

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Board Meeting

March 25, 1999

7:00 p.m.

AGENDA

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

For Approval

1. Minutes—February 25, 1999 Regular Board meeting Exhibit VI-1
2. Bills Payable, Payrolls for February 26, 1999,
and March 12, 1999; Estimated payrolls for
March 13 through April 23, 1999 Exhibit VI-2
3. Bid Awards Exhibit VI-3
4. Purchase Orders Exhibit VI-4
5. Personnel Action Sheets Exhibit VI-5
 - a. Early Retirement Request – Jean Chapman Exhibit VI-5a
 - b. Early Retirement Request – Valentina Gustafson Exhibit VI-5b

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
9. Faculty Tenure Status Report Exhibit VI-9

* At the request of a Board member or the President, an item may be removed from the Consent Agenda for discussion. In addition, certain recurring recommendations may be included in the Consent Agenda at the discretion of the College President.

- VII. New Business

- A. RECOMMENDATION: Faculty Promotions – 1999-2000 Academic Year Exhibit VII-A
- B. RECOMMENDATION: Scheduling of the meeting of the Canvassing Board for April 19, 1999 at 6:00 p.m. Exhibit VII-B
- C. RECOMMENDATION: Whistleblower Reward and Protection Act Exhibit VII-C
- D. RECOMMENDATION: Rescheduling the regular meeting of the Board of Trustees from April 22, 1999 at 7:00 p.m. to April 19, 1999 at 7:15 p.m.

VIII. President's Report

IX. Announcements by the Chair

- A. Communications
 - B. Calendar Dates
- (Note: * = Required)

April 7-10, 1999 - AACC Annual Convention

On-Campus Events

March 12,13,14,19,20,21 - 8:00 "Death of a Salesman"
March 18 - 12:15 pm Doug Spaniol
March 19 - 8:00 pm Marc Smith
March 23 - David Sedaris
April 6 – Lecture – Sherman Alexie, author, screen writer and poet
April 15 – Free Mini Concert – Trio Ariana – soprano, viola, piano
April 22, 23, 24, 25, 29, 30, May 1, 2 – 8:00 "Of Mice and Men"

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

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

Minutes of the Regular Board Meeting of Thursday, February 25,
1999

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, February 25, 1999 at 7:00 p.m. in the Student and Administration Center (A-242) 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; Bonnie Henry, V.P. Human Resources and Internal Affairs; David McShane, V.P. Information Technology; Judy Thorson, V.P. Administrative Services; Joan Kindle, Associate Vice President for Student Affairs; Sharon Alter; Mary Azawi; Patrick Beach; Pat Bourke; Steve Catlin; Tom Choice; Rick Cowan; Julie Ellefson-Kuehn; Sare Fisher; Julie Fleenor; Gerald Gnaster; Amy Hauenstein; Julie Hennig; Tom Johnson; Thea Keshavarzi; Sylvia Kingsley; Roberta Lindenthaler; Marcia Litrenta; Steve McCarthy; Russ Mills; Elena Pokot; Sheila Quirk; Lynn Secrest; Duane Sell; Chris Staub; Pat Wenthold and John Whiteside - Harper. Students: Allie Burns; Kitty Cowley; Maria Verona Garcia; Esmeralda Guerrero; Shweta Kapil; Jaclyn Styaniak; Heather Voegeli and John Ziemba.

Guests: Vijay Bhatt, Jay Printing; Eric Dubiel and Paul Cook, Candidates for Harper Trustee; Kris Lance, IEA/NEA; Michael Lundeen, Legat Architects; Tom Rooney, Harper College Educational Foundation; Jennifer Johnson, Journal and Topics Newspapers; Helen Huley, William Huley, Northwest Tax Watch; Robert Bauer, Lawrence Buske, Joan Cook, Jan O'Toole, Michael O'Toole, G. Kotzamanis, J. Kotzamanis, Paul Wicklund and Robert Sherman - Citizens.

Presentation - Dean of Life Science and Human Services,
Teaching & Learning Pat Bourke introduced several members
Initiatives of the Teaching and Learning Initiatives Team
at Harper: Julie Ellefson-Kuehn, Marcia Litrenta and Lynn Secrest. She explained that the purpose of the newly organized committee is to coordinate and implement initiatives in support of the Teaching and Learning agenda of the College. She gave a brief history of the change in committees and their functions involved in Teaching and Learning over the past eight years. Their functions have included organizing orientation week activities for faculty development and coordinating teaching and learning grants, also referred to as mini-grants. Their current objectives include: planning the orientation programs, promoting faculty development opportunities, administering mini-grants, publishing the faculty development newsletter, developing and implementing a new faculty mentoring program, establishing a Teaching and Learning Center on campus, having the Teaching and Learning Committee be the Advisory Board to the Center.

Ms. Bourke explained that membership of the Teaching and Learning Committee consists of two administrators, one faculty member, the faculty development coordinator, and one pro/tech employee. The committee reports to the Academic Vice President.

Julie Ellefson-Kuehn explained the orientation events which take place the first week of school each semester. On the first day, the entire campus is invited to an opening session where Dr. Breuder presents his address to the College and the Vice Presidents have an opportunity to speak. Other issues, such as the referendum, may be addressed at this opening session as well. Departmental, divisional, faculty, and committee meetings take place during orientation week, along with student registration. Professional development sessions, open to all employees, are held two days during orientation week. The Teaching and Learning Committee selects the sessions

based upon requests by facilitators. They occasionally bring in guest speakers to enhance the programs. Adjunct faculty orientation programs, coordinated by Lynn Secrest, also take place during orientation week.

Ms. Ellefson-Kuehn noted that Harper College is committed to providing the highest quality of education for its students. Therefore, it is important for faculty to be engaged in professional development opportunities to continue to improve their teaching and learning environment. Harper College is committed to providing support for continued professional development for full-time and adjunct faculty. A schedule of faculty development seminars is printed at the beginning of each semester. The committee also offers "brown-bag lunches" where a discussion topic is facilitated and everyone is invited to join in the discussion and share ideas. Occasionally, the committee hosts special events, such as a full-day colloquium on a specific topic.

Mini-grants is another mode of professional development. There are currently Teaching and Learning grants and Technology grants. Ms. Ellefson-Kuehn explained that the money for these grants is intended to serve as seed money -- to give faculty the incentive and initiative to develop certain ideas and strategies to bring into the classroom. The grants are open to full-time and adjunct faculty, and pro/tech employees if they are sponsored by a full-time faculty member.

The committee also publishes a faculty development newsletter each semester via E-mail and/or hard copy. Vice President Ed Dolan has a column, faculty members submit articles, and the Learning Communities group submits information. Seminar and conference information, special announcements, the orientation schedule and a grant report are also printed in the newsletter.

Marcia Litrenta noted that the committee is trying to find an area to be used for meeting rooms, a place to display faculty development

materials and to be able to view computer resources, video equipment, and computer software. She discussed the faculty mentoring program which began five years ago. With the growing number of new faculty at Harper, it is important to acquaint them with the College. The faculty mentoring program is a three-year program where the new faculty member is linked with an experienced faculty member from their division, but not their department. The mentor's role is not to evaluate, but to be a friend and a colleague. The mentor has a checklist of issues to discuss with the new faculty member which includes an explanation of the faculty senate, institutional issues, tenure, promotion, and the governance process. The mentor and new faculty member meet four times per year.

Ms. Litrenta read a letter written by assistant professor Tony Trigilio which praised the mentoring process. The letter described how Mr. Trigilio has greatly benefited since his first mentoring meeting. It made him feel a connection to the College right away and helped him concentrate on challenging and motivating his students.

