

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Board Meeting

December 17, 1998

7:00 p.m.

Agenda

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

For Approval

- 1. Minutes--November 23, 1998 Regular Board meeting and executive session Exhibit VI-1
- 2. Bills Payable, Payrolls for November 20, 1998 and December 4, 1998; Estimated payrolls for December 5, 1998 through January 29, 1999 Exhibit VI-2
- 3. Bid Awards Exhibit VI-3
- 4. Purchase Orders Exhibit VI-4
- 5. Personnel Action Sheets Exhibit VI-5

For Information

- 6. Financial Statements Exhibit VI-6
- 7. Committee and Liaison Reports Exhibit VI-7
- 8. Grants and Gifts Status Report Exhibit VI-8

*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.

VII. New Business

- A. RECOMMENDATION: Renewal of Treasurer's Surety Bond Exhibit VII-A
- B. RECOMMENDATION: College Naming Program Exhibit VII-B

C. RECOMMENDATION: Insurance Renewal for Medical,
Dental, Life and Disability

Exhibit VII-C

D. RECOMMENDATION: Second Reading: Board Policy
(revised) on Tuition and Fees

Exhibit VII-D

VIII. President's Report

IX. Announcements by the Chair

A. Committee/Liaison Assignments

B. Communications

C. Calendar Dates

(Note: * = Required)

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

*February 25, 1999 (Th) - 7:00 pm Regular Board meeting

January 25-February 1, 1999 - Period for filing nominating
petitions

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

XI. Adjournment

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

Minutes of the Regular Board Meeting of Monday, November 23, 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 Monday, November 23, 1998 at 7:01 p.m. in the Student and Administration Center (A-238) of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Botterman, Gillette, Hess, Howard, Kolze and Shure; and Student Member Valadez
Absent: None

Also present: Robert Breuder, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Human Resources and Internal Affairs; David McShane, V.P. Information Technology; Judy Thorson, V.P. Administrative Services; Jim Arnesen; Pat Best; Larry Bielawa; Pat Bourke; Frances Brantley; Catherine Brod; Bob Campbell; Steve Catlin; Tom Choice; John Clarke; Carl Dittburner; Jim Edstrom; Jack Gallagher; Bob Getz; Jerry Gotham; Michael Harkins; Amy Hauenstein; Julie Hennig; Kathleen Hock; Paul Holdaway; Bill Howard; Bill Jedlicka; Peggy Kazkaz; Sunil Koswatta; Sally Kozlar; Dave Lauerman; Roberta Lindenthaler; Tim Manning; Pat Mulcrone; Barbara Njus; Mike Oester; Elena Pokot; Sheila Quirk; J. Stanley Ryberg; Randy Schietzelt; Phil Stewart; Sharon Szymoniak; Tryg Thoreson; Pat Traynor; Joan Young and Mark Zelman - Harper. Students: Arijana Barun; Kitty Cowley; Scott Farrow; Bradley Handwerker; Shannon LaPenna; Zoran Milic and Michael O'Toole.

Guests: Val Arnesen, Community; Jerald Milligan, Legat Architects; Barbara Bell, Pioneer Press; Maryanne Giustino, Chicago Tribune; Jaime Sotonoff, Daily Herald; Joanne Malinowski, Kane, McKenna Capital, Inc.

ELECTION OF
OFFICERS FOR
1998-99

Chair Kolze noted that Election of Officers will take place. The terms of office will commence immediately following the elections and will last for one year. He stated that he would act as Chair pro tem during the election of officers, if there were no objections from Board members.

Member Gillette moved, Member Howard seconded, that Richard Kolze serve as Chair pro tem for the election of officers.

In a voice vote, the motion carried.

Member Howard moved, Member Barton seconded, that Richard Kolze be elected to serve as Chair of the Board for 1998-99. There were no other nominations. Motion approved.

Chair Kolze explained that if only one person is nominated, he or she is declared elected.

Member Hess moved, Member Barton seconded, the nomination of Kris Howard for Vice Chair.

Member Botterman moved, Member Gillette seconded, the nomination of Leon Shure as Vice Chair.

In a voice vote, Kris Howard was elected to serve as Vice Chair of the Board for 1998-99.

Member Barton moved, Member Howard seconded, that Judy Hess be elected to serve as Secretary of the Board for 1998-99. There were no other nominations. Motion approved.

ESTABLISHMENT OF
REGULAR MEETINGS:

Member Gillette moved, Member Barton seconded, approval of the resolution of 1999 meeting dates as outlined in Exhibit III (attached to the minutes in the Board of Trustees' Official Book of Minutes).

There was discussion regarding canvassing date requirements in relation to the February and April election dates. Chair Kolze suggested adopting the current resolution and making necessary date changes if the need arises.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Valadez voted aye.

Chair Kolze noted that committee assignments will be made at a later date. He asked Board members to continue working with their current committees until he has a chance to speak to each of them regarding their special interests.

CITIZEN
PARTICIPATION

Faculty Senate President Julie Fleenor addressed the Board. She spoke of her concern regarding the upcoming referendum and the impasse that has occurred in the faculty salary contracts. She noted that the referendum is being sold on the basis of quality of education through excellence that is offered at Harper and the relationships that are present between the faculty and students. The instructors are the "front line" of the relationship between Harper College and the students. Dr. Fleenor stated that the faculty is very much in support of the referendum; they have voted to contribute financially from the senate treasury and have provided speaking dates to inform students and communities in the district. She feels that faculty would be able to devote more attention and energy to the referendum if the negotiations would be settled quickly.

Dr. Fleenor stated that many items are causing the current impasse in negotiations. She spoke briefly of the inclusion of promotions and the average salary increases. She stated that the Board has consistently under-predicted the growth in the Education Fund balance and over-predicted total salary cost. She encouraged the Board to settle the agreement this evening.

Chair Kolze thanked Dr. Fleenor for addressing the Board. Dr. Fleenor distributed handouts to Board members.

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

STUDENT TRUSTEE
REPORT

Student Member Valadez distributed a copy of his report. He noted that the Student Senate met recently where senators were designated to serve on various committees and the 1998-99 Student Senate budget was approved. Only three representative seats remain open on the Senate. He feels the Senate is very strong with many committed individuals.

Student Member Valadez thanked Bill Howard from Strategic Planning for presenting a "Goal Setting Session" to the Senate. The senate will focus on the following goals: to have a full senate and keep everyone involved; to network with different organizations within campus; to amend the constitution and create a policy manual; to set certain standards for upcoming senates; and to be a strong voice in issues involving students.

Student Member Valadez stated that he has shared a slide presentation of his Washington, DC internship with other students. He is encouraging students to get involved in other activities.

Student Member Valadez noted that he enjoyed attending the Faculty Senate and Board of Trustees reception.

