

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

Board Meeting

November 23, 1998

7:00 p.m.

Agenda

- I. Call to Order
- II. Roll Call
- III. Election of Officers for 1998-99:  
Chairman, Vice Chairman and Secretary  
Establishment of Regular Meetings:  
Dates, Time and Place Exhibit III
- IV. Citizen Participation
- V. Student Trustee Report
- VI. Approval of Agenda
- VII. Approval of Consent Agenda\* (Roll Call Vote)  
  
For Approval
  1. Minutes--October 22, 1998 Regular Board meeting  
and executive session Exhibit VII-1
  2. Bills Payable, Payrolls for October 23, 1998  
and November 6, 1998; Estimated payrolls for  
November 7, 1998 through December 18, 1998 Exhibit VII-2
  3. Bid Awards Exhibit VII-3
  4. Purchase Orders Exhibit VII-4
  5. Personnel Action Sheets Exhibit VII-5
  6. Employee Assistance Program-Renewal of Agreement Exhibit VII-6
  7. 1999-2000 Academic Calendar Exhibit VII-7
  8. Paul Thompson Community Service Award Exhibit VII-8
  9. Career Advisory Committee Appointments Exhibit VII-9
  10. Educational Foundation Appointment Exhibit VII-10
  11. Affiliation Agreement with Elgin Mental Health  
Center of Elgin Exhibit VII-11
  12. Affiliation Agreement with EHS Home Health Care  
Service, Inc. of Oak Brook Exhibit VII-12
  13. Affiliation Agreement with West Suburban Hospital  
of Oak Park Exhibit VII-13
  14. Affiliation Agreement with Addolorata Villa of  
Wheeling Exhibit VII-14  
For Information
  15. Financial Statements Exhibit VII-15
  16. Committee and Liaison Reports Exhibit VII-16
  17. Grants and Gifts Status Report Exhibit VII-17
  18. First Reading: Board Policy (revised) on  
Tuition and Fees Exhibit VII-18

\*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: Ratification of Agreement with Professional/Technical Union Exhibit VIII-A
- B. RECOMMENDATION: Resolution: Claims against the District Exhibit VIII-B
- C. RECOMMENDATION: Resolution: Issue Limited Tax Funding Bonds: Series 1998 and Levy of Tax to Pay Principal and Interest on Said Bonds Exhibit VIII-C
- D. RECOMMENDATION: Adoption of 1998 Tax Levy Resolution Exhibit VIII-D
- E. RECOMMENDATION: Resolution: Abatement of Taxes and Authorization for Transfer of Funds Exhibit VIII-E
- F. RECOMMENDATION: Resolution: Providing for and requiring Submission of Proposition of Issuing Community College Bonds in the amount of \$124,800,000 to Voters of the District at next regularly scheduled election. Exhibit VIII-F
- G. RECOMMENDATION: College Protection, Health and Safety: Energy Conservation, Environmental Protection and Handicapped Accessibility Projects Exhibit VIII-G
- H. RECOMMENDATION: Resolution: Delegation of Authority to the President Exhibit VIII-H

IX. President's Report

X. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: \* = Required)

\*December 17 (Th) - 7:00 pm Regular Board meeting

\*January 28, 1999 (Th) - 7:00 pm Regular Board meeting

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

XII. Adjournment

Minutes of the Regular Board Meeting of Thursday, September 22, 1998

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

Minutes of the Regular Board Meeting of Thursday, October 22,  
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, October 22, 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 Botterman, Hess, Howard and Kolze; and Student Member Valadez  
Absent: Members Barton, Gillette, Shure

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; Sharon Alter; Mary Azawi; Catherine Brod; Tom Choice; Lori Danaher; Julie Fleenor; Bob Getz; Ashish Gupta; Amy Hauenstein; Bill Howard; Thea Keshavarzi; Joan Kindle; Roberta Lindenthaler; David Macaulay; Liz McKay; Russ Mills; Elena Pokot; Sharon Szymoniak; Pat Traynor and Joan Young - Harper. Student: Kitty Cowley; Kenneth Gill; Robert Gorlewski.

Guests: Michael Lundeen, Legat Architects; Stuart Miller and Paul Smit, KPMG Peat Marwick; Benjamin Law, Stanley Consultants.

CITIZEN PARTICIPATION There was no citizen participation.

PRESIDENT'S REPORT There was no President's Report.

STUDENT TRUSTEE REPORT Student Member Valadez distributed a copy of his report. He thanked professors Jack Gallagher and Sharon Alter for their help and advice with the candidate debate held on October 15. It was a success.

Student Member Valadez hosted a round table with 30 student leaders from various clubs and organizations. It was very informative for students. He thanked coordinator of

Student Activities Michael Nejman for his help.

A Student Leader E-mail bank has been established to enhance communication throughout campus. The "Suggestion, Idea and Comment Box" has been moved from Building J to Building L in front of the Bookstore.

Student Member Valadez announced that Pamm Prinzivalli and Joanne Crawford resigned from their positions as officers of the Student Senate. He noted that both were instrumental in recruiting and in creating the appointment process in the Senate this year. The first Student Senate meeting was held on October 9 where the two vacant positions were filled. The new vice-president is Desmond Lane and the new treasurer is Craig Ginn. The nine representative positions and three senator positions will be filled at the next meeting.

Student Member Valadez noted that he participated in the Festival of Nations on October 14 where students had the opportunity to experience food, dances and customs from different countries. He thanked all student organizations that participated in the event and especially Juanita Bassler and Multicultural Affairs for their contributions.

Student Member Valadez attended the Faculty Senate meeting where he voiced his concern for minority students. He encouraged the College to diversify by filling the open full-time positions with minority instructors.

Chair Kolze thanked Student Member Valadez for submitting his report in written format. In response to Chair Kolze, Student Member Valadez stated that Pamm Prinzivalli had a baby girl last week.

Member Howard commended Student Member Valadez for the leadership he is providing.

APPROVAL OF AGENDA

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

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

Upon roll call, the vote was as follows:

Ayes: Members Botterman, Hess, Howard and Kolze

Nays: None

Motion carried. Student Member Valadez voted aye.

CONSENT AGENDA

Chair Kolze noted that there was a revision to page 5 of the September 22 meeting minutes. The revised version has been distributed to Board members.

