

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting

June 23, 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—May 27, 1999 Regular Board meeting and Executive Session Exhibit VI-1
2. Bills Payable, Payrolls for May 21, 1999, and June 4, 1999; Estimated payrolls for June 5 through July 30, 1999 Exhibit VI-2
3. Bid Awards Exhibit VI-3
4. Purchase Orders Exhibit VI-4
5. Personnel Action Sheets Exhibit VI-5
6. Student Service Awards Exhibit VI-6

For Information

7. Financial Statements Exhibit VI-7
8. Committee and Liaison Reports Exhibit VI-8
9. Grants and Gifts Status Report Exhibit VI-9
10. Faculty Contract Promotions Exhibit VI-10

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

- VII. New Business

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| A. RECOMMENDATION: Prevailing Wage Act | Exhibit VII-A |
| B. RECOMMENDATION: 1999 RAMP Document | Exhibit VII-B |
| C. RECOMMENDATION: Strategic Long Range Plan: 1999-2002 | Exhibit VII-C |
| D. RECOMMENDATION: Establish 1999-00 Budget Hearing Date | Exhibit VII-D |
| E. RECOMMENDATION: Preliminary Budget for 1999-00 | Exhibit VII-E |
| F. RECOMMENDATION: Educational Services Providers | Exhibit VII-F |
| G. RECOMMENDATION: Classified Staff/Supervisory Confidential | Exhibit VII-G |

VIII. President's Report

IX. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

*June 23 7:00 p.m. Regular Board Meeting

*July 21 7:00 p.m. Regular Board Meeting

On-Campus Events

July 7 Harper Symphony Orchestra – 8:00 p.m. J143

July 16–18 Taste and Touch of Palatine

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, May 27, 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, May 27, 1999 at 7:05 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
Absent: Student Member Garcia

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; Joan Kindle, Associate Vice President for Student Affairs; Larry Bielawa; Carol Blotteaux; Catherine Brod; Steve Catlin; Harley Chapman; Lori Danaher; Julie Fleenor; Robert Getz; Jerry Gotham; Thea Keshavarzi; Sylvia Kingsley; Linda Kolbusz; David Macaulay; Liz McKay; Russ Mills; Elena Pokot; Karen Puleo; Sheila Quirk; Chris Staub and Joan Young - Harper.

Guests: Jamie Sotonoff, Daily Herald; Tim Pareti, Chicago Tribune; Ken Jant, Stanley Consultants; Helen Huley, Michael O'Toole and George Flaherty, Northwest Tax Watch; Joe Bell, Dave Kaley, Justin Smith, Dan Guartalli and Brad Baird, Barrington High School.

CITIZEN PARTICIPATION

Chair Kolze noted that Michael O'Toole would be addressing the Board. From the audience, Mr. George Flaherty interrupted, asking why there was no microphone or podium available. Chair Kolze stated that everyone would try to speak loudly and clearly. Mr. O'Toole asked the Board and the President when Northwest Tax Watch and the press would be given a tour of the buildings that are in need of repair. He added that a tour has been requested by Northwest Tax Watch on several occasions; however, no tour has been arranged. President Breuder stated that Mr. William Huley of Northwest Tax Watch has been in contact with Bob Getz at Harper to arrange a time for a tour. Mr. Flaherty interrupted stating, "Point of order. I cannot hear." Dr. Breuder asked Mr. O'Toole or Mr. Huley of Northwest

Tax Watch to contact Carol Blotteaux in the President's office to make arrangements for a tour. He added that members of the press from Chicago Sun Times, The Chicago Tribune, The Daily Herald, and Pioneer Press have had independent extensive tours of the physical plant. There were many newspaper accounts during the referendum process which showed extensive spreads of photographs referring to the inadequacies and deficiencies of the physical plant. Mr. O'Toole thanked Dr. Breuder for his response and commended the Board and the administration for supporting the much needed repairs occurring in the parking lots and surrounding areas during the summer months.

Chair Kolze suggested that anyone having difficulty hearing should move up closer. Mr. Flaherty interrupted with profanity saying there should be a microphone. Chair Kolze declared Mr. Flaherty out of order.

STUDENT TRUSTEE REPORT

On behalf of the Board, Chair Kolze expressed appreciation for the exemplary service Robert Valadez contributed in 1998/99 as Student Trustee. Chair Kolze read a resolution of appreciation which listed many of the contributions he has made to Harper College during his term. Mr. Valadez was presented with a plaque.

Robert Valadez thanked the Board, President Breuder, the faculty, administration and students for all of their support throughout the year. He read a statement expressing the personal growth he has gained from being involved at Harper College.

Member Barton noted that at the Student Awards Banquet, the support for Robert Valadez was awesome.

APPROVAL OF AGENDA Chair Kolze stated that there will be an executive session at the end of the regular meeting to discuss the appointment, employment and dismissal of personnel and collective bargaining. He noted that item VII-C, Administrative Employment Contract, will be moved to the end of the meeting following executive session.

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.

Member Gillette noted that new Exhibits VI-4f and VI-5 have been distributed to Board members. It was noted that Exhibit VII-D has been on the agenda; however, the handout had just been distributed at the meeting.

CONSENT AGENDA

Chair Kolze noted that Board members had called with questions regarding the consent agenda. He asked if Board members would like any of the items removed from the consent agenda. Member Gillette stated that he did not want an item removed; however, he did have a question.

In regard to Exhibit VI-4e, Member Gillette asked for the projected enrollment in the classes using the Silicon Graphics server and workstations. He expressed concern with obsolescence within three years. Vice President Ed Dolan explained that the classrooms will hold a maximum of 16 students. Projections in the business plan were based on enrolling 12 students. Six different courses will be offered throughout the year. Mr. Flaherty interrupted again stating, "Point of order. I cannot hear." Vice President Dolan continued, stating that six courses offered once a year with a minimum of 12 students would allow Harper to realize a profit of \$50,000 or greater. Those courses will be offered twice a year (in the fall and the spring) which would increase the profit to over \$100,000.

In response to Member Gillette, Dr. Dolan noted that these continuing education courses are market driven. A course will cost anywhere from \$250 per course to \$600 per course. Member Gillette stated that he disagrees with the profit somewhat because these items will be obsolete in three years. However, he feels it is a good business plan.

Member Howard moved, Member Hess seconded, approval of the minutes of the April 19, 1999 Canvass meeting, Regular Board meeting and executive sessions; bills

payable; payrolls for April 23, 1999 and May 7, 1999; estimated payrolls for May 8 through July 2, 1999; bid awards; purchase orders; personnel action sheets; and for information: financial statements, committee and liaison reports, grants and gifts status report and abstract of votes, as modified and outlined in Exhibits VI-1 through VI-9 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,828,798.03
Tuition Refunds	68,197.04

The payrolls of April 23, 1999 in the amount of \$1,700,636.50; May 7, 1999 in the amount of \$1,745,174.42; and estimated payroll of May 8 through July 2, 1999 in the amount of \$6,943,309.00.