In response to Member Howard, Marcia Litrenta explained that the committee asks for volunteers to do the mentoring, and then the volunteers are linked to the new faculty members. She added that they usually receive plenty of volunteers.

Chair Kolze thanked the team for their presentation.

CITIZEN PARTICIPATION

Chair Kolze noted that five people wish to address the Board in regard to the referendum, and one person wishes to address the Board in regard to negotiations. He asked individuals to keep their remarks to five minutes.

Negotiations

Newly-elected president of Harper #512 IEA/NEA, Steve McCarthy distributed handouts and introduced Gerald Gnaster who would be speaking on behalf of the IEA/NEA.

Mr. Gnaster informed the Board that on October 30, 1998, Harper #512 IEA/NEA informed the College's negotiating team that their money offer was not acceptable. The College proposal is a three-year contract for 1999-2002 paying the same hourly wages to employees as was paid in 1997/98 and 1998/99. Only 17 out of 62 employees received increases. In addition, the College proposal included the maximum rate stipend for those who had reached the top salary. He stated that the maximum rate stipend of four percent negotiated in 1997-99 was not paid fairly. The four percent was paid, taken away and then reinstated to provide a flat four percent each year instead of an additional four percent each year. Mr. Gnaster explained that this was a violation of the Illinois Educational Labor Relations Act. He added that the College's last proposal on October 30, 1998 provides a maximum rate stipend increase of four cents to custodians, five cents to painters, three cents to warehouse drivers, four cents to groundskeepers, four cents to maintenance helpers and four cents to utility mechanics. To the individual employee, this provides approximately an \$83 increase in each year of the contract. He noted that if the Harper College referendum passes, an employee owning a \$100,000 house would have to pay \$26.52 of that \$83 increase to taxes.

Mr. Gnaster noted that the College requested that negotiations begin early so the groups could settle early and focus on getting the referendum passed. The faculty and pro/tech groups are settled, but the Harper #512 IEA/NEA cannot settle for the \$83.20 per year increase. At the request of the College, their group collected market rate data from eight colleges in the Illinois peer group. In early February, the College was notified that the Harper #512 IEA/NEA was ready to negotiate again. No dates have been set. Therefore, the Harper #512 IEA/NEA membership has voted to conditionally support the referendum. Mr. Gnaster read a memo stating the following conditions: the College will recognize their group as employees who care about the College and will include them in

decision-making issues other than the referendum; the College will hire additional maintenance and custodial help to maintain and clean the new buildings; the College and Association will settle negotiations no later than March 1999; and members of their Association will be treated with respect. He added that his group will not work against the referendum. He noted that a settlement by mid-March allows their group time to actively support the referendum through mailings and phone calls to the IEA/NEA members in the Harper College area.

Mr. Gnaster concluded by saying that in December 1998, their membership elected Steve McCarthy as a new negotiating team member to serve along with Rick Cowan, Sare Fisher and Sergio Lamar. They are ready and willing to negotiate a successful agreement.

Chair Kolze thanked Mr. Gnaster for speaking and for distributing handouts.

Referendum

Paul Wicklund, resident and taxpayer, addressed the Board. He stated that he has been a resident of the district for approximately 22 years. He is an accountant and is currently Chief Financial Officer for a manufacturing company in DuPage County. He noted that he views Harper College as a top-notch community college and added that his wife holds two associate degrees from Harper.

Mr. Wicklund expressed concern that the College will not be able to operate with a balanced budget in the future if the referendum is passed. He stated that he is not affiliated with the Northwest Tax Watch group, but he has read about their concern with the College's future operating budget as well. Mr. Wicklund stated that the 33 percent increase in classroom space resulting in an increase in the operating budget is a very real concern and should be given very careful consideration. He added that he was disappointed with Dr. Breuder's response to this issue on February 8 during a forum in Elk Grove Village where he utilized "national indices" to project the operating budget

increase that could be expected as a result of the increase in size of the physical plant. Dr. Breuder stated that the operating budget increase would be \$1.4M based on the national index of \$4.58 per square foot. He noted that later in the presentation, Dr. Breuder used an index of \$4.17 per square foot. Mr. Wicklund noted that, although these may be national indices, using either calculation would grossly underestimate the increase in operating expenses. He added that if the index of \$4.17 were applied to the existing physical plant square footage, Harper's annual operating budget would be approximately \$3.5M, when in reality the 1999 operating budget is \$57M and the total College budget is \$89M. He explained that he used 833,130 square feet multiplied by \$4.17 per square foot to arrive at approximately \$3.5M. He is concerned that the College is not taking this issue seriously.

Mr. Wicklund suggested that the College develop a post-referendum financial plan and volunteered his time and expertise to help with such a plan. This would inform the College, elected officials and also the taxpayers as to whether or not Harper would be on firm financial footing and whether there truly would be no need for future referendums to pay for operating expense shortfalls. He added that the plan should be put together in the same format as the annual budget, to include revenue projections and their related support and assumptions, including student tuition and fees, property taxes, state grants and all other sources of revenue. Salaries and benefits of the increase in staff should be well thought-out and clearly documented, as well.

Mr. Wicklund also expressed concern with the College running on a budget deficit. He noted that achieving a balanced budget will be a challenge with or without the referendum passing. He also questioned the validity of the projected 28 percent increase in enrollment. He emphasized again the importance of having a well thought-out post-referendum financial plan to prove to the

taxpayers that the referendum is truly the right decision.

On behalf of Northwest Tax Watch, William Huley addressed the Board. He stated that Harper College has chosen to ignore his group's urging to be more reasonable about the tax referendum that will cost the taxpayers a total of \$192M including interest payments. At the January Board meeting, he urged the Board and the administration to compromise by slimming down the referendum amount for a greater chance of public approval. He repeated that Northwest Tax Watch will not support the referendum as it stands. They support the College's need for funds to repair the existing facility, but do not support the need for additional construction.

Mr. Huley stated that certain allegations have been made against Northwest Tax Watch that they have been issuing false and misleading information. He pointed out that any data or statements that his group has cited were obtained from Harper archives, from currently published Harper documents, from irrefutable statements made by Harper officials or by media sources.

Mr. Huley noted that the "Vote for Harper" brochure states that there have been no other referendums in the past thirty years except in 1975 and 1985. He explained that there were referendums defeated in 1970 and 1978. He is disappointed that this misleading information has been distributed even after it was brought to the attention of Harper officials. He pointed out that this again gives Harper College a lack of credibility as with the projected enrollment numbers.

Rob Sherman, resident of Buffalo Grove and graduate of the Harper College Travel Academy, addressed the Board. He stated that he represents a new growing community group called Organization Stopping Harper's Increased Taxes. He supports the mission of the College and supports the plan to renovate and expand the facilities. However, he opposes the method sought to fund the costs

of the renovation and expansion. Instead of taking from the taxpayers, he suggested increasing the students' cost per credit hour and non-credit hour. After speaking with Steve Catlin from Harper College, Mr. Sherman calculated that if the College increased the cost per credit hour by approximately \$14, Harper would raise the \$124M needed for renovation and expansion. If students were to pay 33 percent of per capita cost (which is \$264), they would be paying \$88 instead of the current \$50 per credit hour. Mr. Sherman asked that the students pay more of their fair share instead of relying on the taxpayers. He added that the programs at Harper College are designed to increase the income of the students, so it is appropriate to have them pay, for example, an extra \$400 when their income will eventually be increased by \$20,000. Mr. Sherman listed the following colleges and their cost per credit hour: University of Illinois Chicago - \$114 per credit hour; DePaul University - \$285 per credit hour; Elmhurst College - \$429 per credit hour; Illinois Institute of Technology - \$570 per credit hour; Northwestern University - \$638 per credit hour; and University of Chicago - \$763 per credit hour. He reiterated that Harper College charges \$50 per credit hour.