Member Howard moved, Member Botterman seconded, approval of the revised minutes of the September 22, 1998 Regular Board meeting; September 28, 1998 Special Board meeting; bills payable, payrolls for September 25, 1998 and October 9, 1998, estimated payrolls for October 10 through November 20, 1998; bid awards; purchase orders; personnel action sheets; disposal of obsolete and unrepairable college property; review of executive session minutes; and for information: financial statements, committee and liaison reports, grants and gifts status report as modified and outlined in Exhibits VII-1 through VII-10 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,229,584.44
Tuition Refunds	619,074.86

The payrolls of September 25, 1998 in the amount of \$1,759,916.78; October 9, 1998 in the amount of \$1,760,934.39 and estimated payroll of October 10 through November 20, 1998 in the amount of \$5,334,089.53.

- Bid Awards
- Ex. VII-3a Award Bid Q8905 to Nevco Scoreboard Company (Kenneth J. Reid), the low bidder for four scoreboards, in the amount of \$15,060.18.
- Ex. VII-3b 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.
- Ex. VII-3c Award Bid 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 of \$171,207.
- Purchase Orders
- Ex. VII-4a Approve issuance of a purchase order to IMC Salt Inc. for road salt in the amount of approximately \$17,606.
- Ex. VII-4b 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.
- Ex. VII-4c 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.

- Ex. VII-4d 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, 1999/00, 2000/01 for a total of \$85,539.
- Ex. VII-4e 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.
- Ex. VII-4f 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.

#### Personnel Actions

##### Classified Staff Appointments

Dawn Anderson, Clerk Typist II, p/t, Wellness and Human Performance, 10/26/98, \$17,628  
Carlo Bevilacqua, Mail Messenger, Mail Center, 10/05/98, \$17,238  
Melanie Frieburg, Program Assistant, AE/LS-ESL, 09/28/98, \$25,955  
Rita Ghiselli, Secretary, p/t, Women's Program and Personal Counseling, 10/19/98, \$16,744  
George Gallegos, Food Service Worker-Vending, Food Service, 09/21/98, \$18,291  
Forrest Thrawl, Assistant Equipment Manager, Wellness and Human Performance, 09/23/98, \$23,500  
Leticia Villanueva, Cashier, p/t, Bursar's Office, 09/29/98, \$12,948

##### Administrator Resignation

Scot Milford, Director, Technical Services, IT/TS, 10/09/98, 5 yrs. 7 mths.

Professional/Technical Resignations

Joseph Baiardo, Technical Installation Specialist, IT/TS, 09/18/98, 2 yrs. 10 mths.

Thomas Deimel, Desktop Integration Analyst, IT/CS and Workforce and Professional Development, 09/17/98, 10 months

Supervisory/Confidential Resignations

Robert Bieszk, Network Manager, IT/TS, 10/16/98, 5 yrs. 1 mth.

Timothy Sares, Coordinator of Assessment, Assessment and Testing Center, 09/23/98, 4 yrs. 3 mths.

Classified Staff Resignation

Daniel Ciechanowski, Mail Messenger, Mail Center, 08/28/98, 2 yrs. 2 mths.

Harper #512 - IEA Resignations

Michael Klasa, HVAC Mechanic, Physical Plant, 10/13/98, 10 yrs. 7 mths.

Richard Vix, Custodian, Physical Plant, 09/25/98, 11 months

Disposal of  
Obsolete and  
Unrepairable  
College Property

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

Review of  
Executive Session  
Minutes

Approval of the release of the following executive session minutes for public record: May 28, July 23 and August 27, 1998; and approval of the following executive session minutes to remain confidential: April 23 and June 30, 1998.

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

Ayes: Members Botterman, Hess, Howard and Kolze  
Nays: None

Motion carried. Student Member Valadez voted aye.

NEW BUSINESS:

Public Hearing  
on Funding Bond

At 7:09 p.m. Chair Kolze recessed the regular meeting and called to order the public hearing on the funding bond. He noted that the proposal is to sell \$3,560,000 worth of bonds to purchase additional technology and to fund parking lot and road renovations and improvements. Chair Kolze noted that anyone wishing to speak regarding the funding bond could do so.

Inasmuch as there were no persons present who desired to speak regarding the funding bond, Chair Kolze asked for a motion to close the hearing and reconvene the regular Board meeting.

Member Howard moved, Member Botterman seconded, to adjourn the hearing on funding bonds.

Upon roll call, the vote was as follows:

Ayes: Members Botterman, Hess, Howard and  
Kolze  
Nays: None

Motion carried at 7:11 p.m. Student Member Valadez voted aye.

Second Reading:  
Board Policy  
(revised) on  
Hirings/Reports

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

Upon roll call, the vote was as follows:

Ayes: Members Botterman, Hess, Howard and  
Kolze  
Nays: None

Motion carried. Student Member Valadez voted aye.

Second Reading:  
Board Policy  
on Incentive  
Compensation

President Breuder suggested inserting "(dollar amount)" after "incentive compensation" on the last sentence of the last paragraph. The new sentence should read: "The incentive compensation (dollar amount) will be presented to the Board before it is paid."

Member Howard moved, Member Botterman seconded, approval of the Board Policy (new) on Incentive Compensation as modified and outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Botterman, Hess, Howard and  
Kolze  
Nays: None

Motion carried. Student Member Valadez voted aye.

Resolution for  
1998 Estimated  
Tax Levies

Member Howard moved, Member Hess seconded, adoption of the resolution providing for the estimated tax levies for 1998, as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze noted that this action will provide funds for the College. This is approval of the estimate (also called a tentative levy). The final approval will be brought to the November Board meeting.

Upon roll call, the vote was as follows:

Ayes: Members Botterman, Hess, Howard and  
Kolze  
Nays: None

Motion carried. Student Member Valadez voted aye.

Annual Financial  
Audit for Fiscal  
Year 1997-98

President Breuder announced that the audit for the year ending June 30, 1998 is approximately 99 percent complete. He introduced Stuart Miller and Paul Smit of the accounting firm KPMG Peat Marwick. Mr. Miller gave a brief overview of the audit. He called attention to Page 1 of the draft report. His firm has rendered a clean unqualified opinion which is the best opinion they could render for the financial statements of the College. He explained that with Board approval, he can sign the opinion and release the report.