Bid Awards

Ex. VI-3a Award Bid Q00028 to World Color, the low bidder for all items for printing of the Summer 1999 Harper College Magazine, in the amount of \$27,807.50.

Ex. VI-3b Award Bid Q00032 to Warner Offset, Inc., the low bidder for printing of the Fall 1999 Second Eight Weeks Course Schedule which contains listings for courses offered by the College, in the amount of \$21,486.00.

Ex. VI-3c Award Bid Q00031 to Chemtreat, the low bidder for Water Treatment Chemicals, in the amount of \$13,440.00.

Purchase Orders

Ex. VI-4a Approve issuance of a purchase order to Krueger International, Inc., for computer laboratory furniture for the TECH Program at the Northeast Center, in the amount of \$19,688.04.

Ex. VI-4b Approve issuance of a purchase order to Kreuger International, Inc., for laboratory furniture for the TECH Program A+ Training Lab located at the Northeast Center, in the amount of \$10,352.52.

- Ex. VI-4c Approve issuance of a purchase order to Kreuger International, Inc., for computer laboratory furniture for the new Animation Lab at the Northeast Center, in the amount of \$18,735.96.
- Ex. VI-4d Approve issuance of a purchase order to Aidex Corporation for an ACES Limited Edition License for AutoCAD software, to be used by Technology, Mathematics and Physical Sciences, Information Technology, and Physical Plant, in the amount of \$15,500.
- Ex. VI-4e Approve issuance of a purchase order to Professional Computer Corporation (PCC) for a Silicon Graphics server and sixteen computer workstations, installation and one year of maintenance to be used to support the new Animation Lab at the Northeast Center, in the amount of \$114,747.
- Ex. VI-4f Approve issuance of a purchase order to Kreuger International, Inc., for 375 classroom chairs for the Northeast Center, 231 in the amount of \$65,880.

Personnel Actions

Administrator Appointments

- Linda Kolbusz, Special Assistant to the President,
President/Board, 07/01/99, \$85,000
- Arlene O'Leary, Associate Dean of Distance Learning,
Distance Learning/Media Services, 06/15/99, \$70,000
- Karina Srugys, Dean of Life Science/Human Services,
LS/HS, 07/01/99, \$89,500

Faculty Appointments

- Barbara Anderson, Instructor, LS/HS, 08/17/99, \$38,549
- Gregory Clemons, Assistant Professor, LIB ARTS, 08/17/99,
\$50,540
- Karen Duellman, Instructor, TM/PS, 08/17/99, \$37,354
- John Finan, Instructor, LIB ARTS, 08/17/99, \$38,549
- Beata Kania, Instructor, LIB ARTS, 08/17/99, \$35,074
- Gina Orzak, Instructor, BUS/SS, 08/17/99, \$37,354
- Perry Pollock, Instructor, LIB ARTS, 08/17/99, \$37,354
- Mehdi Raoufi, Assistant Professor, TM/PS, 08/17/99,
\$50,540
- Regina Rector, Instructor, LS/HS, 08/17/99, \$35,074

Nancy Rice, Instructor, TM/PS, 08/17/99, \$38,549
Barbara Solheim, Assistant Professor, LIB ARTS, 08/17/99,
\$40,539

Professional/Technical Appointments

Edward Bockman, Desktop Integration Analyst III, IT/CS,
05/03/99, \$55,000
John Holiday, Desktop Integration Analyst IV, IT/CS,
05/03/99, \$58,000
Geetha Murthy, Web Specialist, IT/AS, 04/26/99, \$48,000
Uma Panditi, Research Analyst, OFC/RES, 05/17/99,
\$31,000

Supervisory/Confidential Appointment

Jean Williams, Supervisor, Continuing Education
Enrollment, Continuing Education, 04/19/99, \$36,978

Classified Staff Appointments

Pamela Chepil, Secretary, WHP, 05/03/99, \$26,122
Carol Malzahn, Benefits Clerk, PERS, 05/17/99, \$24,500
Theresa Meyer, Bilingual Secretary I, Access and Disability
Services, 05/24/99, \$25,800
Martha Schmitt, Food Service Worker II, FD SER, 05/10/99,
\$16,575

Harper #512 - IEA Appointments

Leonardo Cano, Custodian, PHY PLT, 05/10/99, \$18,886
Antonia Howanietz, Custodian, PHY PLT, 05/17/99, \$18,886
Jan Malinowski, Custodian, PHY PLT, 05/03/99, \$18,886
Lucia Ortiz, Custodian, PHY PLT, 04/12/99, \$18,886
Steven Stockton, Custodian, PHY PLT, 05/10/99, \$18,886

Faculty Retirements

Carol Bennett, Professor, TM/PS, 07/31/01, 25 years
Dennis Brennen, Professor, BUS/SS, 07/31/00, 22 years
Margaret Burbach, Professor, LS/HS, 6/30/00, 26 years
Pauline Buss, Professor, LIB ARTS, 07/31/01, 31 years
Ben Dallas, Professor, LIB ARTS, 05/31/01, 27 years
John Dodds, Professor, LIB ARTS, 07/31/01, 26 years
Elizabeth Hull, Professor, LIB ARTS, 07/31/01, 30 years
Dorothy McCabe, Assistant Professor, LIB SER, 07/31/00,
10 years
Patricia Mulcrone, Professor, AE/LS, 07/31/01, 23 years
John Papandrea, Professor, STU DEV, 07/31/01, 31 years
Peter Sherer, Professor, LIB ARTS, 07/31/01, 30 years
Joseph Sternberg, Professor, LIB ARTS, 07/31/01, 30 years

Classified Staff Retirement

Joyce Stewart, Assistant Cook, FD SER, 05/21/99, 11 yrs. 3 mths.

Faculty Resignation

Joseph Jacobs, Instructor, LS/HS, 05/24/99, 2 yrs. 9 mths.

Professional/Technical Resignations

Barbara Barry, Exercise Physiologist, Wellness/Human Performance, 04/29/99, 2 yrs. 9 mths.

Lucille Lopez, Program Specialist, Women's Program, 05/19/99, 7 yrs. 4 mths.

Classified Staff Resignation

Deborah Abbott, Clerk Typist, p/t, BUS/SS, 04/22/99, 7 months

Harper #512 - IEA Resignations

Jesse Hartline, Custodian, PHY PLT, 05/07/99, 6 yrs. 8 mths.