He thanked Dr. Breuder for attending the round table session, which gave students an opportunity to meet the President and ask him questions.

He is staying involved with other committees on campus, one of which informs students of the referendum.

Student Member Valadez noted that 25 students from various groups on campus attended an event in Chicago recently. They had the opportunity to express ideas and plan other events with the hope of increasing student

participation and involvement in various organizations.

Student Member Valadez introduced Student Ambassadors Shannon LaPenna, Zoran Milic, Scott Farrow and Arijana Barun. He also introduced Student Senate members Mike O'Toole and Bradley Handwerker. He thanked them for attending the Board meeting.

On behalf of the Board, Chair Kolze welcomed them to the Board meeting and expressed appreciation for the students' efforts.

APPROVAL OF AGENDA

Chair Kolze stated that there will be an executive session at the end of the regular meeting to discuss collective bargaining.

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

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Valadez voted aye.

CONSENT AGENDA

Chair Kolze noted that, although it may appear Board members rush through the Consent Agenda, each Member has had the opportunity to speak to the staff prior to the Board meeting to ask questions.

Member Shure requested that item VII-9 Career Advisory Appointments be removed from the Consent Agenda.

In response to Member Gillette, Chair Kolze stated that the money for the Paul Thompson scholarship came out of the Education Fund, because the Foundation was not willing to pick up the expenditure.

Member Barton moved, Member Botterman seconded, approval of the minutes of the October 22, 1998 Regular Board meeting and executive session; bills payable; payrolls for October 23, 1998 and November 6, 1998; estimated payrolls for November 7 through December 18, 1998; bid awards; purchase orders; personnel action sheets; employee assistance program-renewal of agreement; 1999-2000 academic calendar; Paul Thompson Community Service Award; educational foundation appointment; affiliation agreement with Elgin Mental Health Center of Elgin; affiliation agreement with EHS Home Health Care Service, Inc. of Oak Brook; affiliation agreement with West Suburban Hospital of Oak Park; affiliation agreement with Addolorta Villa of Wheeling; and for information: financial statements, committee and liaison reports, grants and gifts status report, and first reading: board policy (revised) on tuition and fees; as modified and outlined in Exhibits VII-1 through VII-8 and VII-10 through VII-18 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,563,199.17
Tuition Refunds	210,473.66

The payrolls of October 23, 1998 in the amount of \$1,724,784.06; November 6, 1998 in the amount of \$1,731,465.60 and estimated payroll of November 7 through December 18, 1998 in the amount of \$5,236,218.24.

Bid Awards

Ex. VII-3a	Award Bid 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
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10 percent contingency of \$18,175 and the 7.5 percent architects fee of \$13,631, for a total of \$213,556.

Ex. VII-3b Award Bid 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.

Ex. VII-3c Award Bid 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.

Purchase Order Ex. VII-4a 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.

Personnel Actions

Administrator Appointments

Julie Hennig, Assistant to the Vice President of Academic Affairs for Career Programs, Academic Affairs, 12/01/98, \$62,000

Joan Kindle, Associate Vice President for Student Affairs, Student Affairs, 11/01/98, \$85,300

Dennis Sienko, Director of Applied Technology, TM/PS, 11/30/98, \$71,000

Professional/Technical Appointments

Jennifer Hinton, Information Specialist, Multicultural Affairs, 11/02/98, \$31,000

Christine Petrik, Nursing Laboratory Assistant, p/t, LS/HS, 10/30/98, \$8,004

Supervisory/Confidential Appointments

Susanne Starck, WEB Editor, Marketing Service
Center, 11/09/98, \$39,000

Christine Stephan, Manager, Web Resources,
Information Technology, 12/14/98,
\$61,000

Classified Staff Appointments

Bridgette Bauman, Registration/Assistant
Operations Support, p/t, Registrar's
Office, 11/09/98, \$13,728

Dawn Conrad, Laboratory Assistant, Fashion
and Interior Design, Liberal Arts,
11/09/98, \$18,900

Teresa Montesano, Receptionist, p/t,
Registrar's Office, 11/02/98, \$9,949

Eduardo Montiel, Food Service Worker III-
Vending, Food Service, 11/02/98,
\$18,291

Harper #512 - IEA Appointments

Daniel Garay Jr., Utilities Mechanic,
Physical Plant, 11/02/98, \$31,138

Martha Schmitt, Custodian, Physical Plant,
11/06/98, \$18,886

Professional/Technical Resignations

Matthew Davis, Research Analyst, Office of
Research, 10/30/98, 3 months

Linda Kinney, Nursing Laboratory Assistant,
p/t, LS/HS, 10/30/98, 1 yr. 11 mths.

Supervisory/Confidential Resignations

Theodore Agresta, Internal Auditor,
Accounting Services, 11/20/98, 7 yrs. 6
mths.

Linda Brinkman, New Business Development
Manager, Corporate Services, 10/13/98, 3
yrs. 4 mths.

Classified Staff Resignation

Yvonne Ayers, Library Assistant II, Library
Services, 10/30/98, 2 yrs. 5 mths.

Hugo Corvera, Library Assistant, p/t, Library
Services, 10/31/98, 1 yr. 8 mths.

George Gallegos, Food Service Worker III-
Vending, Food Service, 10/09/98,
(terminated during probation)

Joanne Parke, Administrative Secretary,
Continuing Education, 11/13/198, 5 yrs.
11 mths.

Marke Steffen, Graphic Designer, Marketing
Service Center, 10/16/98, 15 yrs. 1 mth.

Forrest Thrawl, Assistant Equipment Manager,
Wellness and Human Performance,
10/30/98, 1 month

Employee
Assistance
Program - Renewal
Agreement

Approval of the Employee Assistance Program
renewal agreement between William Rainey
Harper College and Workplace Solutions,
L.L.C.

1999-2000
Academic Calendar

Adoption of the calendar for the 1999-2000
academic year.

Paul Thompson
Community Service
Award

Adoption of 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.

Educational
Foundation
Appointment

Confirmation of the appointment of Mr. Thomas
F. Hutchison as a member of the Board of
Directors of the Harper College Educational
Foundation.

Affiliation
Agreement - Elgin
Mental Health
Center

Approval of the 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.

Affiliation
Agreement-EHS
Health Care
Service, Inc.

Approval of the 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.

Affiliation
Agreement-West
Suburban Hospital
of Oak Park

Approval of the 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.

Affiliation
Agreement-
Addolorata Villa

Approval of the Affiliation Agreement between
William Rainey Harper College and Addolorata
Villa of Wheeling for use of clinical

of Wheeling

facilities for students in the Basic Nursing Assistant Training Program.

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

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

Nays: None

Motion carried. Student Member Valadez voted aye.