Mr. Miller pointed out that pages 2 and 3 show the balance sheet or the statement of financial position of the College. It shows approximately \$190 million of assets, \$104 million of which is the campus facilities. There is \$18 million of receivables from the county assessors and investments. He pointed out that there is only \$7.2 million in debt on the books. Harper College is in a healthy financial position.

Mr. Miller called attention to page 20, where the general fund is broken out by the education fund and the operations and maintenance fund. The fourth line from the bottom shows approximately \$1 million has been added to the reserve this year. The \$50.6 million in expenses subtracted from the \$51.7 million in revenue created a reserve of approximately \$1 million. The College had originally budgeted for a \$2.8 million deficit. Mr. Miller commended the College on its operations for the year to provide a surplus in this year of transition with a new president. He pointed out that approximately \$17 million is shown in the fund balance which is essentially reserves for the institution. Dividing out the expenses by those reserves shows that the College really only has four months of reserves. Most colleges and universities have three to six months of reserves. He noted that if the cost of an education continues to increase and the College reserves do not increase, the four month reserves will begin to be depleted.

Mr. Miller explained the reference to note 1M regarding encumbrances. Harper showed approximately \$1 million in reserves for the year, however, there was approximately \$380,000 in encumbrances at yearend. Encumbrances are commitments the College has made but has not received the goods or services for. On a cash basis, this should be viewed as a \$640,000 increase in reserves.

Mr. Miller stated that, overall, it was a positive year. He commended the College on its clean operation.

In response to Member Howard, Mr. Miller stated that the College will receive a management letter shortly. Chair Kolze explained that KPMG Peat Marwick will submit a management letter, the administration will react to it, and the Board will review both the management letter and the reaction.

In response to Member Howard, Mr. Miller stated that they would specifically address the areas of concern outlined on last year's management letter. Member Howard explained that the Board would like to see the comparison to make sure progress has been made.

Vice President Thorson stated that this has been a momentous year for the College. She commended controller Roberta Lindenthaler and her staff for their many hours of hard work preparing the financial documents.

In response to Chair Kolze, Mr. Miller stated that KPMG spent approximately 600+ hours on the Harper audit. He added that Paul Smit was the lead manager with others reporting to him on a day-to-day basis.

Member Howard congratulated Vice President Thorson and her staff on the clean audit.

Member Hess moved, Member Howard seconded, acceptance of the annual financial audit for Fiscal Year 1997-98, as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Botterman, Hess, Howard and  
Kolze  
Nays: None

Motion carried. Student Member Valadez voted aye.

Change of Date  
for November  
Board Meeting

Chair Kolze noted that President Breuder has a scheduling conflict with the November 19 regular Board meeting. With Board approval, he recommended rescheduling the meeting for November 23, 1998.

Member Howard moved, Student Member Valadez seconded, that the next regular Board meeting be scheduled for November 23, 1998.

Upon roll call, the vote was as follows:

Ayes: Members Botterman, Hess, Howard and Kolze  
Nays: None

Motion carried. Student Member Valadez voted aye.

Member Howard suggested notifying Members Barton, Gillette and Shure of the November Board meeting date as soon as possible. Chair Kolze asked President Breuder to notify the other Board members.

ANNOUNCEMENTS BY CHAIR

Communications

Member Hess read a letter from Linda Glover, thanking the College for sending the beautiful vase of flowers following her recent bypass surgery. She noted that she felt at home at Northwest Community Hospital with all the Harper graduate nurses and cardiac personnel.

Calendar Dates

Calendar dates are printed on the agenda for Board information.

OTHER BUSINESS

Student Member Valadez introduced student senator Ken Gill. He added that Mr. Gill and Heather Voegli bring knowledge to the senate as they both are returning senators. The Board welcomed him.

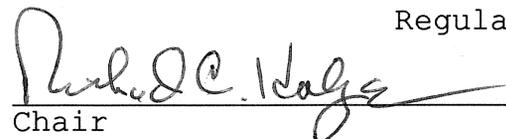
EXECUTIVE SESSION

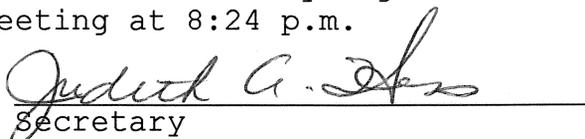
Member Howard moved, Member Hess seconded, that the meeting adjourn into executive session to discuss negotiations and the appointment, employment and dismissal of personnel.

In a voice vote, the motion carried at 7:27 p.m.

ADJOURNMENT

Following executive session, the Board reconvened and immediately adjourned the Regular meeting at 8:24 p.m.

  
Chair

  
Secretary

BOARD REQUESTS

OCTOBER 22, 1998 REGULAR BOARD MEETING

1. In response to Member Howard, Mr. Miller stated that KPMG Peat Marwick would specifically address the areas of concern outlined on last year's management letter. Member Howard explained that the Board would like to see the comparison to make sure progress has been made.
2. Member Howard suggested notifying Members Barton, Gillette and Shure of the November Board meeting date as soon as possible. Chair Kolze asked President Breuder to notify the other Board members.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

NOVEMBER 23, 1998

- EXHIBIT VII - 3a      The administration recommends that the Board award Q8906 for the replacement of Cooling Towers in the Student and Administration Center, the Science, Math and Health Careers Center, and the Music Instruction Center to AMS Mechanical, the low bidder, in the amount of \$181,750 plus a 10 percent contingency of \$18,175 and the 7.5 percent architects fee of \$13,631, for a total of \$213,556.
- EXHIBIT VII - 3b      The administration recommends that the Board award Q8907 to Warner Offset, Inc., the low bidder for printing of the Spring 1999 Second Eight Weeks Course Schedule which contains listings for courses offered by the College, in the amount of \$23,186.
- EXHIBIT VII - 3c      The administration recommends that the Board award Q8904 to Custom Printing Co., the low bidder for printing of the 1999/2000 College Catalog which provides official information about the College, and the option to have the 2000/2001 College Catalog printed at the same or lower price, in the amount of \$27,896.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8906 for Cooling Tower replacement in the Student and Administration Center, the Science, Math and Health Careers Center, and the Music Instruction Center as requested by Physical Plant.