Erik Jakubowski, Groundskeeper, PHY PLT, 04/23/99, 6 months

Jacob Reizner, Custodian, PHY PLT, 04/27/99, (Did not pass probation)

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.

NEW BUSINESS:

Whistleblower Reward and Protection Act

Member Botterman moved, Member Howard seconded, adoption of the resolution for the Illinois Whistleblower Reward and Protection Act, as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Botterman explained the history of the Whistleblower Act which was first introduced during the Civil War. More recently, the law was amended to allow units of local government to request protection under the Whistleblower Act. He explained that it provides for up to three times court costs and damages to any institution that is the victim of fraud or corruption, as a taxpayer protection against public officials, bureaucrats or contractors. It

empowers the state police to investigate corruption once charges have been filed, and the attorney general to review. There is also protection against slander and liability for an institution or an individual that is wrongfully accused once an actual charge has been levied. Member Botterman noted that several municipalities in the northwest suburbs are reviewing it. Several townships in DuPage County and several municipalities in the south suburbs have already adopted the Whistleblower.

In response to Chair Kolze, Member Botterman stated that by taking this action, the Board is adopting provisions of the act.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Howard thanked Member Botterman for bringing this to the attention of the Board.

For the benefit of the audience, Member Gillette reiterated that this is a protection to the taxpayers for any waste, fraud or abuse suspected at the College.

Agreement with Palatine Chamber for Taste and Touch of Palatine

Member Howard moved, Member Hess seconded, approval of the agreement with the Palatine Chamber of Commerce regarding the Taste and Touch of Palatine event, as outlined in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

There was discussion regarding whether the College insurance amount is sufficient for the event. Member Howard noted that legal counsel at Harper College and the attorneys for the Village of Palatine have reviewed the documents. Chair Kolze noted that this is a great opportunity for Harper to have a showcase. The event is well-attended.

There was discussion regarding costs incurred by the College. Dr. Breuder noted that Palatine will supplement Harper security with its own police department. Regarding the College grounds, Bob Getz noted that during the week prior to the event, Harper groundskeepers will be preparing

during their normal work hours. The Village of Palatine or Chamber of Commerce will pay for additional security, electricity, water, etc. The only cost to the College would be the additional clean-up after the event. The Village of Palatine will send clean-up help on Monday after the event.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Kolze noted that item VII-C Administrative Employment Contracts will be moved to the end of the meeting following executive session.

Authorization to Award Contracts

Member Botterman moved, Member Howard 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 renovating and redecorating the meeting rooms in the Student and Administration Center, as outlined in Exhibit VII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Gillette, Dr. Breuder stated that these rooms are highly utilized as meeting rooms by outside groups, as well as inside groups. They are being redesigned and reconfigured for optimum space and access. Dr. Breuder noted that Legat Architects and Stanley Engineers will be working on this project. In response to Board members, Dr. Breuder stated that the lowest responsible bidder would be chosen, unless there was a compelling reason to choose otherwise. It would then be dictated by the normal course of events.

Upon roll call, the vote was as follows:

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

Motion carried.

Summer Board Dates Member Gillette moved, Member Howard seconded, adoption of rescheduled dates of June 23, 1999 and July 21, 1999 as the new Regular Board Meeting dates, as outlined in Exhibit VII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Affiliation Agreement - Member Howard moved, Member Hess seconded, approval
University of Illinois of the Affiliation Agreement between William Rainey Harper
Medical Center College and the University of Illinois Medical Center, as
 outlined in Exhibit VII-F (attached to the minutes in the
 Board of Trustees' Official Book of Minutes).

Member Howard noted that all of the affiliation agreements have been reviewed by legal counsel. They must be signed annually.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Affiliation Agreement - Member Howard moved, Member Barton, seconded,
Northwest Community approval of the Affiliation Agreement between William
Healthcare Rainey Harper College and Northwest Community
 Healthcare, as outlined in Exhibit VII-G (attached to the
 minutes in the Board of Trustees' Official Book of Minutes).

Mr. Flaherty interrupted, stating, "Point of order. I cannot hear."

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Affiliation Agreement -
Alexian Brothers
Medical Center

Member Barton moved, Member Botterman, seconded, approval of the Affiliation Agreement between William Rainey Harper College and Alexian Brothers Medical Center, as outlined in Exhibit VII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried.

Affiliation Agreement -
Advocate Health
and Hospitals
Corporation-Good
Samaritan Hospital

Member Botterman moved, Member Barton, seconded, approval of the Affiliation Agreement between William Rainey Harper College and Advocate Health and Hospitals Corporation-Good Samaritan Hospital, as outlined in Exhibit VII-I (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried.

PRESIDENT'S REPORT

Dr. Breuder asked Vice President Ed Dolan to share some information with the Board. Dr. Dolan stated that Social Science professor Sharon Alter won the Distinguished Faculty Award at the College last year. She was recently honored with the state-wide award of Distinguished Faculty by the Illinois Community College Trustees Association (ICCTA). He noted that there will be an award ceremony and dinner later this month.

Dr. Dolan stated that Harper's Learning Communities Program, Get Connected, is completing a two-year FIPSE grant participation, and is sponsoring a national conference in Chicago in November 1999. Harper has been recognized locally as one of the outstanding programs by the Illinois Community College Board, and nationally by the FIPSI organization and also by the U.S. Department of Education research study. It has taken the forefront to sponsor, offer and organize a national conference in Chicago. He asked

interested parties to contact his office. More information will be forthcoming. In response to Member Barton, Dr. Dolan noted that the conference will attract university professors and faculty from research universities, four-year state colleges, private institutions, and two-year colleges. Member Barton noted that this is a feather in Harper's hat on all levels.

Dr. Dolan noted that at a recent meeting in Seattle, Harper College made several presentations regarding Learning Communities. The Ford Foundation approached Harper with interest in establishing a Midwest center to support other colleges in the Midwest who are interested in developing Learning Communities programs. It would be a five-year grant underwritten by the Ford Foundation. Dr. Dolan noted that Harper expressed an interest, and details will be worked out.

Dr. Breuder asked Sheila Quirk to share information regarding awards recently given to the College from Motorola and 3-Com. Ms. Quirk stated that the ICCB Workforce Excellence Award was presented to Harper College, as well as the College of Lake County, McHenry County College and Elgin Community College in the first ever consortium degree for the State of Illinois in the new Electronics Manufacturing program. The program was coordinated by Harper Technology, Mathematics and Physical Sciences (TM/PS) faculty, as well as faculty from the other three schools in partnership with Motorola. She explained that as individuals are developing their skills as electronic technicians and are transferred from one location to another, they can continue their education across the four community colleges.