Career Advisory
Committee
Appointments

Member Gillette moved, Member Howard seconded, approval of the listed members of the Career Advisory Committee (with the addition of Mr. Howard Stuart from Northrop Grumman) for the 1998-99 academic year as outlined in Exhibit VII-9 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Shure expressed concern regarding the fact that there was only one advisor from the Buffalo Grove area. He felt that students from Buffalo Grove perhaps were not receiving the mentoring they needed on a local level. He asked how advisors are chosen.

Vice President Ed Dolan explained that the process of assigning and requesting members to serve on the Career Advisory Committee involves two primary factors: expertise of the individual in terms of the content of the program; and the willingness of the individual to serve on the committee. He emphasized that the College does not choose Advisory Committee members by location or geography. Dr. Dolan noted that program coordinators are always looking for nominations or recommendations of individuals who would be willing, able and interested to serve as Advisory Committee members. In the past, nominations have come from faculty, staff, Board members, etc. Coordinators sometimes have a connection with business and industry, and they may contact a certain organization to ask if they have someone who could serve on a committee. Dr. Dolan agreed to work with Member Shure regarding Advisory Committee nominations of individuals in the Buffalo Grove area.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Valadez voted aye.

NEW BUSINESS:
Ratification of Agreement with Professional/ Technical Union

Member Howard moved, Member Botterman seconded, ratification of the three-year Collective Bargaining Agreement with the Professional/Technical Union effective July 1, 1999 and ending June 30, 2002, and authorization for the Board Chairman and Secretary to execute such Agreement on behalf of the Board of Trustees, as outlined in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze noted that the Board has been kept informed as negotiations progressed. There is nothing new in the settlement.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Valadez voted aye.

Resolution:
Claims Against the District

Member Howard moved, Member Gillette seconded, approval of the resolution establishing claims against the district, as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Judy Thorson explained that this first step in the bond sale establishes that the College has a claim which will later be paid with the bonds. To clarify, Member Howard stated that this will allow Harper to

move ahead with the bond sale for parking lots and the technology investment.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Valadez voted aye.

Resolution: Issue
Limited Tax
Funding Bonds:
Series 1998 and
Levy of Tax to Pay
Principal and
Interest on Said
Bonds

Member Barton moved, Member Hess seconded, approval of the Resolution to Issue Limited Tax Bonds, as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder introduced Joanne Malinowski, Senior Vice President from Kane, McKenna Capital, Inc., the firm who delivered the bonds to market. Ms. Malinowski explained that her firm was responsible for structuring the bond issue, doing the number crunching and marketing the bonds. Bond counsel has prepared the bond resolution confirming the results of today's sale. She briefly explained market conditions and results of the sale. She noted that interest rates on municipal bonds are at a thirty-year low, so the sale took place at a good time. Thirteen bids from a total of 24 firms from all around the country were received and opened this morning. She explained that some firms bid in groups or syndicates. The low bidder was Davenport and Company from Richmond, Virginia. Ms. Malinowski noted that her firm was very pleased with the response from the market. In addition to the good market timing, another factor affecting the favorable response is the district's AA1 credit rating. It helps produce a lot of interest in purchase for the College bonds.

Davenport and Company's bid was a 3.59 percent interest rate. The second lowest bid, received from William Hoff from St. Petersburg, Florida, was for a 3.60 percent interest rate. The bidding was very tight.

The one-tenth of one percent difference translated into approximately \$1,000 difference between the winning bid and the runner-up. The high bid was 3.8 percent. Ms. Malinowski added that Davenport and Company took a very low underwriting fee of \$5,000. This is a fee for their purchasing the bonds and remarketing them. She pointed out that \$5,000 is .14 percent; generally a firm would charge up to one percent. This reflects that Davenport knew who they would be placing their bonds with prior to the sale and, therefore, did not need much compensation for turning around and remarketing the bonds in the marketplace.

Ms. Malinowski referred to the bond resolution which was previously distributed to Board Members. The name of Davenport and Company has been inserted into the document. Approval of this resolution by the Board will accept Davenport and Company's low bid and will authorize staff to move forward on the completion of the sale of the bonds which will occur on December 9. She noted that the sale date will allow several weeks to prepare and organize all the paperwork, and file the necessary bond ordinances with the four counties in Harper's district.

Chair Kolze noted that the College is proud of the AA1 rating. He asked if there is an opportunity for that rating to move up. Ms. Malinowski explained that AA1 is the highest credit rating among community colleges in Illinois and it is an exceptional rating. The strong financial performance of the district, very high wealth levels and economic indicators of the underlying tax base all work in favor of moving toward a AAA rating. However, the tax cap does not work in Harper's favor. Virtually all the AAA communities and governmental entities in Illinois are home rule communities. They are not constricted by tax caps and have more revenue raising flexibility, which works in their favor. Ms. Malinowski noted that this information is reflected in the Moody report included in their packets. She added that the College has a lot to be proud of. Her firm noted, in the credit report, the

positive financial management and debt structuring of the College.

There was discussion regarding purchasing bond insurance to raise a bond from a AA to a AAA bond. Ms. Malinowski explained that municipal bond insurance has become very expensive. It is advantageous for A rated or non-rated communities to purchase bond insurance. Her firm performs a financial analysis to determine whether it is beneficial to purchase bond insurance. She felt it would not be worthwhile for a AA1 community to pay the cost of bond insurance because the differential in interest rates would not be that good.

Member Howard noted that she did not have to leave the room during this discussion because Harris Bank was underbid.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Valadez voted aye.

Adoption of 1998
Tax Levy
Resolution

Member Barton moved, Member Hess seconded, adoption of the Levy Resolution 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 bring Harper funds for the year 2000.

Vice President Thorson explained that next year, Harper's district will be reassessed. This has brought a concern for many people as they wonder what the reassessment will do to their tax bill. She noted that although she cannot predict what will happen to an individual's tax bill, she explained that the overall tax rate for 1997 is 29.1 cents, which is being applied to every dollar EAV in the district. Next year, due to the reassessment and the tax cap, she predicts

that the assessed valuation will go up approximately seven percent. If it is higher than the rate of inflation (1.7 percent), that differential will push the tax rate down. If it is lower than the rate of inflation (as it was this year), it pushes the tax rate up. The rate under the tax cap will move up and down depending on the EAV. She predicts that next year, everybody in the district will be paying approximately one penny less to Harper, but possibly against a greater assessed valuation. As the EAV rises, the tax rate lowers and vice versa.

Dr. Breuder noted that this means, as the College prepares the budget, we do not have the luxury of budgeting additional local revenue next year. If anything, we will suffer with a decrease in a revenue line item.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Valadez voted aye.