Robert Bauer, taxpayer and resident of Rolling Meadows, addressed the Board. He asked Dr. Breuder if he has considered the current 6.8 percent increase (and future increases) in the assessed valuation that homeowners are experiencing. He asked all property owners in the audience to stand.

Student Senate President Kitty Cowley addressed the Board. On behalf of the student body, she expressed appreciation to the Board, the president and the administration for recognizing the needs of the students and for taking action to fulfill those needs. She mentioned specific needs such as better science laboratory and culinary facilities. She added that the current quality of these facilities is below that of surrounding high schools. Ms. Cowley also mentioned the need for more classroom

space, citing that several classes have been canceled due to the lack of classroom availability. She invited audience members to stand and thank the Board, president and the administration for voting for the needs of the students. Ms. Cowley concluded by saying that she will vote "yes" on April 13 for Harper's referendum and she encourages others in the community to do the same. The referendum is necessary.

Michael O'Toole, student and citizen in the Harper district, addressed the Board. He explained the difficulty he has had in the past with courses being dropped due to lack of student interest (as opposed to lack of classroom space mentioned earlier).

STUDENT TRUSTEE
REPORT

Student Member Valadez distributed a copy of his report. He stated that student elections will be held at the end of March. There has been a lot of interest from students to fill the open positions.

The Student Senate is sponsoring several projects on campus including Coats for Kids, and a book exchange program planned for the future.

Student Member Valadez noted that a Student Senate Web Page has been created, which will improve communication and help with recruiting. He thanked Vice President Bonnie Henry for attending the last meeting and answering students' questions.

Student Member Valadez continues his involvement with several committees on campus. He has been getting positive feedback from students toward the referendum. They want the referendum to pass. He added that it is unfortunate to hear people speak against the referendum when it is truly needed.

Student Member Valadez noted that he has been invited to speak at a leadership conference in Chicago in April.

Chair Kolze thanked Student Member Valadez for encouraging senators and representatives to attend the Board meetings.

APPROVAL OF AGENDA

Chair Kolze stated that there would be an executive session following the regular meeting to discuss contract negotiations. He added that Members Botterman, Gillette and Howard will be sharing information in the Other Business portion of the meeting.

Member Barton moved, Member Howard 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 stated that items VI-3 and VI-4 would be removed from the consent agenda.

Member Gillette moved, Member Howard seconded, approval of the minutes of the January 28, 1999 Regular Board meeting; bills payable; payrolls for January 29, 1999 and February 11, 1999; estimated payrolls for February 12 through March 26, 1999; personnel action sheets; one year extension of three-year probationary tenure provision, non-tenured faculty (BUS/SS); and for information: financial statements, committee and liaison reports, and grants and gifts status report as modified and outlined in Exhibits VI-1 through VI-8 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,118,264.41
Tuition Refunds	146,757.89

The payrolls of January 29, 1999 in the amount of \$1,387,252.59; February 11, 1999 in the amount of \$1,747,990.51; and estimated

payroll of February 12 through March 26, 1999 in the amount of \$4,749,893.30.

Personnel Actions

Professional/Technical Appointments

Jane Harris, ESL International Student -
Advising Coordinator, AE/LS-ESL/
Linguistics, 01/04/99, \$52,206
Edward Liberman, Training Specialist -
Networking Systems, TM/PS - TECH Center,
03/01/99, \$41,000

Supervisory/Confidential Appointment

John McManus, Local Area Network Manager,
IT/TS, 02/15/99, \$57,000

Classified Staff Appointments

Catherine Gillespie, Clerk/Receptionist-
Evening, p/t, Assessment Center,
02/01/99, \$7,779
Festus Johnson, Administrative Assistant,
AE/LS, 02/01/99, \$27,900
Judy Kulchawik, Secretary, AE/LS - Tutoring
Center, 02/03/99, \$25,000
Darby Lanpher, Project Assistant, Continuing
Education, 02/01/99, \$26,000

Harper #512 - IEA Appointment

Jacob Reizner, Custodian, Physical Plant,
02/01/99, \$18,886

Harper #512 - IEA Retirement

Richard Johnson, Custodian, Physical Plant,
07/29/99, 15 yrs. 3 mths

Classified Staff Resignations

Sharon Szymoniak, President's Secretary,
PR/BD, 02/19/99, 4 yrs. 10 mths
Leticia Villanueva, Cashier, p/t, Bursar's
Office, 01/25/99, 4 months

Harper #512 - IEA Resignation

William Krakow, Weekend Custodian, p/t,
Physical Plant, 08/31/98, 10 yrs. 11
mths.

Approval of the one-year probationary tenure extension resolution and authorization for the issuance of the notice of the one-year tenure extension (non-tenured faculty - BUS/SS).

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.

Bid Award and Purchase Order

Member Barton moved, Member Botterman seconded, approval of the following bid award and purchase order as outlined in Exhibits VI-3a and VI-4a (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VI-3a Award Bid Q00015 for analytic balances for use in the chemistry labs to VWR Scientific Products, the low bidder, in the amount of \$11,550.00.

Ex. VI-4a Approve issuance of a purchase order to Peters and Associates, Inc., for network consultant services in support of the Harper College Communication Network, in the amount of \$21,700.00.

Upon roll call, the vote was as follows:

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

Nays: Member Gillette

Motion carried. Student Member Valadez voted aye.

NEW BUSINESS:

Ratification of Three-Year 1999/02 Collective Bargaining

Member Howard moved, Member Barton seconded, ratification of the Three-year Collective Bargaining Agreement with the Faculty Senate, Local 1600, for the 1999/02 years, and

Agreement/Faculty
Senate, Local 1600

authorization for the Board Chairman and Secretary to execute such Agreement on behalf of the Board of Trustees, as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder stated that he is pleased to present this recommendation to the Board. With the leadership of Dr. Julie Fleenor, the negotiations were conducted under very good terms with the institution in mind. He noted that the faculty vote relating to the contract was 136 in favor and 11 opposed, which shows a great unanimity within the faculty for this contract relationship. Chair Kolze stated that the Board was very pleased with the contract as well.

Member Gillette noted that the increase for this contract was 4.6 percent, 4.4 percent, and 4.2 percent with an average of 4.4 percent over three years. The same percentages were given to and accepted by the pro/tech employees as well. All employee groups are treated alike at Harper College in terms of the percentage of increase. He added that, unfortunately, these same percentage increases were not accepted by the Harper #512 IEA/NEA group.

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.

Tuition Increase
Fiscal Year 99-00

Member Barton moved, Member Howard seconded, approval of an increase in tuition from \$50.00 per credit hour to \$54.00 per credit hour effective with the summer 1999 semester, as outlined in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze explained that three years ago, the Board took action to approve a policy on tuition increases so that there would be a

small increase each year rather than a large increase at one time. It was decided that this would allow students to do better financial planning. He added that the Board is limited in the amount of tuition it can charge to the student - up to 33 percent of the per capita cost. With this increase to \$54 per credit hour, Harper is charging the student less than 20 percent of the per capita cost.

Dr. Breuder pointed out that at the January Board meeting a member of Northwest Tax Watch stated, in his opinion, Harper's tuition was too high when compared to neighboring community colleges. In contrast, one of the speakers tonight stated that, in his opinion, Harper's tuition was too low and suggested the College pass onto the student a far greater percentage of the cost of their education. Harper cannot win. The speaker tonight does not understand that the community college system is designed to make a college education available to a large population of people -- many of whom could not afford to pursue the higher education experience.