Ms. Quirk noted that a contract is being reviewed with the Business and Social Sciences (BUS/SS) division and 3-Com Corporation. With this contract, Harper will offer their Net Prep program on campus. It has been approved by the CIS faculty and the Curriculum Committee. She explained that it will be both a certificate and a degree program in Local Area Network (LAN) management. It is non-platform specific. When students complete the certificate, they are qualified to take a national certification exam. This means they are able to earn a credential from Harper as well as a national credential. She added that within the next year, the program will be available and interactive via the internet for distance learning. Ms. Quirk noted that this is a commitment on the part of 3-Com. Harper provides the CPU and monitor and 3-

Com would provide everything else including the routers, the expensive wiring and other equipment. 3-Com is also responsible for curriculum updates.

Dr. Breuder asked Lori Danaher to provide information regarding Corporate Services. Ms. Danaher stated that the number of employees served should be greater than 8,000 as expected. They were anticipating \$1.5M in sales revenue. However, with the loss of the top sales rep, sales will be closer to \$1.4M. Last year sales were at \$1.3M. Corporate Services will be serving over 100 different companies this year.

Dr. Breuder asked Joan Kindle to share her recent experience in Holland. Ms. Kindle noted that she just returned from Utrecht, Holland through an exchange program. Her exchange was at ROC Utrecht, a technical school serving approximately 19,000 students similar to Harper students. Ms. Kindle met with the executive level, Board, president, students and faculty. She went to work with them every day to experience their educational world. She was able to get a close view of some of the issues Harper College is dealing with. She noted that Holland is just now taking a look at multicultural issues, issues of difference, how to celebrate diversity, and multicultural training with faculty and staff. She added that it was a wonderful opportunity for her professionally and personally.

Dr. Breuder asked Steve Catlin to report on enrollment. Mr. Catlin stated that 10,000 students are enrolled for the summer. The numbers are higher than last summer.

Dr. Breuder spoke about legislative issues and how they affect Harper. The RAMP document will be resubmitted July 1 through the ICCB. Last year the Applied Technology Center (Buildings G and H) did not make the short list. The construction of a Health Sciences Center and a Life Sciences Center were added this year. They are a breakdown of the Science and Technology Center which was an important part of the referendum proposal. Dr. Breuder explained that the technology section will be left in the renovated space, and the science portion will be broken down into two smaller facilities -- Health Sciences and Life Sciences.

In addition to the RAMP document, this project was also submitted in the Illinois First Initiative. The College has been working with Senator Wendell Jones, providing him with

necessary information. Dr. Breuder will keep everyone informed as to the outcome. He added that Senator Jones asked for a list of small initiatives from the College for those instances when there are smaller amounts of money available. Chair Kolze noted that Senator Jones is making a real effort to stay in touch with Harper College.

Amateur Radio Week

Member Gillette noted that Harper staff will be participating in the 20th Field Day to be held at Roselle and Euclid. He explained that this is a once per year exercise in preparing for emergency communication. Beginning at 11:00 a.m., the participants set up an amateur radio station somewhere where there is no ComEd or commercial power, and where there are no existing antennas (as it would be in a true emergency). After it has been set up, it must be operated for 24 hours to see if it can sustain operation under emergency conditions, making contacts around the world and throughout the United States. The participants making the most contacts win. Member Gillette added that throughout the United States, governors and mayors are issuing proclamations for June 26 and 27 to be the Amateur Radio Field Day. Member Gillette read the proclamation. He noted that Harper professor George Dorner has been involved with Field Day for the past 20 years.

Member Gillette moved, Member Howard seconded, to adopt the resolution proclaiming the week of June 20 to 27 to be Amateur Radio Week at Harper College.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Gillette submitted to the Board a sample employee benefits report he received from Mr. Good, Vice President of Personnel at Northrop Grumman. He said that this could be used as a model when developing a similar report for Harper employees. It was noted that the Board has asked the administration to develop a report to be given to each employee highlighting the cost of each benefit Harper pays for that employee. Member Howard added that this is a very valuable tool. Vice President Bonnie Henry explained that

the project is in progress. They need to meet with President Breuder and make some decisions. Chair Kolze asked that the Board be given a status update as soon as possible regarding the employee benefits report.

Member Gillette noted that he recently wrote a letter to the editor regarding his tax bill. He explained that he lives in Lake County where his property is assessed each year. The assessed valuation is one-third of fair market value and it increases three to five percent each year (rather than every three years as in Cook County). After looking at his tax bill, he made the observation that the "spendthrift" Board at Harper College was the only unit of government whose tax amount decreased last year; all other units of government had increased tax amounts on his bill. Member Gillette thanked Dr. Breuder for the job he is doing watching his money. Chair Kolze thanked Member Gillette for writing the article.

Dr. Breuder introduced newly-hired Special Assistant to the President, Linda Kolbusz. Chair Kolze asked if Linda's first responsibility could be to make sure a public address (PA) system is at the Board meeting each month.

Dr. Breuder noted that several significant items will come before the Board in June -- the Strategic Long Range Plan updated for 1999-2002, the preliminary budget for 1999-2000, and a review of the RAMP document.

ANNOUNCEMENTS BY
CHAIR

Communications

There were no communications.

Chair Kolze read a letter written by Bill Punkay, a Harper professor retiring after 32 years. The letter emphasized the courage and vision of the current Board members. Mr. Punkay thanked them for their excellent leadership and tireless work that they provide in order to supply a stimulating atmosphere at Harper College. He concluded by saying the next referendum will pass, because the College needs for facility renovation and expansion are so great, especially in Science, Mathematics and Technology. He thanked the President and Board of Trustees. Chair Kolze noted that the Board of Trustees really appreciates the letter.

Chair Kolze reminded Board members to write out their thoughts regarding the referendum and submit them to President Breuder by June 11. He asked them to include comments on what went well, what did not go well, what issues will be faced next time, and the pros and cons, etc. He also asked for names of people in the community (business, civic, seniors) who could be recommended for an advisory position.

Member Gillette noted that during the referendum campaign, he put together a model of *return* (the wealth Harper generates through the community) on *investment* (what an individual pays in property taxes to Harper College). As a result of that, ACCT is soliciting people from across the U.S. to form a committee to put together a standard model of that type. Member Gillette has volunteered to be a member of the committee. He reminded everyone that for every dollar of property tax a person pays to Harper, the community gets \$28.70 back in measured value (which is excluding some immeasurable benefits). Chair Kolze thanked Member Gillette for the article and for being a part of that committee.

Calendar Dates

Calendar dates are printed on the agenda for Board information. It was noted that the Foundation Golf Outing is June 21.

EXECUTIVE SESSION

Member Barton moved, Member Howard seconded, that the meeting adjourn into executive session to discuss the appointment, employment and dismissal of personnel and 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 8:10 p.m.