Resolution:
Abatement of
Taxes and
Authorization
for Transfer of
Funds

Member Howard moved, Member Gillette seconded, approval of the 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) and authorization of the transfer of \$220,000 from the Bookstore profits in the Auxiliary Fund to the Bond and Interest Fund, as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze explained that this action relates to paying off the bookstore, which should be paid off in 2002. This ten-year plan abates the taxes and uses some of the profits from the bookstore to pay off the bonds. He added that it is a very good plan.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Valadez voted
 aye.

Resolution:
 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

Member Barton moved, Member Gillette
 seconded, adoption of the resolution
 authorizing a referendum for \$124,800,000 to
 be placed on the ballot at the next regularly
 scheduled election, as outlined in Exhibit
 VIII-F (attached to the minutes in the Board
 of Trustees' Official Book of Minutes).

Chair Kolze noted that there is a sample
 of the official ballot on Page 5 of the
 handouts. People have been working hard
 at all levels of the College to get the
 story out about the bond issue.

Member Gillette pointed out that during the
 discussion regarding today's bond sale, Ms.
 Malinowski stated that she "hopes" the
 interest rates will stay low until this
 referendum bond sale happens. The sooner we
 pass this referendum the better our chances
 of getting the low interest rate.

Member Howard commented that the Board did
 due diligence and the administration did a
 great deal of study before the Harper
 referendum was brought to the community. The
 College truly needs this referendum which is
 based on an extensive space study, findings
 on the North Central study, information
 received from business and industry and from
 K-12 schools.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Valadez voted
 aye.

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

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

On behalf of the student body, Student Member Valadez asked if there is a plan for improving handicapped accessibility in front of Building A and Building E. Robert Getz explained that the College decided not to have an accessibility ramp in that location because the area is very steep and the ramp, at the acceptable grade, would have to wind back and forth too much. He noted that there is accessibility to the fourth floor coming into Building A and using the elevator. Another way of having accessibility is to go through the campus.

In response to Chair Kolze, Student Member Valadez agreed to send Dr. Breuder a note explaining the students' concerns regarding the accessibility issue.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Valadez voted aye.

Resolution:
Delegation of
Authority to the
President -
Redecoration Staff
Dining Hall

Chair Kolze stated that Dr. Breuder agreed to place a cap of \$100,000 on the dining room redecoration. He suggested that the motion include an amount not-to-exceed \$100,000.

Member Barton moved, Member Hess seconded, authorization of 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, Kitchen Area and Entrance Hallway with an amount not to exceed \$100,000 as outlined in Exhibit VIII-Ha (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette asked if a cap of \$100,000 is low or high for the redecoration. Robert Getz stated that Harper maintenance people and a series of consultants came in to estimate the cost for each portion of the project. For example, one person gave a price for doing the ceiling, another person gave a price for furniture, etc. The total of all the individual estimates roughly equaled \$87,000. A cap of \$100,000 was chosen based on those estimates. In response to Member Gillette, Mr. Getz stated that this total includes furniture.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Valadez voted aye.

Resolution: Member Barton moved, Member Hess seconded
Delegation of authorization of the President, after
Authority reviewing bids, to approve issuance of
to the President - purchase orders to the lowest responsible
Outsourcing of bidder for the outsourcing of printing and
Printing & Mailing mailing of Information Returns to students
Re: Taxpayer and the Internal Revenue Service as required
Relief Act by the Taxpayer Relief Act of 1997, as
outlined in Exhibit VIII-Hb (attached to the
minutes in the Board of Trustees' Official
Book of Minutes).

Member Gillette asked what is the cost that is being voted on. Vice President Thorson explained that a firm estimate has not been established yet. It will be somewhere in the range of \$30,000. Other colleges have received bids in the range of 67 cents per record and 80 cents per record. The number of Harper student records has not been determined yet. They are in the process of working with the database to pull out the correct records for students who should receive the return. In response to Member Gillette, Vice President Thorson explained that credit students must get the return. The College then must determine if continuing education students will receive this and then which continuing education students will receive it.

In response to Member Botterman, Vice President Thorson stated that students will have a phone number to call, if they have questions regarding this return. She added that they are struggling with how to staff the phone lines, because the call volume could be significant. She added that this is going to be a difficult year because the deadline is approaching quickly. The returns must be mailed out by January 30, and the regulations are just becoming final. In response to Member Gillette, Ms. Thorson stated that the College has a sample of Form T.

Vice President Thorson noted that this will continue to add cost. It is a good thing for the students, but it is not free. Member Howard added that this has been debated at the National level - how much of this government requirement is going to cost the educational institutions, and in turn will they have to raise tuition. Who will pay for this?

There was discussion regarding whether to hold off approving this action until there is a set dollar amount or a cap. Vice President Thorson explained that the processing agencies that Harper wants to partner with have a December 4 or 6 sign-up deadline. They are trying to get a handle on the volume of people that are going to contract with them.

Dr. Brueder pointed out that this \$30,000+ expense is an unfunded mandate and an unbudgeted expense for the College. Whatever the cost is, we have to find money for it.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Valadez voted aye.

ANNOUNCEMENTS BY

CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information.

OTHER BUSINESS

Member Gillette distributed highlights of the ICCTA meeting. He noted that a law was passed this year which states every Board government elected group must adopt an ethics resolution ordinance. This Board has one currently, but it will need to be modified to meet the new requirements. He suggested that

the Board schedule time to review the current ethics resolution and make changes to it. Chair Kolze stated that legal counsel is developing a model policy for us to look at and we should receive that soon.

EXECUTIVE SESSION

Member Barton moved, Member Howard seconded, that the meeting adjourn into executive session to discuss collective bargaining.

Upon roll call, the vote was as follows:

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

The motion carried at 8:14 p.m.

Following executive session, the Board reconvened the Regular meeting at 9:57 p.m.

ADJOURNMENT:

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 9:58 p.m.

Chair

Secretary

BOARD REQUESTS

NOVEMBER 23, 1998 REGULAR BOARD MEETING

1. Dr. Dolan agreed to work with Member Shure regarding Advisory Committee nominations of individuals in the Buffalo Grove area.
2. In response to Chair Kolze, Student Member Valadez agreed to send Dr. Breuder a note explaining the students' concerns regarding the accessibility issue.
3. Member Gillette suggested that the Board schedule time to review the current ethics resolution and make changes to it. Chair Kolze stated that legal counsel is developing a model policy for us to look at and we should receive that soon.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

DECEMBER 17, 1998

SUMMARY OF BIDS

- EXHIBIT VII - 3a The administration recommends that the Board award Q8909 for five binocular and ten monocular microscopes for use in the biology laboratories to The Scope Shoppe, Inc., the low bidder, in the amount of \$27,334.25.
- EXHIBIT VII - 3b The administration recommends that the Board award Q8914 to World Color, the low bidder for printing of the Spring 1999 Harper College Magazine, in the amount of \$23,450.
- EXHIBIT VII - 3c The administration recommends that the Board award Q8913 for furniture to be used in the Continuing Education office, and for panels needed to complete the furniture project begun last fiscal year in the Adult Educational Development office at the Northeast Center, to Office Concepts, Inc., the low bidder, in the amount of \$27,159.76.
- EXHIBIT VII - 3d The administration recommends that the Board award Q8908 for financial advisory services for the period of January 1, 1999 through December 31, 2001 with the option to renew for two additional years, to Kane, McKenna Capital, Inc. the lowest responsible bidder, in the amount of \$15,000 per bond issue.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8909 for five binocular and ten monocular microscopes for use in the biology laboratories as requested by the Life Science and Human Services Division for the Biology department.