Dr. Breuder explained that the \$4 tuition increase will generate \$1M in new revenue next year, and this will compensate for the loss in revenue due to the tax cap. He listed the following neighboring colleges and their tuition per credit hour: College of DuPage - \$48; College of Lake County - \$47; Oakton Community College - \$39; Harper College - \$50. He explained that if one questions why Oakton can charge only \$39 per credit hour, they would see that Oakton collects \$3,200 per FTD from the local taxpayer and Harper collects only \$2,600 per FTD from the local taxpayer.

Dr. Breuder continued that if there is a student who would not be able to attend Harper College because of the tuition increases, the College would find a way to make that money available to the student. No one should be denied access because of a tuition of \$1,500 - \$1,600 per year.

He added that Harper must remain competitive in the marketplace by providing salary increases, buying technology, updating the programs, and taking care of the aging physical plant. Chair Kolze reminded everyone that \$1 of each tuition increase goes toward upgrading technology.

Member Howard stated that in Washington, DC, they achieved an increase in federal PELL grants which helped approximately 717 Harper students last year.

Student Member Valadez stated that there has been a tuition increase each year he has been a student at Harper. It has been difficult on the pocketbook.

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 nay.

Proposed Fee
Changes - 1999/00
Academic Year

Member Botterman moved, Member Barton seconded, approval of the proposed fee changes for 1999-00, effective with the 1999 summer session, as outlined in Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze noted that these fees are designed to break even, not create a profit. Some fees may seem large, for example, the floral design courses. The arrangements are large and supplies are expensive, but the students are able to take them home.

Member Gillette reiterated the fact that the College makes no profit on the fees. They are the actual cost of the material. He added that in some class somewhere one student may get less than the fee, but another student may get more than the fee. For example, one art student may not use as much charcoal or paper or markers as the student sitting next to him.

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.

PRESIDENT'S
REPORT

Dr. Breuder stated that he had previously responded to the observations made by Mr. Huley last month, and he did not intend to make further observations this evening. However, he noted that the number of \$192M, which includes the principle and interest, is not a new number. The \$124.8M is the principle amount. However, he emphasized the fact that the key number is \$26.52 per \$100,000 of fair market value, which includes both the principle and the interest. That is the key number that impacts the average homeowner within the district.

Dr. Breuder noted that one speaker used a figure of a 30 percent increase on their taxes. The 30 percent number is correct, but it calculates to 30 percent of 29.2 cents per \$100,000 of assessed value. It is a very low number. The tax impact that Harper has on its 23 communities is less than 3 percent. The College has not misled the public. The College has used the number which would have the greatest meaning to the taxpayer in the district.

In regard to Mr. Wicklund's comments regarding the operating budget, Dr. Breuder stated that he would appreciate a copy of those comments so that he can respond accordingly. He suggested taking the opportunity to sit with Mr. Wicklund to make sure that he understands the College budget and the way that we do business in the community college system in Illinois.

ANNOUNCEMENTS BY
CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information. Member Howard noted that the ICCTA Regional Meeting is March 18 at 6:00 p.m. at Triton College. Members Shure and Barton stated that they would be attending the meeting.

In response to Vice President Judy Thorson, Chair Kolze asked Board members to bring their calendars to the next Board meeting to establish a canvass date for the election. Vice President Thorson stated that she has Monday, April 19 in mind for that date.

OTHER BUSINESS

Member Howard stated that she recently attended the legislative seminar. She distributed handouts to the Board members which summarized several presentations. One handout is a summary of legislation that was passed in 1998 affecting community colleges. Another lists the goals of the 106th congress. One goal is to ask for modifications to the regulations surrounding the Hope Scholarship, which is putting financial burdens on institutions of higher education. Member Howard added that Vice President Thorson prepared a handout that shows what it will cost Harper and it is significant. She asked Board members to contact her if they have any questions about the legislation.

Member Botterman stated that Illinois law permits under Public Act 89260 for local units of government to adopt provisions of the Illinois Whistle Blower Award and Protection Act. It allows for employees or citizens, within the unit of government's taxing district, to formally file a complaint with the Illinois Attorney General when they believe fraud has been committed. In filing such a complaint, triple damages are sought from the institution to the taxpayers. Several municipalities in the northwest suburbs will be adopting this resolution over the next several weeks, and municipalities in the south suburban area have begun hearings on it. Member Botterman suggested that the staff develop a resolution for this Board to adopt regarding the Illinois Whistle Blower Award and Protection Act. Chair Kolze noted

that the College should check with legal counsel regarding this issue.

Member Gillette made a visual presentation using boxes to demonstrate how much the taxpayer gets for their investment at Harper College. He explained that each little box represented \$10M. On one table he stacked 13 boxes to approximately represent the \$124.8M investment asked of the taxpayers. He added seven more boxes to approximately represent the \$192M figure which includes principle and interest. Member Gillette added that when he buys something, he wants to know what it costs, and wants to know what he will get for the investment.

He asked the administration for some figures to help him illustrate his point. On another table, he began stacking boxes to show what the taxpayer receives from his investment of the 20 boxes on the other table. He noted that 8,000 students went through Harper taking credit courses and their average savings by attending Harper is \$5,608 per year, which calculates into \$44.9M savings. He continued that 2,100 students are enrolled in pro/tech courses and (using federal statistics) they have earned \$187 per year extra for taking each course. He gave an example of someone who took three courses in C++ earned \$20,000 per year more, and someone who took typing or something else may have earned a little less. This calculates out to another \$3M. Member Gillette added that business people save lots of money, approximately \$500,000 is documented. In addition, 10,000 have gone through Harper courses to improve their quality of life through Aquasize, Cardiovascular, Rehab, etc. Also, 2,000 students went through remediation - ESL to improve their English skills or other courses to improve their math skills. These are priceless because it gives students the ability to earn an income rather than become a Welfare candidate from the state. Since Harper started, 26,600 associate degrees have been given out and the federal government figures show, on the average, they earn \$6,789 per year more - which added 18 more boxes to the benefit side. Member

Gillette added that 8,400 have received certificate awards and they earn \$6,000 per year more - which added five more boxes to the benefit side. 69,825 have taken pro/tech courses and they earn on an average \$300 per course per year more - which added another two boxes. He noted that at this point there should be approximately 27 boxes on the benefit side of the graph. He realized when looking at this comparison, he was looking at 20 years on one side and one year on the other. He would either have to add 20 times the number of boxes on one side or leave 1/20 of the boxes on the other side to compare apples to apples. For the small amount of taxpayer investment (4.6 boxes), Harper gives back to the community a much greater amount (32.7 boxes). He explained that for every one dollar spent, Harper gives back to the community \$7.11, and that is an excellent investment. He noted that he left out many things on the benefit side on which he could not place a value; for example, the students who learned English are not on Welfare any longer and are now earning a living. It is difficult to place a value because there are no federal statistics.

Member Gillette noted that it is unfortunate the speakers at the beginning of the meeting did not stay long enough to see this comparison. He added that if a person thinks he gets no benefit because his kids are out of college, that is wrong. He said he does not know how to live in Harper's community without getting the benefit.

The Board applauded Member Gillette and thanked him for his presentation.

Chair Kolze introduced Paul Cook and Eric Dubiel, candidates in the April 13 election for the Harper College Board of Trustees. Member Barton introduced Tom Rooney from the Educational Foundation.

EXECUTIVE SESSION

Member Barton moved, Member Hess seconded, that the meeting adjourn into executive session to discuss negotiations.

Upon roll call, the vote was as follows:

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

Nays: None

The motion carried at 8:55 p.m.

Following executive session, the Board
reconvened the Regular meeting at 9:31 p.m.

