
9/10/98	John A. Knudsen	Annual Gala	350.00	"City Scape"/oil painting
9/14/98	Mary E. Applegate	Annual Gala	550.00	Two ceramic vessels
9/14/98	Barbara S. Njus	Annual Gala	70.00	Two Shakespearean repertoire theater tickets
9/14/98	Mark D. Mrozinski	Annual Gala	150.00	Pre-school music class
9/15/98	Janice L. Razaq	Annual Gala	400.00	One hour of romantic classics
9/15/98	John Porter	Annual Gala	12.00	United States flag
9/15/98	Della A. Allen	Annual Gala	500.00	Betty Boop sericell
9/15/98	Paul P. Sipiera	Annual Gala	00.00	Personal Harper College Observatory session
9/15/98	Fred R. Barr	Annual Gala	85.00	18 wheeler hand carved truck
9/15/98	J. R. Tillotson	Annual Gala	250.00	Southwestern jewelry
9/16/98	The Great Frame Up	Annual Gala	20.00	Memento hooks
9/16/98	Della A. Allen	Annual Gala	200.00	Michael Bolton beanie baby

**HARPER COLLEGE EDUCATIONAL FOUNDATION**  
**Gift In Kind Report**

September 5, 1998 thru October 2, 1998

<u>Date</u>	<u>Constituent Name</u>	<u>Fund</u>	<u>Gift Value</u>	<u>Reference</u>
9/16/98	Della A. Allen	Annual Gala	240.00	M. Singletary autographed book & beanie baby
9/21/98	Mary Jane Kirkwood	Annual Gala	95.00	Raku-fired vessel
9/21/98	Cheryl Boyce	Annual Gala	85.00	Porcelain pot w/frog
9/21/98	Joan Brinkworth	Annual Gala	50.00	Porcelain pot
9/22/98	Vince Smith	Annual Gala	100.00	Plush toys from South Park
9/23/98	Jack S. Dible	Annual Gala	350.00	Wine basket
9/25/98	Mary Robins	Annual Gala	200.00	2 days/1 night bed & breakfast
10/2/98	Dr. Robert Breuder	Annual Gala	1,350.00	Rare and difficult-to-find wines
<b>TOTAL</b>			<b>\$ 14,027.00</b>	

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Second 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

A first reading was presented at the September 22, 1998 Meeting.

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 President will provide the Board with a listing of the number of permanent employees, by employee group and administrative unit, two times a year - in October and in February.

*The prior approved policy is attached.*

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Second 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. A first reading was presented at the September 22, 1998 Meeting.

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.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution for 1998 Estimated Tax Levies

II. REASON FOR CONSIDERATION

In accordance with the Truth in Taxation Act, a resolution must be adopted showing the 1998 estimated tax levies.

III. BACKGROUND INFORMATION

The Truth in Taxation Act requires that the Board of Trustees determine the estimated amounts of taxes necessary to be levied for the year at least twenty (20) days before the official adoption of the tax levy. If the tax levies exceed the tax extension for the previous year by more than five percent, a public notice shall be given and a public hearing shall be held.

The College tax levies for 1998 will not exceed the 1997 extension by more than five percent.

IV. RECOMMENDATION

The administration recommends that the attached resolution providing for the estimated tax levies for 1998 be adopted.

[Form 2]

CERTIFICATE OF COMPLIANCE WITH  
THE TRUTH IN TAXATION ACT

**I, the undersigned, do hereby certify that I am President of the Board of Trustees of William Rainey Harper Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois; and**

I do further certify that the Board of Trustees of said district adopted a “Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 1998,” at a regularly scheduled meeting held on the 22nd day of October, 1998, said date being at least twenty (20) days preceding the adoption of the aggregate tax levy of the district; and

I do further certify that the estimated amount of taxes necessary to be levied for the year 1998, and the aggregate levy of the district for 1998, as adopted, did not exceed 105% of the amount of taxes extended or estimated to be extended, exclusive of election costs and bond and interest costs, upon the levy of the district for 1997, such that the provisions of Sections 5 through 7 of the Truth in Taxation Act were not applicable to the adoption of said 1998 aggregate levy.

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

[Form 2]

RESOLUTION REGARDING ESTIMATED AMOUNTS  
NECESSARY TO BE LEVIED FOR THE YEAR 1998

WHEREAS, the Truth in Taxation Act requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, the aggregate amount of property taxes extended or estimated to be extended for 1997 was:

Education Purposes	\$ 21,302,431
Operations and Maintenance Purposes	9,008,185
Liability Insurance, Workers' Compensation, Unemployment Insurance	580,000
Social Security/Medicare Contributions	400,000
Audit	50,003
Life Safety	<u>1,173,589</u>
TOTAL	\$ 32,514,208

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 1998 is as follows:

Education Purposes	\$ 22,261,040
Operations and Maintenance Purposes	9,422,562
Liability Insurance, Workers' Compensation,	

Unemployment Insurance	696,000
Social Security/Medicare Contributions	472,000
Audit	60,004
Life Safety	<u>1,222,880</u>
<b>TOTAL</b>	<b>\$ 34,134,485</b>

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

**Section 1:** The aggregate amount of taxes estimated to be levied for the year 1998 is \$34,134,485.

**Section 2:** The aggregate amount of taxes estimated to be levied for the year 1998 does not exceed 105% of the taxes extended by the district in the year 1997.

**Section 3:** In light of Section 2 above, the provisions of Sections 5 through 7 of the Truth in Taxation Act do not apply to the adoption of the 1998 aggregate levy, and the district is not required to publish notice of or conduct a hearing thereon.

**Section 4:** The resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 22nd day of October, 1998.

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Chairman,



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

**ATTEST:**

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**Secretary**

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

The annual financial audit for Fiscal Year 1997-98.

II. REASON FOR CONSIDERATION

The Board of Trustees approved the appointment of the firm of KPMG Peat Marwick to conduct the annual financial audit for Fiscal Year 1997-98 as required by the Illinois Public Community College Act.

III. BACKGROUND INFORMATION

Each year a certified public accounting firm conducts an audit of the College financial records and transactions and issues a report. Submitted herewith is the audit as prepared by the firm of KPMG Peat Marwick.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees accept the annual financial audit for Fiscal Year 1997-98.