II. BUDGET

Funds in the amount of \$30,000 are provided in the 1998/99 Education fund budget, under account number 0118-911-586.

III. INFORMATION

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

The Scope Shoppe, Inc.	\$27,334.25
Beckley-Cardy Group	30,224.50
VWR Scientific Products	31,978.75
Sargent-Welch Scientific Co.	32,535.00
Fisher Scientific	33,945.00

The new microscopes will replace old microscopes that are beyond economical repair. Parts from the old microscopes will be used to repair other existing scopes. This is part of a yearly replacement program. The scopes are used in the biology labs as well as for demonstration in other courses. The College serves about 3,500 - 4,000 biology students each academic year and microscopes are the backbone of the courses.

IV. RECOMMENDATION

The administration recommends that the Board award Q8909 for five binocular and ten monocular microscopes for use in the biology laboratories to The Scope Shoppe, Inc., the low bidder, in the amount of \$27,334.25.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8914 for printing of the Spring 1999 Harper College Magazine as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$23,450 are provided in the 1998/99 Education Fund budget, under account number 0192-039-547.

III. INFORMATION

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

World Color	\$23,450.00
Printech, Inc.	27,370.00
Precise Printing & Systems, Inc.	30,500.00
Vogue Printers	36,210.00
Northbrook Services	40,100.00
Johnson Printers	44,897.00

The magazine will target those with whom Harper College already has a relationship. Its purpose will be to build stronger bonds of allegiance, support and pride of association with the College. It will position Harper positively in the minds of constituents as the first choice in higher education. Some constituents may also assist with legislative lobbying on behalf of Harper, provide private sector support, become corporate clients or business partners, or be volunteers or ambassadors for Harper in various settings.

IV. RECOMMENDATION

The administration recommends that the Board award Q8914 to World Color, the low bidder for printing of the Spring 1999 Harper College Magazine, in the amount of \$23,450.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8913 for furniture to be used in the Continuing Education office as requested by Academic Affairs, and for panels needed to complete the furniture project begun last fiscal year in the Adult Educational Development office at the Northeast Center as requested by the Academic Enrichment and Language Studies Division.

II. BUDGET

Funds in the amount of \$36,000 are provided in the 1998/99 Operations and Maintenance Fund budget, under account number 0292-039-586.

III. INFORMATION

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

Office Concepts, Inc.	\$27,159.76
Office Equipment Company of Chicago	27,503.21
Cotey Workplace Environments Educational & Institutional	28,434.67
Cooperative Service, Inc.	31,069.25
Environetx, Inc.	33,585.31

The furniture requested for the Continuing Education department office will replace existing furniture that cannot be adapted to current technology needs. The amount of this portion of the bid is \$21,187.26. The panels being purchased for the Adult Educational Development office at the Northeast Center will replace existing unsuitable panels. This will complete a project begun in the 1997/98 fiscal year. The amount of this portion of the bid is \$5,972.50.

IV. RECOMMENDATION

The administration recommends that the Board award Q8913 for furniture to be used in the Continuing Education office, and for panels needed to complete the furniture project begun last fiscal year in the Adult Educational Development office at the Northeast Center, to Office Concepts, Inc., the low bidder, in the amount of \$27,159.76.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q8908 for three years of financial advisory services with an option to renew for two additional years, as requested by Administrative Services.

II. BUDGET

On all capital bond issues, fees come from the bond proceeds.

III. INFORMATION

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

Kane, McKenna Capital, Inc.	\$15,000/issue
Speer Financial, Inc.	\$12,000/issue - first \$5,000,000; to a maximum of \$30,000/issue.
R. V. Noreen & Associates	\$4,500 issue - first \$1,000,000; \$8,000 per additional \$4,000,000.

This request is for a three year period beginning January 1, 1999 through December 31, 2001 with an option to renew for two additional years.

The financial advisor will work with the College staff in developing a financial plan for each bond sale, and will also be available to answer any questions or provide advice on financial matters in the course of day-to-day operations.

The recommendation is to retain Kane, McKenna Capital, Inc. to serve as the financial advisor. Kane, McKenna meets all of the criteria outlined in the request. The firm has a number of comparable clients. It has served the College well for the past three years, including a bond rating upgrade with Moodys. It has assisted in developing innovative strategies for bond sales under the tax cap.

IV. RECOMMENDATION

The administration recommends that the Board award Q8908 for financial advisory services for the period of January 1, 1999 through December 31, 2001 with the option to renew for two additional years, to Kane, McKenna Capital, Inc. the lowest responsible bidder, in the amount of \$15,000 per bond issue.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

DECEMBER 17, 1998

SUMMARY OF PURCHASE ORDERS

- EXHIBIT VII - 4a The administration recommends that the Board approve issuance of a purchase order to Wellsource, Inc. for the purchase of Health Awareness software, for use by the Physical Education department, in the amount of \$12,940.
- EXHIBIT VII - 4b The administration recommends that the Board approve issuance of a purchase order for the upgrade of the existing Touchtone Registration system to a Digital Interactive Voice Response (IVR) System, to EPOS Corporation in the amount of \$55,954 for the 1998/99 fiscal year.
- EXHIBIT VII - 4c The administration recommends that the Board approve issuance of a purchase order to Willis Corroon Corporation of Illinois for Professional Liability insurance to run from January 1, 1999 through June 30, 1999 in the amount of \$32,461.
- EXHIBIT VII - 4d The administration recommends that the Board approve issuance of a purchase order to Nugent Risk Management Services for insurance consultant services for the College professional liability, property, and casualty insurance and the Treasurer's bonds, in the amount of \$10,000 for fiscal year 1998/99 and for \$5,000 each year for fiscal years 1999/00 and 2000/01 for a total award of \$20,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Wellsource, Inc. for the purchase of Health Awareness Series software as requested by the Wellness and Human Performance Division for use by the Physical Education department.

II. BUDGET

Funds in the amount of \$13,000 are provided in the 1998/99 Restricted Purposes Fund budget under account number 0695-245-544.8.