ADJOURNMENT

It was moved and seconded that the meeting be
adjourned.

In a voice vote, the motion carried at 9:32
p.m.

Chair

Secretary

BOARD REQUESTS

FEBRUARY 25, 1999 REGULAR BOARD MEETING

1. Mr. Wicklund suggested that the College develop a post-referendum financial plan and volunteered his time and expertise to help with such a plan.
2. In regard to Mr. Wicklund's comments regarding the operating budget, Dr. Breuder stated that he would appreciate a copy of those comments so that he can respond accordingly. He suggested taking the opportunity to sit with Mr. Wicklund to make sure that he understands the College budget and the way that we do business in the community college system in Illinois.
3. In response to Vice President Judy Thorson, Chair Kolze asked Board members to bring their calendars to the next Board meeting to establish a canvass date for the election. Vice President Thorson stated that she has Monday, April 19 in mind for that date.
4. Member Botterman suggested that the staff develop a resolution for this Board to adopt regarding the Illinois Whistle Blower Award and Protection Act. Chair Kolze noted that the College should check with legal counsel regarding this issue.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

MARCH 25, 1999

SUMMARY OF BIDS

- EXHIBIT VI – 3a The administration recommends that the Board award Q00024 for 35 computer lab chairs for the Northeast Center to Educational & Institutional Cooperative, Inc., the low bidder, in the amount of \$12,757.85.
- EXHIBIT VI – 3b The administration recommends that the Board award Q00021 to Warner Offset, Inc., the low bidder for printing of the Fall 1999, Spring 2000 and Summer 2000 Course Schedules, the major publications promoting enrollment at the start of each session, in the amount of \$115,230.00.
- EXHIBIT VI – 3c The administration recommends that the Board award Q00022 for the replacement of the existing acoustic treatments hanging from the ceiling in the swimming pool area to Just Rite Acoustics, Inc., the low bidder, in the amount of \$118,850.00, and for approval of a 10% contingency of \$11,885.00.
- EXHIBIT VI – 3d The administration recommends that the Board award Q00018 for Steelcase furniture for use in the Corporate Services Offices to Office Concepts, Inc., the low bidder, in the amount of \$22,500.94.

Exhibit VI – 3
March 25, 1999

- EXHIBIT VI – 3e The administration recommends that the Board award Q00019 to Hagg Press, Inc., the low bidder for printing of the 1999/2000 Datebook/Student Handbook, which informs students of campus activities, student services, and policies and procedures governing student conduct, as well as providing a full year's calendar/planner pages, in the amount of \$12,570.00.
- EXHIBIT VI – 3f The administration recommends that the Board award bid Q00020 to Strathmore Printing, the low bidder for printing of the Summer 1999 Extension booklet, which contains course listings for the three major extension centers, in the amount of \$13,185.50.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00024 for 35 computer lab chairs for use at the Northeast Center as requested by the Business and Social Science Division for the Continuing Education department, Business and Professional Development.

II. BUDGET STATUS

Funds in the amount of \$14,400 are provided in the 1998/99 Auxiliary Enterprise Fund budget, under account number 0541-105-585.

III. INFORMATION

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

Educational & Institutional Cooperative, Inc.	\$12,757.85
Office Equipment Company of Chicago	12,940.55
Johnson & Associates	12,979.05
Cotey Workplace Environments	13,207.25
Office Concepts, Inc.	13,365.80
Environetx	13,426.00

These chairs will replace existing chairs, in two of the Continuing Education computer labs at the Northeast Center, that are beyond economical repair.

IV. RECOMMENDATION

The administration recommends that the Board award Q00024 for 35 computer lab chairs for the Northeast Center to Educational & Institutional Cooperative, Inc., the low bidder, in the amount of \$12,757.85.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award for bid request Q00021 for printing of the Fall 1999, Spring 2000 and Summer 2000 Course Schedules, which are the major publications promoting enrollment at the start of each session.

II. BUDGET STATUS

Funds in the amount of \$125,000.00 will be provided in the 1999/2000 Education Fund budget, under account number 0192-039-547.

III. INFORMATION

A legal bid notice was published and six bids solicited. Two responses were received. The following is a recap of the bid tab sheet for 265,000 copies each of the Fall and Spring Credit Course Schedules and 250,000 copies each of the Continuing Education and Summer Course Schedules all containing 44 pages:

Warner Offset, Inc.	\$115,230.00
Newsweb Corp.	129,500.00

One of the four companies that did not bid has just recently acquired the equipment necessary for this kind of work, and the saleswoman is interested in bidding in the future. One company had already scheduled jobs which would cause a press capacity conflict, and the salesman would like the opportunity to bid in the future. Another company's salesman said that they no longer do this kind of work because they have found that the simplified mailing is not easy to do. One bid request was returned as undeliverable by the post office, and the company could not be reached by phone.

March 25, 1999

Harper College Course Schedules are sent to the 234,000 households in the College district. Additional copies are sent to out of district students, businesses, libraries and individuals upon request. Each Course Schedule lists either the College Credit or Continuing Education class offerings for the fall or spring term, or all classes that are offered in the summer.

IV. RECOMMENDATION

The administration recommends that the Board award Q00021 to Warner Offset, Inc., the low bidder for printing of the Fall 1999, Spring 2000 and Summer 2000 Course Schedules, the major publications promoting enrollment at the start of each session, in the amount of \$115,230.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00022 for the replacement of the acoustic treatments hanging from the ceiling in the swimming pool area as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$200,481.00 are provided in the 1998/99 Operations and Maintenance Restricted Fund budget, under account number 0392-039-533.00-9101.

III. INFORMATION

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

Just Rite Acoustics, Inc.	\$118,850.00
Boller Construction Co., Inc.	134,500.00
The Larson Equipment and Furniture Co.	140,250.00
The Dubs Co., Inc.	142,552.00
Tri-State Management Co.	157,700.00
Metropolitan Corp.	192,600.00
Thorne Associates, Inc.	229,162.00

This request is for a Board approved Life Safety project. Acoustic treatments are required in the Pool area to damper sound so that instruction can be audible. In addition, during pool emergencies, it is imperative that staff and students be able to speak and be understood.

Numerous existing “punching bag” acoustic treatments have fallen 20 feet from the ceiling structure. This project will remove the existing suspended “punching bag” acoustic treatments from the pool area ceiling structure and replace them with a new acoustical baffle system which includes multiple supports.

Included in this recommendation is a 10% contingency of \$11,885.00.

IV. RECOMMENDATION

The administration recommends that the Board award Q00022 for the replacement of the existing acoustic treatments hanging from the ceiling in the swimming pool area to Just Rite Acoustics, Inc., the low bidder, in the amount of \$118,850.00, and for approval of a 10% contingency of \$11,885.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00018 for Steelcase furniture for use in the Corporate Services Office as requested by Academic Affairs.

II. BUDGET STATUS

Funds in the amount of \$25,000.00 are provided in the 1998/99 Auxiliary Enterprises Fund budget, under account number 0542-917-585.

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.	\$22,500.94
Office Equipment Company Of Chicago	22,998.45
Cotey Workplace Environments	24,592.52
Educational & Institutional Cooperative, Inc.	25,122.39
Johnson & Associates	25,583.15

This request is for additional furniture to be used in conjunction with existing furniture in the Corporate Services Office. As additional staff is hired to support the market demand from the business community, it has become necessary to reconfigure furniture to use every inch of space available in this small room.