Following executive session, the Board reconvened the Regular meeting at 9:04 p.m.

Administrative Employment Contracts

Member Barton moved, Member Botterman seconded approval of the sum of \$172,739 for adjustments in salaries and fringe benefits, and authorization for the Board Chairman and Secretary to execute the Administrative Employment Contracts on behalf of the Board of Trustees for the 1999-00 fiscal year, as outlined in Exhibit VII-C

(attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 9:10 p.m.

Chair

Secretary

BOARD REQUESTS

MAY 27, 1999 REGULAR BOARD MEETING

1. Dr. Breuder asked Mr. O'Toole or Mr. Huley of Northwest Tax Watch to contact Carol Blotteaux in the President's office to make arrangements for a tour.
2. Dr. Dolan asked those interested in the national Learning Communities Conference to contact his office.
3. President Breuder will keep everyone informed regarding the outcome of the RAMP document and the Illinois First Initiative.
4. Chair Kolze asked that the Board be given a status update as soon as possible regarding the employee benefits report.
5. Chair Kolze asked if Linda Kolbusz's first responsibility could be to make sure a public address (PA) system is at the Board meeting each month.
6. Chair Kolze reminded Board members to write out their thoughts regarding the referendum and submit them to President Breuder by June 11. He asked them to include comments on what went well, what did not go well, what issues will be faced next time, and the pros and cons, etc. He also asked for names of people in the community (business, civic, seniors) who could be recommended for an advisory position.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

JUNE 23, 1999

SUMMARY OF BIDS

- EXHIBIT VI-3a The administration recommends that the Board award Q00034 for personal computers, laser printers, and peripheral equipment to be used by Academic Affairs, Student Affairs, Administrative Services, and Information Technology to Ace Computers, the low bidder for the personal computers, and peripheral equipment, in the amount of \$1,062,976 and to Comark Corporate Sales, Inc., the low bidder for laser printers, in the amount of \$96,931 for a total award of \$1,159,907.
- EXHIBIT VI-3b The administration recommends that the Board award bid Q00033 to Strathmore Printing, the second lowest bidder for printing of the Fall 1999 Extension booklet, which contains course listings for the three major extension centers, in the amount of \$17,144.93.
- EXHIBIT VI-3c The administration recommends that the Board award Q00040 for cut-size paper to be used in the Print Shop and in the campus copiers, laser printers and duplicators, to Xpedx Paper, the low bidder for items #1a through 4 and items #23 through 29 in the amount of \$72,172.70; and to Midland Paper Co., the low bidder for items #5 through 22 and items #30 and 31, in the amount of \$10,573.90, for a total award of \$82,746.60.
- EXHIBIT VI-3d The administration recommends that the Board award the Request for Proposal for the College insurance coverages to R. J. Galla Co., Inc., the lowest respondent, in the amount of \$367,004.

- EXHIBIT VI-3e The administration recommends that the Board award Q00039 to Unisource Worldwide, Inc., the low bidder for Paper Towels, in the amount of \$13,668.00.
- EXHIBIT VI-3f The administration recommends that the Board award Q00038 to Buy-Rite Wholesale, the low bidder for Toilet Tissue, in the amount of \$12,180.
- EXHIBIT VI-3g The administration recommends that the Board award Q00036 to IKON Office Solutions, the low bidder for a computer center production printer, associated software, maintenance, and supplies, in the amount of \$107,450.
- EXHIBIT VI-3h The administration recommends that the Board award Q00035 for illuminated building identification signage for all buildings on the campus and a message board for the Wellness Center to Doyle Signs Inc., the low bidder, in the amount of \$136,280, and approve a 10% contingency of \$13,628.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00034 for personal computers, laser printers, and peripheral equipment as requested by Academic Affairs, Student Affairs, Administrative Services, and Information Technology for various functions throughout the College.

II. BUDGET STATUS

Funds of \$1,300,000 will be provided as part of the Technology Plan, Project D1, in the 1999/2000 Restricted Purposes fund budget. \$650,000 is allocated to both account numbers 0695-245-585.10-4509 and 0695-245-586.10-4509.

III. INFORMATION

A legal bid notice was published and 88 bids solicited. Five responses were received. The following is a recap of the bid tab sheet:

	PC Systems	Printers
Ace Computers	\$1,062,976.00	\$100,121.00
Omni Tech Corporation	1,392,350.00	100,335.00
Info Technologies		
DBA Computerland	1,416,750.00	103,193.00
Comark Corporate Sales	1,417,550.00	96,931.00
Dell Marketing	Incomplete Bid	Incomplete Bid

Three other vendors responded with a no bid response but requested to remain on the bid list.

The requested equipment includes personal computer systems, accessories, peripherals, and printers which have been requested, planned and approved for use in instructional and administrative functions throughout the College. Some of the systems will replace slower computers that may, in turn, be re-deployed in less demanding roles. Projects are in concert with the Technology Plan, Project D1, approved by the Board, and include Lab upgrades, faculty and staff offices, and a variety of other approved projects.

A major critical element in this request is that all PC systems include custom setup, configuration, and software loaded per Harper College specifications, including all specified drivers and network configurations. Each computer will include an NT 4.0 operating system. Harper College inventory barcode labels will be affixed to all equipment, and full inventory information in Harper College format and to Harper College specifications will be provided on a disk with each shipment. All PC systems and components will be covered by a 37-month full warranty (three- year warranty with an initial one-month grace period). Printers will be covered by a one-year warranty.

The bid also provides that College faculty, staff, and students will be granted the same purchase pricing as the College on all products bid.

This request is for the twelve-month period beginning July 1, 1999 through June 30, 2000. The College has reserved the right to extend this agreement to cover a second fiscal year for the period of July 1, 2000 through June 30, 2001, if that is determined to be in the best interest of the College.

The low bidder for PC Systems, Ace Computers, will also provide the College two on-site technicians.

IV. RECOMMENDATION

The administration recommends that the Board award Q00034 for personal computers, laser printers, and peripheral equipment to be used by Academic Affairs, Student Affairs, Administrative Services, and Information Technology to Ace Computers, the low bidder for the personal computers, and peripheral equipment, in the amount of \$1,062,976 and to Comark Corporate Sales, Inc., the low bidder for laser printers, in the amount of \$96,931 for a total award of \$1,159,907.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00033 for printing of the Fall 1999 Extension booklet which contains course listings for the three major extension centers as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$17,144.93 will be provided in the 1999/2000 Education Fund budget under account number 0193-039-547.

III. INFORMATION

A legal bid notice was published and 10 bids solicited. Five responses were received. The following is a recap of the bid tab sheet for 93M copies of a 20-page booklet:

Phillips Brothers Printers	\$15,193.00
Strathmore Printing	17,144.93
Printech, Inc.	18,636.00
Island Printing, Inc.	20,283.00
VCP Printing	21,782.00

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.