II. BUDGET

Funds in the amount of \$16,777 are provided in the 1998/99 Operations and Maintenance Fund Restricted budget, under account number 0392-039-533.00-9105 and funds of \$218,620 are provided in the 1998/99 Operations and Maintenance Fund Restricted budget, under account number 0392-039-584.00-9105.

III. INFORMATION

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

AMS Mechanical Systems, Inc.	\$181,750
Ideal Heating Company	199,555
Amber Mechanical Contractors, Inc.	227,930
G. F. Connelly Mechanical Contractors, Inc.	246,000

The Cooling Tower project will replace existing cooling towers in the Student and Administration Center, the Science, Math and Health Careers Center, and the Music Instruction Center. These cooling towers are in disrepair and at the end of their useful life. These towers will be replaced during the spring semester in order to prevent disruption of cooling capacity in these buildings.

The base bid plus an alternate to provide variable speed motors and an alternate to provide sand filtration at the cooling tower in the Science, Math and Health Careers Center will be accepted. The recommendation is also for a 10 percent contingency and a 7.5 percent architects fee.

IV. RECOMMENDATION

The administration recommends that the Board award Q8906 for the replacement of Cooling Towers in the Student and Administration Center, the Science, Math and Health Careers Center, and the Music Instruction Center to AMS Mechanical, the low bidder, in the amount of \$181,750 plus a 10 percent contingency of \$18,175 and the 7.5 percent architects fee of \$13,631, for a total of \$213,556.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8907 for printing of the Spring 1999 Second Eight Weeks Course Schedule, which contains listings for courses offered by the College, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$39,815 are provided in the 1998/99 Education Fund budget, under account number 0192-039-547.

III. INFORMATION

A legal bid notice was published and seven bids solicited. Four responses were received. The following is a recap of the bid tab sheet for 248,000 Course Schedules:

Warner Offset, Inc.	\$23,186
Newsweb Corp.	25,420
Castle Printech	No Bid
Des Plaines Publishing Co.	No Bid

Castle Printech did not bid because it has eight presses, and it would be best to use nine presses for this job. Des Plaines Publishing Co. did not bid, realizing that their presses cannot run this job as cost-effectively as the ones that some other vendors have.

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

IV. RECOMMENDATION

The administration recommends that the Board award Q8907 to Warner Offset, Inc., the low bidder for printing of the Spring 1999 Second Eight Weeks Course Schedule which contains listings for courses offered by the College, in the amount of \$23,186.

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WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8904 for printing of the 1999/2000 College Catalog which provides official information about the College, and the option to have the 2000/2001 College Catalog printed at the same or lower price.

II. BUDGET STATUS

Funds in the amount of \$34,000 are provided in the 1998/99 Education Fund budget, under account number 0192-039-547.

III. INFORMATION

A legal bid notice was published and 28 bids solicited. Seven reponses were received. The following is a recap of the bid tab sheet as pertains to a 288-page catalog:

Custom Printing Co.	\$27,896
Webcom Ltd.	32,080
Phillips Brothers Printers	34,426
R. R. Donnelley & Sons Co.	36,101
Victor Graphics, Inc.	40,000
Creasey Printing Services	40,355
DC Graphics Resource, Inc.	96,400

The Catalog provides official information about Harper College. It lists all the programs of study and requirements for degree and certificate programs. In addition, it contains admission information as well as academic information and course descriptions.

IV. RECOMMENDATION

The administration recommends that the Board award Q8904 to Custom Printing Co., the low bidder for printing of the 1999/2000 College Catalog which provides official information about the College, and the option to have the 2000/2001 College Catalog printed at the same or lower price, in the amount of \$27,896.

Consent Agenda  
Exhibit VII - 4  
November 23, 1998

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

NOVEMBER 23, 1998

SUMMARY OF PURCHASE ORDERS

EXHIBIT VII - 4a      The administration recommends that the Board approve issuance of a purchase order to Kreuger International, Inc., for 22 tables and 100 chairs for the Staff Dining Room in the Student and Administration Center, in the amount of \$21,674.

h:app/winword/ponov

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Kreuger International, Inc. for 22 tables and 100 chairs for the Staff Dining Room in the Student and Administration Center as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$64,000 are provided in the 1998/99 Operations and Maintenance Fund budget, under account number 0292-039-587.00-9228.

III. INFORMATION

The Staff Dining Room is used as a laboratory for the students in the Hospitality Management Program, as well as dining space for faculty and staff and as a meeting room for the College and outside organizations. It has been 18 years since this space was redecorated and refurnished. The existing furniture is the original furniture that has been reupholstered several times.

With the high demand in the Northwest suburbs for culinary arts and hospitality training, and increased demand for meeting rooms, it is important that this space be functional and esthetically pleasing.

This purchase is from the State of Illinois Joint Purchasing Agreement Contract number 07163A.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Kreuger International, Inc., for 22 tables and 100 chairs for the Staff Dining Room in the Student and Administration Center, in the amount of \$21,674.

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

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Employee Assistance Program--Renewal Agreement

II. REASON FOR CONSIDERATION

A renewal agreement with Workplace Solutions is necessary for continuation of the professional services provided in connection with the Employee Assistance Program (EAP).

III. BACKGROUND INFORMATION

Harper College initiated its Employee Assistance Program in cooperation with Alexian Brothers Medical Center in October 1984 to provide confidential referral for the diagnosis and treatment of persistent behavioral problems. For purposes of employee assistance programs, Alexian Brothers Medical Center joined forces with the Kenneth W. Young Centers to establish Workplace Solutions which has been providing professional services for Harper for the EAP since 1990. On July 1, 1996 Workplace Solutions, L.L.C. merged with the Human Resources Consulting Group which allows them to provide a broader range of services.

For contract years 1996/97, 1997/98 (December through November), the cost to Harper College for the EAP program was \$15.20 per employee. Workplace Solutions, L.L.C. has increased the per-employee costs to \$16.00 for contract year 1998-99 for the 740 employees served by the EAP. Total cost for the contract year is \$11,840.

The administration has discussed EAP services with other providers and has determined that Workplace Solutions, L.L.C. offers the most competitive costs for providing the services Harper requires.