IV. RECOMMENDATION

The administration recommends that the Board award Q00018 for Steelcase furniture for use in the Corporate Services Offices to Office Concepts, Inc., the low bidder, in the amount of \$22,500.94.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00019 for printing of the 1999/2000 Datebook/Student Handbook as requested by Publications and Communication Services. This handbook informs students of campus activities, student services, and policies and procedures governing student conduct, as well as providing a full year's calendar/planner pages.

II. BUDGET STATUS

Funds in the amount of \$13,000.00 will be provided, half (\$6,500.00) in the 1999/2000 Education Fund budget, under account number 0192-093-547, and half (\$6,500.00) in the 1999/2000 Student Activities budget, under account number 1039-187-542.000000.

III. INFORMATION

A legal bid notice was published and 21 bids solicited. Fourteen responses were received. The following is a recap of the bid tab sheet for 8,000 copies:

Hagg Press, Inc.	\$12,570.00
Northbrook Services	12,800.00
Creasey Printing Services	13,550.00
Johnson Printers	13,662.00
Vogue Printers	15,141.00
Printech, Inc.	15,224.00
Vis –O-Graphic, Inc.	15,817.00

Exhibit VI – 3e
March 25, 1999

Color Ink Printing	16,063.00
Commercial Lithographers	17,720.00
John S. Swift Co.	17,840.00
BookCrafters	18,752.00
Printing Arts Chicago	19,865.00
VCP Printers	21,866.00
Absolute Printing, Inc.	25,663.00

This publication is complementary to the catalog, which includes policies and procedures governing academic life. Students use the datebook pages to note appointments and assignments. The publication is distributed at student orientation and during the first two weeks of each semester.

IV. RECOMMENDATION

The administration recommends that the Board award Q00019 to Hagg Press, Inc., the low bidder for printing of the 1999/2000 Datebook/Student Handbook, which informs students of campus activities, student services, and policies and procedures governing student conduct, as well as providing a full year's calendar/planner pages, in the amount of \$12,570.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00020 for printing of the Summer 1999 Extension booklet which contains course listings for the three major extension centers as requested by Marketing Services.

II. BUDGET STATUS

Funds are provided in the 1998/99 budget as follows: in the Education Fund budget, \$10,035.85 under account number 0192-039-547, \$2,000.00 under account number 0128-916-542, and \$500.00 under account number 0118-913-542; in the Auxiliary Enterprises Fund budget, \$649.65 under account number 0548-701-542.

III. INFORMATION

A legal bid notice was published and 13 bids solicited. Seven responses were received. The following is a recap of the bid tab sheet for 78M copies of a 16-page booklet:

Strathmore Printing	\$13,185.50
Creekside Printing	14,439.00
VCP Printing	17,551.00
Hagg Press, Inc.	18,303.00
Printing Arts Chicago	20,322.00
Vis-O-Graphic, Inc.	23,677.00
Jay Printing	25,872.00

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

IV. RECOMMENDATION

The administration recommends that the Board award bid Q00020 to Strathmore Printing, the low bidder for printing of the Summer 1999 Extension booklet, which contains course listings for the three major extension centers, in the amount of \$13,185.50.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

MARCH 25, 1999

SUMMARY OF PURCHASE ORDERS

- EXHIBIT VI – 4a The administration recommends that the Board approves issuance of a purchase order to York International Corporation for winter preventive maintenance and spring start-up for 13 York chillers, in the amount of \$27,500.00.
- EXHIBIT VI – 4b The administration recommends that the Board approve the issuance of a purchase order to Honeywell, Inc., to upgrade and/or replace various components of the installed Heating, Ventilating, and Air Conditioning (HVAC) system in order to insure Year 2000 compliance, in an amount not to exceed \$35,870.00.
- EXHIBIT VI – 4c The administration recommends that the Board approve issuance of a purchase order to Dyned International, Inc. for the purchase of Dynamic English software to be used by faculty in the Non-Native Literacy Program taught at the Northeast Center, in the amount of \$14,372.00.
- EXHIBIT VI – 4d The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard, Inc. for the purchase of UNIX computer hardware, HP K360, D280, and D230 machines, software, and related upgrades to data storage and maintenance contracts, in an amount not to exceed \$179,916.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to York International Corporation for winter preventive maintenance work and spring start-up for 13 York chillers as requested by Physical Plant.

II. BUDGET STATUS

Funds are provided in the 1998/99 Building Fund budget, under account number 0276-068-534.

III. INFORMATION

The work includes checking chiller safety controls, performing micropanel diagnostic checks, lab analysis of oil to determine if changing is required, leak checking, documentation in compliance with EPA regulations, start-up and operational inspection of units, and Turbo-Modulator diagnostics and operations checks. Ten of the 13 York chillers have Turbo-Modulators.

Only York chillers have the Turbo-Modulator feature. Working with the Turbo-Modulators, which are connected to each unit to control the speed of the chillers, requires complex technical knowledge. It would be an expensive risk to allow people to work on the equipment if York has not trained them.

This purchase complies with State Statute and Board policy.

IV. RECOMMENDATION

The administration recommends that the Board approves issuance of a purchase order to York International Corporation for winter preventive maintenance and spring start-up for 13 York chillers, in the amount of \$27,500.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Honeywell, Inc., to upgrade and/or replace various components of the installed Heating, Ventilating and Air Conditioning (HVAC) system, as requested by Information Technology for Physical Plant. This change is necessary for Harper College to become Year 2000 (Y2K) compliant.

II. BUDGET STATUS

Funds in the amount of \$35,870.00 are provided in the 1998/99 Operations and Maintenance Fund budget, under account number 0295-245-585.10.

III. INFORMATION

Information Technology has assembled a task force to review all areas of the College and develop a plan that will ensure that the College is Y2K compliant, or will be by October 1999. As systems are identified that require modifications, they are submitted for approval. The College HVAC system, which is a Honeywell system, requires an upgrade in order to function once Y2K arrives. Only Honeywell can supply the required hardware and software necessary to upgrade its' system.

This project will include all necessary hardware, software, programming and checkout labor for the installation of a remote workstation for the monitoring of existing lighting points. In addition, it will include the installation of a firmware patch in R7044 controllers to ensure their operational effectiveness in Y2K.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Honeywell, Inc., to upgrade and/or replace various components of the installed Heating, Ventilating, and Air Conditioning (HVAC) system in order to insure Year 2000 compliance, in an amount not to exceed \$35,870.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Dyned International, Inc. for the purchase of Dynamic English software to be used by faculty for the Nonnative literacy curriculum taught at the Northeast Center, as requested by the Academic Enrichment and Language Studies Division for the Adult Educational Development department.

II. BUDGET STATUS

Funds in the amount of \$15,000.00 are provided in the 1998/99 Restricted Purposes Fund budget, under account number 0695-245-544.80-4509.

III. INFORMATION

This request is for two levels of New Dynamic English software for use as a supplement in the Nonnative literacy classes. It is written for students from pre-beginner through low-intermediate levels. The faculty has previewed and tested this software and are enthusiastic about integrating it into the Nonnative literacy curriculum.

There is no other software program available that is like this product and it can only be purchased from Dyned International, Inc.

This purchase conforms with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Dyned International, Inc. for the purchase of Dynamic English software to be used by faculty in the Non-Native Literacy Program taught at the Northeast Center, in the amount of \$14,372.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Hewlett-Packard, Inc. for the purchase of UNIX computer hardware, HP K360, D280, and D230 machines, software, and related upgrades to data storage and maintenance contracts as requested by Information Technology for use by the entire College community.

II. BUDGET STATUS

Funds in the amount of \$180,000.00 are provided in the 1998/99 Operations and Maintenance Fund budget, under account number 0295-256-585.10.