The low bidder, Phillips Brothers Printers, was awarded the printing of the Fall 1998 Extension booklet and missed the designated delivery date by two weeks. Late distribution adversely affects enrollment in these extension classes. Therefore it is recommended that the bid be awarded to the second lowest bidder, Strathmore Printing. Strathmore printed the Summer 1999 Extension booklet and delivered on schedule.

IV. RECOMMENDATION

The administration recommends that the Board award bid Q00033 to Strathmore Printing, the second lowest bidder for printing of the Fall 1999 Extension booklet, which contains course listings for the three major extension centers, in the amount of \$17,144.93.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00040 for cut-size paper to be used in the Print Shop and in the campus copiers, laser printers and duplicators, as requested by Marketing and Advancement for the Print Shop.

II. BUDGET STATUS

Funds in the amount of \$92,000 will be provided in the 1999/2000 Education Fund budget, under account number 0193-127-542.05.

III. INFORMATION

A legal bid notice was published and 11 bids solicited. Six responses were received. The following is a recap of the bid tab sheet:

U.S. Office Products	\$69,514.80
	No Bid 25 Items
WWF Paper Midwest	84,003.74
Xpedx Paper	84,057.58
Murnane Paper Co.	84,205.60
Nationwide Papers	85,704.20
Midland Paper Co.	86,500.10

The paper is for use in the Print Shop and in the campus copiers, laser printers and duplicators. It is anticipated that this paper will fulfill approximately 75% of the total needs for the year.

In order to obtain the best pricing for the College, the award is to be split between Xpedx Paper, the low bidder for items #1a through 4 for white bond paper, and items #23 through 29 for vellum bristol paper, in the amount of \$72,172.70; and Midland Paper Co., the low bidder for items #5 through 22 for colored bond paper and carbonless paper, and items #30 and 31 for stationery boxes and padding glue, in the amount of \$10,573.90.

IV. RECOMMENDATION

The administration recommends that the Board award Q00040 for cut-size paper to be used in the Print Shop and in the campus copiers, laser printers and duplicators, to Xpedx Paper, the low bidder for items #1a through 4 and items #23 through 29 in the amount of \$72,172.70; and to Midland Paper Co., the low bidder for items #5 through 22 and items #30 and 31, in the amount of \$10,573.90, for a total award of \$82,746.60.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of the Request for Proposal for the College Insurance Coverages as requested by Administrative Services.

II. BUDGET

Funds in the amount of \$447,750 will be provided in the 1999/00 Operations and Maintenance Fund and Liability, Protection and Settlement Fund budgets under account numbers 0292-039-565.10, 0292-039-565.30, 0292-039-565.70, 0292-039-567.10, 1292-039-523, 1292-039-565.10, 1292-039-565.21, 1292-039-565.50, 1292-039-565.91, and 1292-039-567.10.

III. INFORMATION

The hiring of an insurance consultant was approved by Board action December 17, 1998. Working with Harper staff, the consultant analyzed all of the current policies, made recommendations regarding some of the limits, and wrote a detailed set of specifications for the Insurance Request for Proposal.

Previous to releasing the Request for Proposal a legal notice was published announcing the intention of the College to solicit proposals and a Broker Qualification Questionnaire was sent to 17 brokers. This questionnaire asked for the firm's history, qualifications, and experience in the college market. In addition, the brokers were asked to identify the markets they would like to approach if they were to receive a Request for Proposal. This data was analyzed, seven brokers were identified as qualified, and markets were assigned to each broker based upon their requests.

The Request for Proposal was written for the 1999/00 fiscal year with the option to renew at the same or other negotiated rates appropriate at that time for fiscal years 2000/01 and 2001/02.

Six responses were received from the Request for Proposal. Arthur J. Gallagher & Co. proposed two programs: the Illinois Community College Risk Management Consortium (ICCRMC) program and a program from Cigna Insurance Co. The following is a recap of the proposal tab sheet:

Willis Corroon	\$121,065.00
	(Incomplete proposal)
R. J. Galla Co., Inc.	324,817.00
Arthur J. Gallager & Co./Cigna	365,701.00
	(Incomplete proposal)
Insurance Risk Managers	383,066.00
Arthur J. Gallagher & Co. – ICCRMC	432,890.00
J & H Marsh & McLennan	524,251.00
	(Incomplete proposal)
Aon Risk Resources	543,704.00
	(Incomplete proposal)

The proposal from R. J. Galla Co., Inc. is \$53,939 less than the existing coverage. The decision has been made to recommend increasing the limits on three lines of coverage. The excess liability is currently \$10,000,000 and an increase to \$20,000,000 at an additional cost of \$7,500 is recommended. The school board errors and omissions limit is currently \$5,000,000 and an increase to \$10,000,000 at an additional cost of \$14,337 is recommended. The Treasurer's bond is currently \$25,000,000. State statute mandates that "the penalty of the bond equal... the amount of such bonds, notes, mortgages, moneys and effects of which he is to have custody". The new amount of the Treasurer's bond will be \$50,000,000 at an additional premium of \$12,258.

The request for a quote for the Working Cash Bond was overlooked in the RFP. Once the Proposals were analyzed the College requested a quote for the Working Cash Bond which is \$8,092. That quote is added to the new cost.

Below is a table that compares the new costs of the insurance at the higher limits, as noted above, with the costs of the expiring policies.

<u>COVERAGE</u>	<u>EXPIRING COST</u>	<u>NEW COST</u>
General Liability	\$ 80,151.00	\$ 97,117.00
Auto Liability	Included in General Liability	Included in General Liability
Worker's Compensation	150,704.00	105,847.00
School Board Errors and Omissions	17,500.00	30,525.00
Excess Liability (Umbrella)	27,000.00	24,500.00
Professional Liability	67,837.00	54,550.00
Treasurer's Bond	18,756.00	23,943.00
Crime	Included in General Liability	Included in General Liability
Property	Included in General Liability	Included in General Liability
Foreign Liability	2,500.00	2,125.00
Media Liability	4,582.00	3,789.00
Pollution	1,134.00	1,066.00
Liquor Liability	500.00	450.00
Boiler	Included in General Liability	Included in General Liability
Working Cash Bond	8,092.00	8,092.00
Broker Fee	<u>Included</u>	<u>15,000.00</u>
TOTAL	\$378,756.00	\$367,004.00

Most of the coverage will be written by CNA, the current carrier of the College insurance. The Professional Liability will be written by Zurich Insurance Co. The Treasurer's Bond is written in four tiers. The first \$20,000,000 will be written by Kemper Insurance Co. at a cost of \$10,770, the next \$8,000,000 by Ohio Casualty Insurance Co. at a cost of \$3,000, the next \$10,000,000 by US F&G Insurance Co. at a cost of \$6,313, and the last \$12,000,000 to Peerless Insurance Co. at a cost of \$3,860.