III. INFORMATION

The Health Awareness Series software is a subgroup of software applications available through Wellsource, Inc. The series consists of nine titles and provides quick and simple assessments on a variety of important health topics. Although each title is a stand alone application, the format of all applications in Wellsource (data collection, data entry, printed reports, etc.) is similar. This similarity in format provides consistency and efficiency and allows data from one application to be exported to other Wellsource applications. The College currently owns and uses from this series the "*Fitness Profile*," the "*Personal Wellness Profile*," and the "*Data Intervention Manager*."

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Wellsource, Inc. for the purchase of Health Awareness software, for use by the Physical Education department, in the amount of \$12,940.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to EPOS Corporation for the upgrade of the existing Touchtone Registration system to a Digital T1 Interactive Voice Response (IVR) System.

II. BUDGET STATUS

Funds in the amount of \$56,000 are provided in the 1998/99 Operations and Maintenance Fund budget, under account 0295-245-585.10.

III. INFORMATION

This upgrade will serve two purposes:

- a) The current Touchtone Registration system was installed in 1992 and will not meet Year 2000 compliance. Consistent with the direction of the College to bring all systems to full Year 2000 compliance, this upgrade to an NT based server and application software will complete another component of the Management Information System.
- b) Harper implemented the Touchtone Registration process six years ago. Over the past six years, the number of students using the system and the number of registration and payment transactions processed through the system have been steadily increasing. The system currently operates with 16 analog lines for the Credit Registration process. During peak periods the demand for registration activities greatly exceeds this capacity. This upgrade will provide additional line capacity and will considerably reduce the number of instances in which students are inconvenienced by being placed on hold or having to call back multiple times.

The upgrade will be transparent to students and staff, and will have only a minimal impact on the resources of development, LAN and network support teams.

Regent, the primary Management Information System used by the College, is provided by Computing Options, Inc. Computer Options, in developing the registration module, partnered with EPOS as a vendor of choice for all Interactive Voice Response (IVR) applications. The College was able to negotiate a 20 percent software migration discount as well as trade-in credits in hardware to facilitate the transition from analog to digital equipment.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order for the upgrade of the existing Touchtone Registration system to a Digital Interactive Voice Response (IVR) System, to EPOS Corporation in the amount of \$55,954 for the 1998/99 fiscal year.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Willis Corroon Corporation of Illinois for Professional Liability insurance as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$94,500 are provided in the 1998/99 Liability, Protection and Settlement Fund budget, under account number 1292-039-565.21.

III. INFORMATION

This renewal for professional liability insurance will run from January 1, 1999 through June 30, 1999. All of the professional liability, property, and casualty insurance and the Treasurer's bonds will be bid for a July 1, 1999 inception date. The professional liability insurance covers malpractice in the Cardiac Technology, Dental, Dietetic, Nursing, School Outpatient, and Psychologists programs.

This is a continuation of the 1998 policy. Even though the length of the renewal is only six months, the premium is slightly less than that paid last year.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Willis Corroon Corporation of Illinois for Professional Liability insurance to run from January 1, 1999 through June 30, 1999 in the amount of \$32,461.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Nugent Risk Management Services for insurance consultant services for the College professional liability, property, and casualty insurance, and the Treasurer's bonds, as requested by Administrative Services.

II. BUDGET

Funds in the amount of \$10,000 are provided in the 1998/99 Operations and Maintenance Fund budget, under account number 0292-039-532. Funds of \$5,000 each year, 1999/00 and 2000/01, will be provided in the Operations and Maintenance Fund budget, under account number 0292-039-532.

III. INFORMATION

Three independent insurance consultants were interviewed before the Request for Proposal (RFP) was released. Care was taken to only consider those firms that are completely independent from any insurance companies or agencies, and those that have experience working with schools and colleges. Proposals were received from Nugent Risk Management Services, Independent Risk Managers, Inc., and Risk Resources. Negotiations followed receipt of the proposals.

The consultant will be expected to:

Review existing insurance policies and make recommendations for any changes necessary due to gaps or excesses in coverage;

Write a Request for Proposal for all of the College insurance which will take effect July 1, 1999. This will include coverage for professional liability, property, and casualty insurance and the Treasurer's bonds;

Review the responses to the Request for Proposal and make a recommendation to the College regarding the lowest and most responsible bidder;

Negotiate with the recommended vendor any lower costs that may be possible;

Review policies after issuance and work with the insurance companies to make sure policies conform to the Request for Proposal; and

Negotiate annual renewal premiums based on the history of the College and the current market conditions.

The contract will be for a three-year period, January 1, 1999 through December 31, 2001. After studying the proposals and considering the initial interview, the recommendation is that the College hire Nugent Risk Management Services as its insurance consultant. A \$10,000 fee will be paid from the 1998/99 budget, with \$5,000 being paid each year from the 1999/00 and the 2000/01 budgets.

The RFP complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Nugent Risk Management Services for insurance consultant services for the College professional liability, property, and casualty insurance and the Treasurer's bonds, in the amount of \$10,000 for fiscal year 1998/99 and for \$5,000 each year for fiscal years 1999/00 and 2000/01 for a total award of \$20,000.

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 Classified Staff Appointments.
- D. Ratification of Supervisory/Confidential Retirement.
- E. Ratification of Classified Staff Retirement.
- F. Ratification of Professional/Technical Resignation.
- G. Ratification of Classified Staff Resignation.
- H. Ratification of the Overload and Adjunct Faculty Assignments.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

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: December 9, 1998

GRANT NAME AWARD NUMBER Division/Department	BRIEF DESCRIPTION OF GRANT	FUNDING SOURCE AWARD AMOUNT	DATES OF OPERATION Manager
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

GRANT NAME AWARD NUMBER Division/Department	BRIEF DESCRIPTION OF GRANT	FUNDING SOURCE AWARD AMOUNT	DATES OF OPERATION Manager
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
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
Helene Fuld Health Trust #98053 Nursing Program	Scholarships for Nursing Students	Helene Fulde Trust \$50,000	10/01/98 08/31/99 C.Wandambi