III. INFORMATION

The current Hewlett-Packard UNIX (HP-UX) System was purchased in 1993. At that time, the expected life of the hardware was estimated to be three to four years. At the three-year milestone, a minor upgrade was made to support additional modules of Computing Options' Regent software. The College is now approaching the seventh year in the life of this equipment and it is time to make significant upgrades to the architecture. It is critical that administrative hardware be on a periodic replacement schedule.

One of the many reasons the HP-UX system was originally selected was Hewlett-Packard's commitment to compliance for the Year 2000. The requested upgrades and purchases will continue to provide such compliance. Additionally, the requested purchase will reduce the contention that occurs between student registration related activities and the accounting and payroll functions. It will also provide much needed improvement in data storage capabilities to accommodate current and future enterprise-wide data warehousing.

March 25, 1999

Since the various software components that run the administrative system have been specifically designed and developed to run on the HP-UX platform, it is not feasible to solicit bids from other vendors. Hewlett-Packard has offered significant educational and manufacturer discounts to the College, ranging from 20 to 30 percent.

In addition to the administrative system hardware, the hardware and software used by the Computer Science instructional program was also purchased in 1993. It has exceeded its expected life and must be replaced, as upgrades and maintenance are no longer available.

This purchase complies with the State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard, Inc. for the purchase of UNIX computer hardware, HP K360, D280, and D230 machines, software, and related upgrades to data storage and maintenance contracts, in an amount not to exceed \$179,916.00.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

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.

July 1, 1998 - June 30, 1999

Reported: March 10, 1999

GRANT NAME 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 year 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 \$276,078	07/01/98 06/30/99 L. McKay
Business/Industry State Workforce Preparation Workforce & Prof. Dev.	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 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 Access & 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 Division/Department	BRIEF DESCRIPTION OF GRANT	FUNDING SOURCE AWARD AMOUNT	DATES OF OPERATION Manager
Adult Educ. & Literacy	Continuation of FY98 grant. Adult Education & Literacy	ISBE \$324,779	07/01/98 06/30/99 P. Mulcrone
Adult Education Development			
Federal Tech Prep	Continuation of FY98 grant. Comprehensive career development program	ISBE \$124,322	07/01/98 06/30/99 S. Griffith
Education to Careers			
State Tech Prep	Continuation of FY98 grant. Comprehensive career development program	ISBE \$162,159	07/01/98 06/30/99 S. Griffith
Education to Careers			
Gender Equity Program	Continuation of FY98 grant. Reduce sex stereotyping in training and the workplace	ISBE \$35,000	07/01/98 06/30/99 N. McDonald
Women's Program			
Work-Based Learning	Continuation of FY98 grant. Create a model program in \$25,000 work-based learning	ISBE	07/01/98 06/30/99 S. Griffith
Education to Careers			
Perkins IIC Grant	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
Workforce & Prof. Dev.			
Program Improvement	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
Workforce & Prof. Dev.			
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	"UV-Visible Spectrophotometers for the CPLP Network." Equipment Purchase	NSF \$27,900 \$27,900 - M	09/01/98 08/31/2000 J. Ellefson-Kuehn B. Weil
Department of Chemistry			
Student Support Services	Second year of grant. To provide services to students with disabilities	USDE/TRIO \$187,200	10/01/98 09/30/99 T. Thompson
Access & Disability Services			
Helene Fuld Health Trust	Scholarships for Nursing Students	Helene Fuld Trust \$50,000	10/01/98 08/31/99 C. Wandambi
Nursing Program			
Conflict Resolution	Provide resolution to disputes and conflicts	Northwest Health Care \$48,871	01/11/99 12/31/99 J. Kindle
Student Affairs			
Harper Music Academy	Provides coaching mentors for music academy	ACMP Foundation \$2,500	02/15/99 02/14/00 M. Mrozinski
Liberal Arts - Music			
Fiscal Year 1999			
Reported as of July 13, 1998		\$1,984,066	
Reported as of March 10, 1999		\$3,047,191	

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
February 1999**

Fund	Description	#Gifts	Cash	Gifts In Kind	Total
01-3101002-R	(E)Glenda F. Nuccio Memorial S	2	\$2.00	\$0.00	\$2.00
01-3101004-R	(E)Carol Zack Memorial Fine Ar	2	\$1.00	\$0.00	\$1.00
01-3101006-R	(E)Midge C. Smith Memorial End	6	\$22.00	\$0.00	\$22.00
01-3101008-R	(E)Roy G. Kearns Memorial Endo	16	\$52.00	\$0.00	\$52.00
01-3101013-R	(E)John L. Papandrea Endowed S	8	\$42.00	\$0.00	\$42.00
01-3101014-R	(E)Eugenia S. Chapman Memorial	2	\$2.00	\$0.00	\$2.00
01-3101015-R	(E)Cheryl M. Dwyer Memorial En	3	\$60.00	\$0.00	\$60.00
01-3101016-R	(E)Walter and Elizabeth Schroe	2	\$10.00	\$0.00	\$10.00
01-3101017-R	(E)Dr. Charles Shaner Memorial	2	\$6.00	\$0.00	\$6.00
01-3101019-R	(E)Diane Tomcheff Callin Endow	6	\$28.00	\$0.00	\$28.00
01-3101401-R	(E)General Scholarship Endowme	8	\$16.00	\$0.00	\$16.00
01-3101404-R	(E)Harper Nursing Student Endo	10	\$16.00	\$0.00	\$16.00
01-3101405-R	(E)James J. McGrath Humanities	2	\$10.00	\$0.00	\$10.00
01-3101408-R	(E)Business/ Social Science St	6	\$12.00	\$0.00	\$12.00
01-3101413-R	(E)GED Graduate Scholarship En	12	\$70.00	\$0.00	\$70.00
01-3101418-R	(E)John W. Davis Spanish Trave	2	\$700.00	\$0.00	\$700.00
01-3101422-R	(E)Biology Endowed Scholarship	2	\$2.00	\$0.00	\$2.00
01-3101601-R	(E)JBM	2	\$2.00	\$0.00	\$2.00
01-3101604-R	(E)Otter Chemistry Endowment	2	\$10.00	\$0.00	\$10.00
01-3101607-R	(E)Endowment for the Arts	4	\$4.00	\$0.00	\$4.00
01-3101608-R	(E)Endowment for Student Succe	8	\$67.70	\$0.00	\$67.70
01-3202002-R	Joanne Heinly Nursing Memorial	2	\$20.00	\$0.00	\$20.00
01-3202006-R	Edward Moran Memorial Computer	10	\$35.00	\$0.00	\$35.00
01-3202007-R	Gene & Hildegarde Evans Memor	6	\$64.00	\$0.00	\$64.00
01-3202012-R	James E. Finke Memorial Schola	8	\$25.30	\$0.00	\$25.30
01-3202013-R	Jacob & Iris Wolf Sign Languag	2	\$2.00	\$0.00	\$2.00
01-3202302-R	Fred Rutz Memorial	2	\$2.00	\$0.00	\$2.00
01-3202303-R	Steven Bakas Memorial	2	\$2.00	\$0.00	\$2.00
01-3202405-R	Fine Arts Scholarship	2	\$10.00	\$0.00	\$10.00
01-3202409-R	Displaced Homemakers	14	\$35.14	\$0.00	\$35.14
01-3202411-R	Phi Theta Kappa Scholarship	2	\$10.00	\$0.00	\$10.00
01-3202415-R	Minority Access to Higher Ed	8	\$13.00	\$0.00	\$13.00
01-3202416-R	GED Graduate Scholarship	7	\$220.54	\$0.00	\$220.54
01-3202417-R	Doriann E. Thompson for Women	6	\$8.00	\$0.00	\$8.00
01-3202420-R	William J. Walsh Ins Tech Prep	2	\$20.00	\$0.00	\$20.00
01-3202426-R	Heidenhain Corporation Scholar	2	\$4.00	\$0.00	\$4.00
01-3202435-R	Latinos Unidos Student Organiz	8	\$170.44	\$0.00	\$170.44
01-3202436-R	Math Lab Scholarship	4	\$8.00	\$0.00	\$8.00
01-3202437-R	Harper 512 IEA-NEA Assoc	24	\$26.00	\$0.00	\$26.00
01-3202446-R	International Student Scholars	14	\$57.00	\$0.00	\$57.00
01-3202448-R	Garden Club of Inverness Plant	1	\$500.00	\$0.00	\$500.00
01-3202454-R	Arlington Heights Garden Club	1	\$500.00	\$0.00	\$500.00
01-3202598-R	General Scholarship Fund	6	\$66.00	\$0.00	\$66.00
01-3202602-R	Meteorite and Planetary Studie	6	\$32.00	\$0.00	\$32.00
01-3202603-R	Center/Students w/Disabilities	2	\$2.00	\$0.00	\$2.00
01-3202605-R	Women's History Week	7	\$9.12	\$1,500.00	\$1,509.12
01-3202606-R	Wellness Program	18	\$20.00	\$0.00	\$20.00
01-3202609-R	Music Academy	3	\$252.00	\$0.00	\$252.00
01-3202612-R	Model Office Project	2	\$5,000.00	\$0.00	\$5,000.00
01-3202614-R	Office Re-entry Program	4	\$3.00	\$0.00	\$3.00
01-3202618-R	Women's Program	1	\$20.00	\$0.00	\$20.00
01-3202619-R	Corporate Services Fund	2	\$10.00	\$0.00	\$10.00