IV. RECOMMENDATION

The administration recommends that the Board award the Request for Proposal for the College insurance coverages to R. J. Galla Co., Inc., the lowest respondent, in the amount of \$367,004.

a/Insurance bdex

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00039 for Paper Towels as requested by Physical Plant for the Custodial department.

II. BUDGET STATUS

Funds in the amount of \$13,668 will be provided in the 1999/2000 Building Fund budget, under account number 0272-064-544.03.

III. INFORMATION

A legal bid notice was published and 19 bids solicited. Ten responses were received. The following is a recap of the bid tab sheet:

Unisource Worldwide, Inc.	\$13,668.00
Buy-Rite Wholesale	14,239.20
Pyramid Supplies	14,728.80
Kraft Paper Sales Co., Inc.	14,810.40
Ramrod/D & B	15,136.00
Bade Paper Products	18,237.60
Chem-Rite Products	19,869.60
Grainger	20,277.60
American Linen	20,604.00
Seaway Supply Co.	22,358.40

IV. RECOMMENDATION

The administration recommends that the Board award Q00039 to Unisource Worldwide, Inc., the low bidder for Paper Towels, in the amount of \$13,668.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00038 for Toilet Tissue as requested by Physical Plant for the Custodial department.

II. BUDGET STATUS

Funds in the amount of \$12,180 will be provided in the 1999/2000 Building Fund budget, under account number 0272-064-544.03.

III. INFORMATION

A legal bid notice was published and 18 bids solicited. Ten responses were received. The following is a recap of the bid tab sheet:

Buy-Rite Wholesale	\$12,180.00
Pyramid Supplies	13,650.00
Unisource Worldwide, Inc.	13,662.00
Ramrod/ D & B	14,988.00
Bade Paper Products	15,000.00
Chem-Rite	15,240.00
Kraft Paper Sales Co., Inc.	15,960.00
Grainger	16,098.00
Seaway Supply Co.	17,760.00
American Linen	18,300.00

IV. RECOMMENDATION

The administration recommends that the Board award Q00038 to Buy-Rite Wholesale, the low bidder for Toilet Tissue, in the amount of \$12,180.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00036 for a computer center production printer, associated software, installation, training, and maintenance as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$107,450 will be provided in the 1999/2000 Operations and Maintenance Fund budget, under account 0295-245-585.10.

III. INFORMATION

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

	<u>Purchase Price</u>	<u>Annual Maint/Supply</u>
IKON Office Solutions	\$62,110.00	\$29,340.00
Oce-USA, Inc.	76,000.00	29,340.00
Xerox Corporation	97,277.00	50,508.00

An optional request for print management software was bid by IKON Office Solutions only for \$16,000.

Since the start-up of the Regent system implementation in 1994, Harper has gradually transitioned all its printed documents, including standard special forms, to laser cut sheet documents. This allows the College to use leverage in supply acquisition while producing high quality professional documents. During the transition the College used desktop printers for centralized production printing. Now that all modules of the Regent system have been fully implemented for a complete year, statistics could be gathered regarding the required printing capacity/monthly volume. With this information it was possible to search for an appropriate printer to economically meet the needs of the College.

The recommended centralized production printing environment must conform to several functional requirements, such as:

- Designed for a high-volume production environment
- Duty cycle of at least 500,000 images per month
- Support an average volume of 250,000 images per month
- 600 DPI capability
- Print in host and network environment
- Operate at a minimum speed of 50 ppm (page per minute)
- Ability to merge data with forms
- Queue and job management
- Drivers for Windows NT, Macintosh and UNIX
- Printer control facilities (copies, collating, sorting, etc.)
- Variety of supplies: 16 lb to 32 LB, recycled paper, 3-hole punch paper, transparencies, etc
- Minimal interventions by operator for part replacement.

The recommendation will include a printer in the amount of \$62,110, annual maintenance and supplies in the amount of \$29,340, and print management software in the amount of \$16,000 for a total award of \$107,450.

IV. RECOMMENDATION

The administration recommends that the Board award Q00036 to IKON Office Solutions, the low bidder for a computer center production printer, associated software, maintenance, and supplies, in the amount of \$107,450.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00035 for illuminated building identification signage for all buildings on the campus and a message board for the Wellness Center as requested by Administrative Services.

II. BUDGET

Funds in the amount of \$194,000 will be provided in the 1999/00 Operations and Maintenance Fund budget under account number 0292-039-582.00-9043.

III. INFORMATION

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

Doyle Signs Inc.	\$136,280.00
Landmark Signs	139,971.00
Nelson-Harkins Industries	No Bid

Nelson-Harkins Industries indicated they could not bid because they do not have the capability of producing neon-illuminated signs.

The building identification signs will be placed in a strategic location on each building on the campus. These signs will be illuminated at night and will be readable from the perimeter road. The electronic message board for the Wellness Center will be placed next to the building identification sign and will contain information about current activities at the Wellness Center. This sign will be much like the sign at the entrance to the campus and will be computer controlled.

This signage is part of an ongoing project to render the campus buildings easily identifiable by students and the general public.

IV. RECOMMENDATION

The administration recommends that the Board award Q00035 for illuminated building identification signage for all buildings on the campus and a message board for the Wellness Center to Doyle Signs Inc., the low bidder, in the amount of \$136,280, and approve a 10% contingency of \$13,628.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

JUNE 23, 1999

SUMMARY OF PURCHASE ORDERS

- EXHIBIT VI-4a The administration recommends that the Board approve issuance of a purchase order to EMC Corporation, for maintenance of hardware and software in the amount of \$13,146.
- EXHIBIT VI-4b The administration recommends that the Board approve issuance of a purchase order to Tivoli Systems, Inc., for renewal of the software maintenance contract, in the amount of \$19,153.
- EXHIBIT VI-4c The administration recommends that the Board approve issuance of a purchase order to Lucent Technologies Octel Messaging, for service and maintenance of voice messaging hardware and software, in the amount of \$18,400.
- EXHIBIT VI-4d The administration recommends that the Board approve issuance of a purchase order to Cisco Systems, Inc., for maintenance of hardware and software, and remote technical support for routing equipment, in the amount of \$27,798.
- EXHIBIT VI-4e The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard Corporation, for renewal of the UNIX hardware and operating system software maintenance contract, in the amount of \$59,533.