The Employee Assistance Program at Harper College has proved to be a benefit that is being utilized by all employee groups.

IV. RECOMMENDATION

The administration recommends that the Employee Assistance Program renewal agreement between William Rainey Harper

College and Workplace Solutions, L.L.C. be approved as proposed.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

1999-2000 Academic Calendar.

II. REASON FOR CONSIDERATION

Under the authority of the Public Community College Act, the Board of Trustees of the local community college districts shall establish an academic calendar for the college district.

III. BACKGROUND INFORMATION

The College Bulletin for the 1999-2000 academic year will include the academic calendar. In order to meet the printing schedule, approval of the calendar is required at this time. The calendar has been recommended by the Calendar Committee.

IV. RECOMMENDATION

It is recommended that the attached calendar for the 1999-2000 academic year be adopted.

WILLIAM RAINEY HARPER COLLEGE  
ACADEMIC CALENDAR  
1999-2000

FIRST SEMESTER - FALL, 1999

Registration as scheduled	May through August 14
Final Registration Week	August 16-21
Faculty Report	August 17
Classes Begin	August 23
Last Day for Refunds*	September 4
Labor Day Observed (Classes Not in Session)	September 6
Midterm	October 16
Veterans Day Observed (Classes Not in Session)	November 12
Last Day for Withdrawals (16 week classes)**	November 13
Thanksgiving Holiday (Classes Not in Session)	November 25 - November 28
Last Week of Fall Term (Final Exams)	December 13-18
Semester Break Begins	December 19

SECOND SEMESTER - SPRING, 2000

Registration as scheduled	November through January 8
Final Registration Week	January 10-15
Faculty Report	January 12
Martin Luther King's Birthday Observed (Classes Not in Session)	January 17
Classes Begin	January 18
Last Day for Refunds*	January 31
Lincoln's Birthday Observed (Classes Not in Session)	February 11
Midterm	March 11
Spring Break	March 27- April 2
Classes Resume	April 3
Last Day for Withdrawals (16 week classes)**	April 15
Reading Day	April 21
Last Week of Spring Term (Final Exams)	May 15-20
Graduation	May 21

SUMMER SESSION, 2000

Registration as scheduled	April through May 27
Final Registration Week	May 29 - June 3
Classes Begin	June 5
Last Day for Refunds*	June 8
Midterm	June 29
Independence Day (Classes Not in Session)	July 4
Last Day for Withdrawals	July 13
Last Week of Summer Term (Final Exams)	July 24-27

\* Per institutional policy on page 24  
of College catalog

\*\*Per institutional policy deadline varies for non 16-week courses

WILLIAM RAINEY HARPER COLLEGE  
ACADEMIC CALENDAR  
1999-2000

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\* Per institutional policy on page 24  
of College catalog

\*\*Per institutional policy deadline varies for non 16-week courses

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Paul Thompson Community Service Award

II. REASON FOR CONSIDERATION

Scholarships established by the Board of Trustees and paid from the Educational Fund require approval of the Board of Trustees.

III. BACKGROUND INFORMATION

The Paul Thompson Community Service Award was established by the Board of Trustees to recognize the contribution to the College by Dr. Paul N. Thompson, the third President of Harper College. The intent of the award to recognize academic achievement and community service. The \$1,000 scholarship will be available each year to a Harper student enrolled in a degree or certificate program with a minimum grade point average of 3.0 who exhibits exemplary articulation in community service.

IV. RECOMMENDATION

It is recommended that the Board of Trustees adopt the Paul Thompson Community Service Award in the amount of \$1,000 each year, to be paid on an annual basis from the Educational Fund through the Office of Student Financial Assistance.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Career Advisory Committee appointments for the 1998-99 academic year.

II. REASON FOR CONSIDERATION

Board policy requires notification be given Advisory Committee appointees on an annual basis.

III. BACKGROUND INFORMATION

For the current year, 268 prospective committee members representing 31 career programs have been invited to assist the College in the further development and improvement of career education. Attached is a listing of advisory committee members and a copy of the letter to be sent to each individual committee member after Board approval.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the Career Advisory Committee appointments for the 1998-99 academic year.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Confirmation of appointment of new member to the Harper College Educational Foundation Board of Directors.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

Via fax vote on November 6, 1998, the members of the Board of Directors of the Educational Foundation approved the appointment of Mr. Thomas F. Hutchison to the Educational Foundation Board of Directors.

A biosketch of the newly-appointed director is attached.

IV. RECOMMENDATION

The administration recommends confirmation of the appointment of Mr. Thomas F. Hutchison as a member of the Board of Directors of the Harper College Educational Foundation.

**Thomas F. Hutchison**

Tom started with H-O-H Chemicals in 1979, after three years with The Trane Company in LaCrosse, Wisconsin. Promoted to President in 1989, he has been very active in virtually every area of the business, and plans on continuing the tradition of success established by his father, Robert F. Hutchinson, who started H-O-H in 1968.

Tom received his B.S.M.E. and M.B.A. degrees from Southern Methodist University.

He and his wife Beth and five children reside in Arlington Heights, Illinois.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and Elgin Mental Health Center of Elgin for use of clinical facilities for students in the Nursing Program.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The facilities and education opportunities available at Elgin Mental Health Center of Elgin are consistent with the clinical objectives of the Harper College Nursing Program.

This agreement has been approved by appropriate officers of Elgin Mental Health Center of Elgin and has been reviewed by Harper College legal counsel.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and Elgin Mental Health Center of Elgin be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and EHS Home Health Care Service, Inc. of Oak Brook for use of clinical facilities for students in the Nursing Program.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The facilities and education opportunities available at EHS Home Health Care Service, Inc. of Oak Brook are consistent with the clinical objectives of the Harper College Nursing Program.

This agreement has been approved by appropriate officers of EHS Home Health Care Service, Inc. of Oak Brook and has been reviewed by Harper College legal counsel.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and EHS Home Health Care Service, Inc. of Oak Brook be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and West Suburban Hospital of Oak Park for use of clinical facilities for students in the Nursing Program.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The facilities and education opportunities available at West Suburban Hospital of Oak Park are consistent with the clinical objectives of the Harper College Nursing Program.