**HARPER COLLEGE EDUCATIONAL FOUNDATION
STATUS OF DONATIONS
February 1999**

Fund	Description	#Gifts	Cash	Gifts In Kind	Total
01-3202622-R	Public Safety Program	22	\$30.00	\$0.00	\$30.00
01-3202703-R	Harper Symphony Orchestra	3	\$46.00	\$0.00	\$46.00
01-3202706-R	Excellence in Teaching/Learnin	3	\$95.22	\$0.00	\$95.22
01-3202708-R	Math League Awards	2	\$6.00	\$0.00	\$6.00
01-3202709-R	Child Care Fund	2	\$6.00	\$0.00	\$6.00
01-3202711-R	Neighborhood Literacy Program	8	\$16.00	\$0.00	\$16.00
01-3202712-R	Theatre Arts Fund	2	\$0.00	\$0.00	\$0.00
01-3202713-R	Chemistry Camp	2	\$2.00	\$0.00	\$2.00
01-3202720-R	Young Artists Competition	2	\$4.00	\$0.00	\$4.00
01-3202723-R	New Technologies	14	\$22.00	\$0.00	\$22.00
01-3202725-R	Art Gallery	11	\$538.00	\$0.00	\$538.00
01-3202727-R	Kiosk Network	2	\$20.00	\$0.00	\$20.00
01-3202729-R	New Construction	2	\$10.00	\$0.00	\$10.00
01-3202730-R	Technology Center	2	\$2.00	\$0.00	\$2.00
01-3202733-R	Friends of the LRC	4	\$4.00	\$0.00	\$4.00
01-3303002-R	Capital/Performing Arts Center	2	\$76.94	\$0.00	\$76.94
01-3303005-R	General Unrestricted Fund	53	\$1,431.00	\$0.00	\$1,431.00
01-3303201-R	Harper Annual Golf Outing	1	\$0.00	\$306.12	\$306.12
01-3303301-R	General Alumni Fund	2	\$10.00	\$2,300.00	\$2,310.00
	In-kind donation	1	\$0.00	\$7,200.00	\$7,200.00
TOTAL		425	\$10,600.40	\$11,306.12	\$21,906.52

HARPER COLLEGE EDUCATIONAL FOUNDATION
GIFT IN KIND REPORT
February 1999

Date	Constituent Name	Fund	Gift Value	Description
2/5/99	Northern Trust Company	01-3202605-R	\$1,500.00	Printing – booklet
2/8/99	Sears, Roebuck and Co.	01-3303301-R	\$2,300.00	Pro-bono services for alumni
2/18/99	Northern Trust Company	01-3303201-R	\$306.12	Printing/save the date cards
2/26/99	Motorola, Inc.	In-kind donation	\$7,200.00	Machine Tools
TOTAL			<u>\$11,306.12</u>	

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Faculty Tenure Status Report

II. REASON FOR CONSIDERATION

Article III.M.2 of the 1996-99 Agreement with the faculty requires that the College President notify all faculty "who shall enter upon tenure at the onset of the subsequent academic year."

III. BACKGROUND INFORMATION

Since 1980, resulting from a change in the Community College Act, Board of Trustee action is required only for the denial of tenure. The administration informs the Board of the tenure status of all probationary faculty after review by the Faculty Tenure Committee and the administrative staff.

Attached are the names of faculty who are currently non-tenured and the year each would be first eligible for tenure.

Additionally there is a summary of tenure status by division during the spring, 1999 semester.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Faculty Promotions - 1999-2000 Academic Year

II. REASON FOR CONSIDERATION

In accordance with Board Policy 5.2.6, final approval of promotions is made by the Board of Trustees.

III. BACKGROUND INFORMATION

The 1990-93 Agreement between the Board of Trustees and the Faculty Senate stipulated that a faculty promotions procedure be developed beginning with the 1991-92 academic year. On January 30, 1992, the Board of Trustees approved a Faculty Promotion System developed by the Promotions Committee.

The promotions procedures in the Faculty Promotions System, page 7, item E, have been followed.

IV. RECOMMENDATION

It is recommended that the Board of Trustees grant the following promotions for the 1999-2000 academic year:

To Assistant Professor:

Susanne Bajt, Business and Social Sciences
Michael Harkins, Business and Social Sciences
John Kiener, Business and Social Sciences
Laura Pulio, Liberal Arts
Patricia Ramsey, Academic Enrichment & Language Studies
Barbara Weil, Technology, Mathematics & Physical Sciences

To Associate Professor:

Patrick Beach, Business and Social Sciences
Anne Davidovich, Liberal Arts
Karen Froelich, Technology, Mathematics & Physical
Sciences
Kathi Holper, Academic Enrichment & Language Studies
Sunil Koswatta, Technology, Mathematics & Physical
Sciences
Minhua Liu, Technology, Mathematics & Physical Sciences
Helmut Publ, Business and Social Sciences

To Professor:

Jean-Louise Gustafson, Academic Enrichment & Language
Studies
Kenneth Hyde, Life Science and Human Services
Caryn Levington, Student Development
John Perricone, Business and Social Sciences
Trygve Thoreson, Liberal Arts

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Set Board of Trustee and Referendum Election Canvass Date as Monday, April 19, 1999.

II. REASON FOR CONSIDERATION

State law requires that the Board of Trustees canvass the results of the election within seven days.

III. BACKGROUND INFORMATION

After each election the Board must canvass and certify the results of the election.

IV. RECOMMENDATION

The administration recommends adopting April 19, 1999 as the canvass date for Board of Trustees Election and the Referendum Election.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Whistleblower Reward and Protection Act

II. REASON FOR CONSIDERATION

A Board member requested that this item be reviewed by legal counsel and an opinion written and presented to the Board for consideration.

III. BACKGROUND INFORMATION

Legal counsel has reviewed this item and prepared the attached resolution for adoption by the Board.

IV. RECOMMENDATION

The administration recommends the adoption of the attached resolution.