Fiscal Year 1999

Reported as of July 13, 1998

\$1,984,066

Reported as of December 9, 1998

\$2,995,379

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
November 1998**

Fund	Description	#Gifts	Cash	Pledges	Pledge Payments	Gifts In-kind	Total
01-3101002-R	(E)Glenda F. Nuccio Memorial	2	0.00	0.00	2.00	0.00	2.00
01-3101004-R	(E)Carol Zack Memorial Fine A	2	0.00	0.00	1.00	0.00	1.00
01-3101006-R	(E)Midge C. Smith Memorial	6	0.00	0.00	32.00	0.00	32.00
01-3101008-R	(E)Roy G. Kearns Memorial En	16	0.00	0.00	52.00	0.00	52.00
01-3101013-R	(E)John L. Papandrea Endowed	9	0.00	170.00	42.00	0.00	212.00
01-3101014-R	(E)Eugenia S. Chapman Memor	2	0.00	0.00	2.00	0.00	2.00
01-3101015-R	(E)Cheryl M. Dwyer Memorial	3	250.00	0.00	10.00	0.00	260.00
01-3101016-R	(E)Walter and Elizabeth Schro	2	0.00	0.00	10.00	0.00	10.00
01-3101017-R	(E)Dr. Charles Shaner Memorial	3	50.00	0.00	6.00	0.00	56.00
01-3101019-R	(E)Diane Tomcheff Callin End	6	0.00	0.00	28.00	0.00	28.00
01-3101302-R	(E)Robert W. Tysl Memorial En	1	50.00	0.00	0.00	0.00	50.00
01-3101401-R	(E)General Scholarship Endow	8	0.00	0.00	16.00	0.00	16.00
01-3101404-R	(E)Harper Nursing Student End	10	0.00	0.00	18.00	0.00	18.00
01-3101405-R	(E)James J. McGrath Humaniti	2	0.00	0.00	10.00	0.00	10.00
01-3101408-R	(E)Business/ Social Science St	6	0.00	0.00	12.00	0.00	12.00
01-3101413-R	(E)GED Graduate Scholarship	12	0.00	0.00	70.00	0.00	70.00
01-3101422-R	(E)Biology Endowed Scholarshi	3	2,500.00	0.00	2.00	0.00	2,502.00
01-3101601-R	(E)JBM	2	0.00	0.00	2.00	0.00	2.00
01-3101604-R	(E)Otter Chemistry Endowment	2	0.00	0.00	10.00	0.00	10.00
01-3101606-R	(E)Harper Cardiac Rehab-Endo	1	100.00	0.00	0.00	0.00	100.00
01-3101607-R	(E)Endowment for the Arts	4	0.00	0.00	4.00	0.00	4.00
01-3101608-R	(E)Endowment for Student Succ	8	0.00	0.00	67.70	0.00	67.70
01-3202002-R	Joanne Heinly Nursing Memoria	2	0.00	0.00	20.00	0.00	20.00
01-3202006-R	Edward Moran Memorial Compu	10	0.00	0.00	35.00	0.00	35.00
01-3202007-R	Gene & Hildegarde Evans Mem	6	0.00	0.00	64.00	0.00	64.00
01-3202012-R	James E. Finke Memorial Schol	8	0.00	0.00	25.30	0.00	25.30
01-3202013-R	Jacob & Iris Wolf Sign Language	4	1,025.00	0.00	2.00	0.00	1,027.00
01-3202014-R	Kathleen N. Graber Scholarship	6	325.00	0.00	0.00	0.00	325.00
01-3202302-R	Fred Rutz Memorial	2	0.00	0.00	2.00	0.00	2.00
01-3202303-R	Steven Bakas Memorial	2	0.00	0.00	2.00	0.00	2.00
01-3202405-R	Fine Arts Scholarship	2	0.00	0.00	10.00	0.00	10.00
01-3202409-R	Displaced Homemakers	14	0.00	0.00	35.14	0.00	35.14
01-3202411-R	Phi Theta Kappa Scholarship	2	0.00	0.00	10.00	0.00	10.00
01-3202415-R	Minority Access to Higher Ed	9	1,000.00	0.00	13.00	0.00	1,013.00
01-3202416-R	GED Graduate Scholarship	6	0.00	0.00	6.00	0.00	6.00
01-3202417-R	Doriann E. Thompson for Wom	6	0.00	0.00	8.00	0.00	8.00
01-3202420-R	William J. Walsh Ins Tech Prep	2	0.00	0.00	20.00	0.00	20.00

HARPER COLLEGE EDUCATIONAL FOUNDATION

STATUS OF DONATIONS
November 1998

Fund	Description	#Gifts	Cash	Pledges	Pledge Payments	Gifts In-kind	Total
01-3202426-R	Heidenhain Corporation Scholar	2	0.00	0.00	4.00	0.00	4.00
01-3202435-R	Latinos Unidos Student Organiz	8	0.00	0.00	170.44	0.00	170.44
01-3202436-R	Math Lab Scholarship	4	0.00	0.00	8.00	0.00	8.00
01-3202437-R	Harper 512 IEA-NEA Assoc	24	0.00	0.00	26.00	0.00	26.00
01-3202446-R	International Student Scholarsh	14	0.00	0.00	57.00	0.00	57.00
01-3202452-R	Fine Arts Scholarship for Wom	1	7,816.42	0.00	0.00	0.00	7,816.42
01-3202598-R	General Scholarship Fund	7	1,575.00	0.00	33.00	0.00	1,608.00
01-3202602-R	Meteorite and Planetary Studies	6	0.00	0.00	32.00	0.00	32.00
01-3202603-R	Center/Students w/Disabilities	2	0.00	0.00	2.00	0.00	2.00
01-3202605-R	Women's History Week	6	0.00	0.00	9.12	0.00	9.12
01-3202606-R	Wellness Program	18	0.00	0.00	20.00	0.00	20.00
01-3202609-R	Music Academy	2	0.00	0.00	2.00	0.00	2.00
01-3202614-R	Office Re-entry Program	4	0.00	0.00	3.00	0.00	3.00
01-3202619-R	Corporate Services Fund	2	0.00	0.00	10.00	0.00	10.00
01-3202622-R	Public Safety Program	22	0.00	0.00	30.00	0.00	30.00
01-3202703-R	Harper Symphony Orchestra	2	0.00	0.00	6.00	0.00	6.00
01-3202704-R	Student Career Services	1	50.00	0.00	0.00	0.00	50.00
01-3202706-R	Excellence in Teaching/Learnin	2	0.00	0.00	45.22	0.00	45.22
01-3202707-R	Athletic Fund	1	200.00	0.00	0.00	0.00	200.00
01-3202708-R	Math League Awards	2	0.00	0.00	6.00	0.00	6.00
01-3202709-R	Child Care Fund	2	0.00	0.00	6.00	0.00	6.00
01-3202711-R	Neighborhood Literacy Program	8	0.00	0.00	16.00	0.00	16.00
01-3202712-R	Theatre Arts Fund	2	0.00	0.00	0.00	0.00	0.00
01-3202713-R	Chemistry Camp	2	0.00	0.00	2.00	0.00	2.00
01-3202720-R	Young Artists Competition	2	0.00	0.00	4.00	0.00	4.00
01-3202722-R	Harper Observatory	1	170.00	0.00	0.00	0.00	170.00
01-3202723-R	New Technologies	14	0.00	0.00	26.00	0.00	26.00
01-3202725-R	Art Gallery	10	0.00	0.00	38.00	0.00	38.00
01-3202727-R	Kiosk Network	2	0.00	0.00	20.00	0.00	20.00
01-3202729-R	New Construction	2	0.00	0.00	10.00	0.00	10.00
01-3202730-R	Technology Center	2	0.00	0.00	2.00	0.00	2.00
01-3202733-R	Friends of the LRC	4	0.00	0.00	4.00	0.00	4.00
01-3303002-R	Capital/Performing Arts Center	2	0.00	0.00	76.94	0.00	76.94
01-3303005-R	General Unrestricted Fund	64	2,460.00	25.00	153.00	0.00	2,638.00
01-3303202-R	Annual Gala	6	745.00	0.00	175.00	0.00	920.00
TOTAL		444	18,316.42	195.00	1,645.86	0.00	20,157.28

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Renewal of Treasurer's Surety Bond.