This agreement has been approved by appropriate officers of West Suburban Hospital of Oak Park and has been reviewed by Harper College legal counsel.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and Addolorata Villa of Wheeling for use of clinical facilities for students in the Basic Nursing Assistant Training Program.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The facilities and education opportunities available at Addolorata Villa of Wheeling are consistent with the clinical objectives of the Harper College Basic Nursing Assistant Training Program.

This agreement has been approved by appropriate officers of Addolorata Villa of Wheeling and has been reviewed by Harper College legal counsel.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and Addolorata Villa of Wheeling be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

There are no reports for this month.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Grants and gifts status report.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

**HARPER COLLEGE LISTING OF GRANT PROGRAMS**  
**July 1, 1998 - June 30, 1999**

Reported: November 9, 1998

GRANT NAME	BRIEF DESCRIPTION	FUNDING SOURCE	DATES OF
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<b>AWARD NUMBER Division/Department</b>	<b>OF GRANT</b>	<b>AWARD AMOUNT</b>	<b>OPERATION Manager</b>
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
Manufacturing Partnership  Corporate Services	Provides consulting services to area companies	IBHE \$21,000	09/01/98 08/31/99 L. Danaher
Special Populations Allocation Acad. Enr. / Lang. Stud.	State Allocation Grant Special Populations to support students	ICCB \$275,637	07/01/98 06/30/99 L. McKay
Business/Industry Workforce Preparation Workforce & Prof. Dev.	State Allocation Grant To provide local economic development in workforce training	ICCB \$161,743	07/01/98 06/30/99 S. Quirk
Education to Careers Workforce Preparation Workforce & Prof. Dev.	State Allocation Grant To promote career development and work-based learning	ICCB \$135,168	07/01/98 06/30/99 S. Quirk
Welfare to Work Workforce Preparation Workforce & Prof. Dev.	State Allocation Grant Workforce Preparation	ICCB \$62,500	07/01/98 06/30/99 S. Quirk
Advanced Technology  Information Technology	State Allocation Grant To purchase technological resources for instruction	ICCB \$158,528	07/01/98 06/30/99 D. McShane
Advanced Technology  Information Technology	State Allocation Grant Technology Support	ICCB \$110,883	07/01/98 06/30/99 D. McShane
Technical Skills  Information Technology	State Allocation Grant Staff Technical Skills Enhancement	ICCB \$98,897	07/01/98 06/30/99 D. McShane
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
Homemakers 99-xxxxxx-14-016-5120-51 Women's Program	Continuation of FY98 grant. Advising and job placement for women's program participants	IDOL \$59,000	07/01/98 06/30/99 L. Lopez-Wark
Disabled Student Project  Disability Services	Continuation of FY98 grant. To provide services to disabled students	IDHS/ORS \$129,780	07/01/98 06/30/99 T. Thompson

Displaced

<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>
Adult Educ. & Literacy 99-xxxxx-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
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 S. Griffith
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 \$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 Under-graduate Education DUE: 9851220 Department of Chemistry	Continuation of FY98 grant. 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 November 9, 1998 **\$2,945,379**

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  
October 1998**

<u>Fund</u>	<u>Donations</u>	<u>Receipts</u>	<u>Total</u>
Annual Campaign, Payroll Deductions	\$ 1,644.86		
Annual Gala	13,605.00	\$ 14,090.00	
Art Gallery	2,000.00		
Athletic Fund	200.00		
Educational Mentor Program	7,000.00		
Edward Moran Memorial Computer Science Award	500.00		
Endowment for Student Success	25.00		
Friends of the LRC	200.00		
General Scholarship Fund	50.00		
General Unrestricted Fund	525.00		
Harper Annual Golf Outing	120.00	535.00	
Jacob and Iris Wolf Sign Language Interpreting Scholarship	1,100.00		
Kathleen N. Graber Scholarship	1,495.00		
Math Lab Scholarship	500.00		
Math League Awards	500.00		
Otter Chemistry Endowment	550.00		
Women's History Week	100.00		
Young Artists' Competition	210.00		
 TOTAL DONATIONS	 <u>\$ 30,324.86</u>		
 TOTAL RECEIPTS		 <u>\$ 14,625.00</u>	
 TOTAL DONATIONS & RECEIPTS			 <u>\$ 44,949.86</u>

**OTHER DONATIONS**

<u>Donor</u>	<u>Fund</u>	<u>Item</u>	<u>Value</u>
TOTAL OTHER DONATIONS	See Attached		\$ 1,660.00
GRAND TOTAL			<u>\$ 46,609.86</u>

**HARPER COLLEGE EDUCATIONAL FOUNDATION**  
**Gift In Kind Report**  
**October 1998**

<b>Constituent Name</b>	<b>Date</b>	<b>Fund</b>	<b>Gift Value</b>	<b>Reference</b>
Robert L. Breuder	10/ 2/98	Annual Gala	\$ 1,350.00	Rare & difficult-to-find wines
William Rainey Harper College	10/ 1/98	Annual Gala	260.00	Harper Symphony Concert Choir - 4 tickets each
William Rainey Harper College	10/ 1/98	Annual Gala	50.00	Dinner & lecture with R. Ressler
<b>TOTAL</b>			<b>\$ 1,660.00</b>	

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

First Reading: Tuition and Fees

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The review has been completed and a revised policy is being presented.

IV. RECOMMENDATION

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

3.3.4 VARIABLE TUITION

- The tuition charged for courses and programs may vary by cost and as approved by the Board of Trustees.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Ratification of the three-year 1999/02 Collective Bargaining Agreement with the Professional/Technical Union.

II. REASON FOR CONSIDERATION

Ratification by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute the Agreement.

III. BACKGROUND INFORMATION

Tentative agreement was reached between the negotiating teams on November 23, 1998. The vote taken by the Professional/Technical membership to ratify the Agreement was held on November 5, 1998.

The increased costs for fiscal year 1999/00 are \$223,066, for fiscal year 2000/01 the increased costs are \$222,643 and for fiscal year 2001/02 the increased costs are \$221,169.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees ratify the three-year Collective Bargaining Agreement with the Professional/Technical Union effective July 1, 1999 and ending June 30, 2002, and the administration further recommends that the Board Chairman and Secretary be authorized to execute such Agreement on behalf of the Board of Trustees.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution: Claims Against the District

II. REASON FOR CONSIDERATION

This resolution sets forth the exact nature of the obligations the College will satisfy as it sells funding bonds.