II. REASON FOR CONSIDERATION

Board approval is required for Treasurer's Bonds.

III. BACKGROUND INFORMATION

A Treasurer's Bond was acquired initially in August, 1986, upon the sale of \$9.68 Million Working Cash Bonds. Treasurer's Bonds are required by the Illinois Community College Act on all such transactions and must be renewed annually while such bonds or funds are outstanding.

The present bonds are issued by Glenn A. Evans Insurance Company as surety and should be renewed in the amount of \$9,992,340. As the College is going to group the entire current insurance package into one, this renewal is from December 29, 1998 through June 30, 1999. The premium for the six months is \$4,040. All insurance will be bid for fiscal year 1999/00.

IV. RECOMMENDATION

The administration recommends that the Treasurer's Surety Bond, issued by Glenn A. Evans Insurance Company as surety, be renewed for six months at a cost of \$4,040.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

College Naming Program: Box Office in the Performing Arts Center

II. REASON FOR CONSIDERATION

On July 27, 1995, the Board of Trustees approved a policy on naming College buildings and facilities. The policy states under chapter 6, section 6.12, subsection D3c, that "The naming of all College facilities is subject to the approval of the Board of Trustees of the College."

III. BACKGROUND INFORMATION

Recommendations for naming opportunities in recognition of contributions to the College are reviewed through the Foundation's Communication/Stewardship Committee.

The committee recommended that the box office in the new Performing Arts Center be named **The Daily Herald Box Office**.

The Daily Herald has been supportive of Harper College since 1987. In-kind services and cash gifts total \$111,500. Their support has enhanced the image of Harper College and the Harper College Educational Foundation in our community.

The Foundation Board of Directors approved this recommendation on December 8, 1998.

IV. RECOMMENDATION

It is recommended that the box office in the new Performing Arts Center be named **The Daily Herald Box Office**.

WILLIAM RAINEY HARPER COLLEGE

SUMMARY COSTS FOR THE 1/1/99 RENEWAL

<u>PROVIDER (MEDICAL)</u>	<u>1998</u>	<u>1999</u>
HMO ILLINOIS		
Annual Total	\$1,598,007.00	\$1,866,146.00
• Estimated number of covered employees = 354		
BLUE CROSS BLUE SHIELD PPO		
Annual Total		
• Estimated number of covered employees = 368	\$1,665,971.00	\$1,878,283.00
Total HMO IL and PPO	\$3,263,978.00	\$3,744,430.00
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LIFE - HARTFORD		
\$1,000 Payroll	0.340	0.000
Annual Total	244,196.00	0.000
AD&D - HARTFORD		
\$1,000 Payroll	0.025	0.000
Annual Total	17,956.00	0.000
LIFE - PROVIDENT		
\$1,000 Payroll	0.000	.280
Annual Total	0.000	221,902.00
AD&D - HARTFORD		
\$1,000 Payroll	0.000	.024
Annual Total	0.000	17,365.00
TOTAL LIFE/AD&D	262,152.00	239,267.00
• Estimated 1998 volume for Life and AD&D = \$59,852,000		
• Estimated 1999 volume for Life = \$66,042,135		
• Estimated 1999 volume for AD&D = \$60,294,135		
• During CY 1998 paid claims = \$78,075		
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LONG-TERM DISABILITY - CNA		
Per 1% Payroll/Month	0.290	0.290
Annual Total	83,267.00	83,267.00
• Estimated 1998 volume for LTD = \$2,348,000		
• Estimated 1999 volume for LTD = \$2,392,725		
SUBTOTAL OF OTHER PLAN EXPENSES:	\$3,609,397.00	\$4,066,964.00

ADMINISTRATION FEES - CORESOURCE

	<u>1998</u>	<u>1999</u>
Dental - 727 Employee/Month 1998	2.45	2.55
STD - 727 Employee/Month 1998	.90	.95
Total Administration Fees	\$ 28,743.00	\$ 30,534.00
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SUBTOTAL OF OTHER PLAN EXPENSES:	\$3,609,397.00	\$4,066,964.00
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GRAND TOTAL OF PLAN EXPENSES	\$3,638,140.00	\$4,097,498.00
Percent Change		12.63%

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Recommendation for the issuance of purchase orders to CoreSource, Provident Life Insurance Company, CNA Insurance Company, Blue Cross Blue Shield of Illinois, and HMO Illinois for Harper College employee insurance plans.

II. REASON FOR CONSIDERATION

Annual insurance renewal. Funds are provided for out of the appropriate budgets.

III. BACKGROUND INFORMATION

At the direction of the College administration, Willis Corroon Corporation of Illinois, the College broker for employee insurance plans, contacted several insurance companies including Provident Life Insurance Company, CNA, CIGNA, and Unum to secure the lowest cost for the current employee insurance plans. As a result, Willis Corroon has recommended remaining with the current insurance companies for the various plans as identified in the attached report for medical and dental insurance, long-term disability, and short-term disability. They have further recommended, along with the Insurance Committee, to change the carrier of the life insurance, and accidental death and dismemberment plan from Hartford Life Insurance Company to Provident Life Insurance Company.

IV. RECOMMENDATION

It is recommended that the Board of Trustees accept the proposal of Willis Corroon Corporation of Illinois and the College administration to have Provident Life Insurance Company to provide the College with Term Life, not to exceed \$0.28 per \$1,000 of covered payroll; Accidental Death and Dismemberment, not to exceed \$0.024 per \$1,000 of covered payroll; CNA to provide Long-Term Disability insurance coverage, not to exceed \$0.29 per 1% of payroll per month; CoreSource to provide claims administration, not to exceed \$2.55 for dental and \$0.95 for Short-Term Disability. HMO Illinois to provide the College with HMO coverage, not to exceed the contracted amount per level of coverage per covered individual per month and Blue Cross Blue Shield of Illinois to provide the College with PPO coverage, not to exceed the contracted amount per level of coverage per covered individual per month.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Second 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

A first reading was presented at the November 23, 1998 Meeting.

3.3.4 VARIABLE TUITION

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