III. BACKGROUND INFORMATION

Funding bonds require that the College have identifiable obligations which will be satisfied through the sale of the funding bonds. The College has developed a 10 year bond sale strategy. The 1998 series was identified as support to the College Technology Plan, and to add and repair College parking lots and roads. The attached Claim Against the District is in the form of a Lease Purchase Agreement with First Chicago in the amount of \$3,560,000.

IV. RECOMMENDATION

The administration recommends that the Board approve the resolution establishing claims against the district.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to Issue \$3,560,000 Limited Tax Funding Bonds, Series 1998 and for Levy of Tax to Pay Principal and Interest on said bonds.

II. REASON FOR CONSIDERATION

Recent state legislation permits local governments to issue limited tax bonds in lieu of general obligation bonds that have otherwise been authorized by applicable law. Limited tax bonds will be secured by a 1995 non-referendum bond debt service extension base. The base amount for each local government will become available as existing non-referendum general obligation bonds are paid or retired.

The College has retired bonds recently. The retirement of these bonds creates bond capacity, up to the debt service extension base, to finance Funding Bonds.

The College has obligations which can be met through the issuance of Funding Bonds. The College has a legal budget which was presented to the Board of Trustees on June 30, 1998. This bond sale will enable the College to meet its educational objectives, and meet its financial obligations. This can be accomplished without increasing the tax levy on the property owners of the district.

III. BACKGROUND INFORMATION

The College Board of Trustees has made a commitment in the past which now needs to be funded. The commitment is to the Technology Plan. Additional commitments have been made to increase and upgrade parking lots and roads. These items qualify as obligations which may be satisfied through the Funding Bonds portion of a General Obligation Limited Tax Bond sale.

IV. RECOMMENDATION

The Administration recommends that the Board approve the Resolution to Issue Limited Tax Bonds.

(Bids will be opened the day of the Board Meeting. After bid opening and analysis, the final numbers will be inserted in the resolution. The complete resolution will be hand delivered the night of the Board Meeting).

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Adoption of Levy Resolution

II. REASON FOR CONSIDERATION

Approval by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute the adoption of the Levy Resolution.

III. BACKGROUND INFORMATION

The provisions of the Illinois Community College Act, 110-ILCS 805/3-20.5, require that the board of each community college district annually ascertain, as nearly as practical, how much money must be raised by special tax for Education; Operations and Maintenance; Tort Liability Insurance, Workers' Compensation and Occupational Diseases Insurance, and Unemployment Insurance; Medicare Insurance; Financial Audit; and Life Safety purposes for the next year. Such amounts shall be certified and returned to the County Clerks on or before the last Tuesday in December annually.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the Levy Resolution for 1998.

ADOPTION OF LEVY RESOLUTION

Member \_\_\_\_\_ moved, seconded by Member \_\_\_\_\_

BE IT RESOLVED that the following Resolution and Certificate of Tax Levy for 1998 be approved and adopted by the Board of Trustees of William Rainey Harper College, Community College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, and that the Certificate of Tax Levy be filed with the County Clerks' Offices of Cook, Kane, Lake and McHenry Counties, State of Illinois, in accordance with the provisions of 110-ILCS 805/3-20.5 of the Illinois Community College Act:

We hereby certify that we require the sum of \$22,261,040 to be levied as a special tax for educational purposes on the equalized assessed value of the taxable property of our district for the year of 1998.

We hereby certify that we require the sum of \$9,422,562 to be levied special tax for Operations and Maintenance purposes on the equalized assessed value of the taxable property of our district for the year 1998.

We hereby certify that we require the sum of \$696,000 to be levied as a special tax for Tort Liability Insurance purposes, Workers' Compensation and Occupational Diseases Insurance purposes, and Unemployment Insurance purposes, and Tort Liability Prevention Items on the equalized assessed value of the taxable property of our district for the year 1998.

We hereby certify that we require the sum of \$60,004 to be levied as a special tax for Financial Audit purposes on the equalized assessed value of the taxable property of our district for the year 1998.

We hereby certify that we require \$472,000 to be levied as a special tax for Medicare and Social security purposes on the equalized assessed value of the taxable property of our district for the year 1998.

We hereby certify that we require the sum of \$1,248,021 to be levied as a special tax for Energy Conservation, Health or Safety, Environmental Protection or Handicapped Accessibility purposes on the equalized

assessed value of the taxable property of our district  
for the year 1998.

Bond and Interest levy to be determined by each of the  
County Clerks.

November 23, 1998

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Board Chairman

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Board Secretary  
Community College Dist. #512  
Cook, Kane, Lake and McHenry Counties  
State of Illinois

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Abatement of Taxes levied for 1998 to pay the debt service on \$1,700,000 General Obligation Bonds, Series 1992 (Alternate Revenue Source) and authorization to transfer \$220,000 from the Auxiliary Fund to the Bond and Interest Fund to provide funds for the abatement.

II. REASON FOR CONSIDERATION

The purpose of this abatement is to cover the debt service costs from the Bookstore profits. The Board of Trustees approved this funding approach at the time they authorized selling the Alternate Revenue Bonds.

III. BACKGROUND INFORMATION

The Board of Trustees, as part of the construction and renovation plan, approved the sale of \$1,700,000 Alternate Revenue Bonds. As a condition of this action, it was agreed that the levy covering the payment of debt service for these bonds would be abated each year and that funds necessary to cover the debt payment would be transferred each year from the Bookstore profits in the Auxiliary Fund to the Bond and Interest Fund. This recommendation is in keeping with the intended plan.

IV. RECOMMENDATION

It is recommended that the attached resolution abating the tax levied for 1998 to pay the debt service on the \$1,700,000 General Obligation Bonds, Series 1992 (Alternate Revenue Source) be approved and the transfer of \$220,000 from the Bookstore profits in the Auxiliary Fund to the Bond and Interest Fund be authorized.

RESOLUTION abating the tax heretofore levied for the year 1998 to pay debt service on \$1,700,000 General Obligation Bonds, Series 1992 (Alternate Revenue Source) of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois.

WHEREAS, the Board of Trustees (the "Board") of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois (the "Issuer"), by resolution adopted on the 19th of December,

1991 (the "Resolution"), did provide for the issue of \$1,700,000 General Obligation Bonds, Series 1992 (Alternate Revenue Source) (the "Bonds"), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds: and

WHEREAS, the Issuer will have Pledged Revenues (as defined in the Resolution) available for the purpose of paying the debt service due on the bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the Issuer that the tax hereto levied for the year 1998 to pay such debt service on the bonds be abated in the amount of \$220,000.

NOW THEREFORE, Be it and it is hereby resolved by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, as follows:

Section 1. Transfer Authorized. The Board hereby authorizes and directs that the sum of \$220,000 be transferred forthwith from the Auxiliary Fund to the Alternate Bond and Interest Fund of 1998 so that the total aggregate sum of \$220,000 will be on deposit therein.

Section 2. Abatement of Tax. The tax heretofore levied in the amount of \$220,000 for the year 1998 in the Resolution is hereby abated in its entirety.

Section 3. Filing of Resolution. Forthwith upon the adoption of this resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerks of Cook, Kane, Lake and McHenry counties, Illinois, and it shall be the duty of said County Clerks to abate said tax levied for the year 1998 in accordance with the provisions hereof.

Section 4. Effective Date. This resolution shall be in full force and effect forthwith upon its adoption.

Adopted November 23, 1998

AYES: \_\_\_\_\_  
\_\_\_\_\_  
NAYS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

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Chairman, Board of Trustees

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Secretary, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution providing for and requiring submission of the proposition of issuing Community College Bonds in the amount of \$124,800,000 to the voters of the District at the next regularly scheduled election.

II. REASON FOR CONSIDERATION

It has been determined that the long term educational needs of the community can only be met through upgrading current space and adding new space for existing and new curricula. The costs for these improvements and additions to the physical plant are substantial and cannot be funded by other revenue sources. It is, therefore, necessary to place a referendum on the ballot to request \$124,800,000 from the voters of the District.

III. BACKGROUND INFORMATION

The College has gone through two years of analysis of current and future space needs and has determined that to adequately serve the needs of the District it needs to minimally renovate five buildings and construct a Science and Technology Center and a Culinary and Hospitality Center.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board adopt the attached resolution authorizing a referendum for \$124,800,000 be placed on the ballot at the next regularly scheduled election.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

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

II. REASON FOR CONSIDERATION

The College has developed a fund balance from prior life safety projects which have been completed under budget. We need to redirect these funds to another life safety qualified project. The Illinois Community College Board will also review the requested Life Safety project and if the project qualifies and meets their approval requirements, they will provide the final approval.

III. BACKGROUND INFORMATION

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

The following project is being recommended for to be paid from prior year's Life Safety Tax Levy funding:

<b>Proposed Work Item</b>	<b>Estimated Project Cost</b>
<b>Campus Sidewalk Repair</b>	<b>\$273,088</b>
<b>Total</b>	<b>\$273,088</b>

#### IV. RECOMMENDATION

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

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

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

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

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

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

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

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

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

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

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

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

Proposed Work Item	Estimated Project Cost
Campus Sidewalk Repairs - Phase II	\$273,088
Total	\$273,088

Section 2: That the Board of Trustees has determined that there are not sufficient funds available in the Operations and Maintenance Fund of the District to permanently pay for the alterations and repairs identified in Section 1 above.

Section 3: That the Board of Trustees has secured from a licensed architect or engineer a certified estimate

of the costs of completion of the alterations and repairs required for the projects identified in Section 1 above.

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

Passed and Approved the 23rd day of November, 1998.

APPROVED:

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

ATTEST:

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

STATE OF ILLINOIS     )  
                                  )     SS  
COUNTY OF COOK        )

RESOLUTION CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and as such official I do further certify that attached hereto is a true, correct and complete copy of the Resolution for approval of Projects to Alter and Repair Facilities Pursuant to Section 3-20.3.01 of the Illinois Public Community College Act which was adopted by the Board of Trustees on the 23rd day of November, 1998.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 23rd day of November, 1998.

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**Secretary, Board of Trustees**

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Delegation of authority to the President to approve issuing purchase orders to the lowest responsible bidders for products and services needed to redecorate the Staff Dining Room in the Student and Administration Center, and for the outsourcing of printing and mailing of Information Returns to students and the Internal Revenue Service as required in the Taxpayer Relief Act of 1997.

II. REASON FOR CONSIDERATION

In order to meet a February deadline, approval needs to be granted for purchase orders to be issued to the lowest responsible bidders for the redecorating of the Staff Dining Room, before the Board of Trustees meeting December 17, 1998.

In order to meet the Internal Revenue Service (IRS) deadline, approval needs to be granted for a purchase order to be issued to the lowest responsible bidder for printing and mailing of Information Returns to students and the IRS, before the Board of Trustees meeting December 17, 1998.

III. BACKGROUND INFORMATION

The redecorating of the Staff Dining Room is to include new carpeting, new tile in entry areas and in the food service area, a new ceiling, new window coverings, and new wall treatments which include a combination of wallpapers and paint. The deadline to have this project completed is mid-February, 1999. Work will begin after the Christmas break, on January 4, 1999. Because this timeline is aggressive, it is important that orders for materials and services be placed within the next couple of weeks.

The Taxpayer Relief Act of 1997 includes the Hope Scholarship Credit (Hope) which targets the first two years of postsecondary education and is sufficient, for eligible students, to cover most tuition and fees at public community colleges.

Eligible higher education institutions are required to file Information Returns with the IRS and furnish statements to all students for whom they receive tuition and fee payments. In order to comply with the law, the College is estimating it will be issuing between 40,000 and 50,000 copies of Form 1098-T. Outsourcing the tax reporting will consist of printing and mailing of Information Returns to students and submitting them to the IRS.

This request is to give authorization to the President, after reviewing bids, to approve issuance of purchase orders as soon as possible, to the lowest responsible bidders.

IV. RECOMMENDATION

The administration recommends that the Board authorize the President, after reviewing bids, to approve issuance of purchase orders to the lowest responsible bidders for products and services associated with the redecoration of the Staff Dining Room, and for the outsourcing of printing and mailing of Information Returns to students and the Internal Revenue Service as required by the Taxpayer Relief Act of 1997.