- EXHIBIT VI-4f The administration recommends that the Board approve issuance of a purchase order to the College of Lake County for support of the Interactive Video Network Operations in the amount of \$25,000.
- EXHIBIT VI-4g The administration recommends that the Board approve issuance of a purchase order to Apple Computer, Inc. for approximately 54 Macintosh computers for use in the Music and Business and Professional Development Program labs, as well as for individual offices throughout the campus, in the amount of \$158,166.
- EXHIBIT VI-4h The administration recommends that the Board approve issuance of a purchase order to Endeavor Information Systems, Inc., for the standard licensing and maintenance agreement for the Voyager Library Series Computer Software, in the amount of \$22,500.00.
- EXHIBIT VI-4i The administration recommends that the Board approve issuance of a purchase order to Computing Options Company, for standard licensing and maintenance for the Regent Integrated Application System software, in the amount of \$74,575.
- EXHIBIT VI-4j The administration recommends that the Board approve issuance of a purchase order to Cognos Corporation, for a software licensing and maintenance agreement, in the amount of \$41,143.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to EMC Corporation, for maintenance of hardware and software during the period of July 1, 1999 through June 30, 2000 as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$13,146 will be provided in the 1999/2000 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

This purchase order is for renewal of the maintenance agreement for EMC data storage devices. These storage devices house the administrative data used by the College's production Hewlett-Packard computing systems.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to EMC Corporation, for maintenance of hardware and software in the amount of \$13,146.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Tivoli Systems, Inc., for renewal of the software maintenance contract for the period of July 1, 1999 through June 30, 2000 as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$19,153 will be provided in the 1999/00 Education Fund budget, under account number 0195-245-539.

III. INFORMATION

The purchase of the Tivoli Systems enterprise-wide service and support software and the associated training and implementation support for the Help Desk was approved by Board action on April 24, 1997.

The software maintenance agreement entitles the College to receive continued support and software updates.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Tivoli Systems, Inc., for renewal of the software maintenance contract, in the amount of \$19,153.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Lucent Technologies Octel Messaging for the service and maintenance of the voice messaging hardware and software, for the period of July 1, 1999 through June 30, 2000 as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$18,400 will be provided in the 1999/2000 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

Octel provides regular service and maintenance of the voice messaging system for hardware and software, assuring uninterrupted call processing and voice messaging for the College. Upgrades to the system software, within the current version, are provided as part of the agreement.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Lucent Technologies Octel Messaging, for service and maintenance of voice messaging hardware and software, in the amount of \$18,400.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Cisco Systems, Inc., for maintenance of hardware and software, and remote technical support for routing equipment during the period of July 1, 1999 through June 30, 2000 as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$27,798 will be provided in the 1999/2000 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

The Cisco routing equipment is critical as it supports the Harper College Communication Network (HCCN) connectivity for desktop, local area network (LAN) application and web servers, and internet access at the Northeast Center (NEC), the Northwest Suburban Employment and Training Center (NSET) and the main campus.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Cisco Systems, Inc., for maintenance of hardware and software, and remote technical support for routing equipment, in the amount of \$27,798.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Hewlett-Packard Corporation for renewal of the UNIX hardware and operating system software maintenance contract for the period of July 1, 1999 through June 30, 2000 as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$59,533 will be provided in the 1999/2000 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

This purchase order is for renewal of the maintenance agreement for HP UNIX hosts and operating system software. These systems are needed for instructional and administrative purposes.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard Corporation, for renewal of the UNIX hardware and operating system software maintenance contract, in the amount of \$59,533.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to the College of Lake County for support of the Interactive Video Network Operations as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$25,000 will be provided in the 1999/2000 Operations and Maintenance Fund budget, under account number 0295-256-539.

III. INFORMATION

The North Suburban Higher Education Consortium (NSHEC) is a statewide consortium of higher education institutions formulated for the purpose of securing support of Interactive Video Network Operations. Harper College applied for and received, in concert with other NSHEC members, a state grant to provide funds to obtain the necessary equipment for Interactive Video Network Operations.

Harper College, as a member of NSHEC, has two (2) interactive classrooms. One is located in the Academic Resource Center and the other is at the Northeast Center. As an NSHEC member, Harper College is obligated to secure and maintain the TI line necessary to be connected to the NSHEC Network, and maintain the equipment for the two interactive classrooms. The payment for these services is managed by the College of Lake County.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to the College of Lake County for support of the Interactive Video Network Operations in the amount of \$25,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Apple Computer, Inc. for approximately 54 Macintosh computers to either replace or provide new computer equipment for the Music and Business and Professional Development Program labs, as well as for individual offices throughout the campus, as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$114,231 will be provided in the 1999/00 Restricted Purposes Fund budget, under account number 0629-245-586.10 (the Illinois Community College Board Technology Grant). Additional funds in the amount of \$43,935 will be provided in the 1999/00 Auxiliary Enterprise Fund budget, under account number 0529-245-586.10.

III. INFORMATION

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

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Apple Computer, Inc. for approximately 54 Macintosh computers for use in the Music and Business and Professional Development Program labs, as well as for individual offices throughout the campus, in the amount of \$158,166.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Endeavor Information Systems, Inc., for the Voyager Library Series Computer Software standard licensing and maintenance agreement described in Appendix B-1 of the Voyager License agreement, as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$22,500.00 are provided in the 1998/1999 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

The purchase of Voyager Library Series Computer Software as a replacement for the outdated Library system was approved by Board action on February 26, 1998.

The standard licensing and maintenance agreement entitles the College to receive software upgrades and technical support.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Endeavor Information Systems, Inc., for the standard licensing and maintenance agreement for the Voyager Library Series Computer Software, in the amount of \$22,500.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Computing Options Company for the Regent Integrated Application System software, standard licensing and maintenance for the period of July 1, 1999 through June 30, 2000 as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$74,575 will be provided in the 1999/2000 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

The purchase of the Regent Integrated Application System software for colleges and universities was approved by Board action on June 9, 1993. The system consists of four major components: Student Information, Financial Administration, Human Resources, and Financial Aid.

The standard licensing and maintenance agreement entitles the College to receive software modifications to assure conformity with federal and state regulations, as well as enhancements and improvements.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Computing Options Company, for standard licensing and maintenance for the Regent Integrated Application System software, in the amount of \$74,575.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Cognos Corporation for a software licensing and maintenance agreement for the period of July 1, 1999 through June 30, 2000 as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$41,143 will be provided in the 1999/2000 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

The Regent Integrated Application System software, which was purchased from Computing Options Company, requires the use of Cognos software tools that include a relational database and fourth generation languages. This agreement entitles the College to receive new releases of software, software enhancements and technical support, all of which ensure that the software is up to date and consistent with technological and industry standards.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Cognos Corporation, for a software licensing and maintenance agreement, in the amount of \$41,143.

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 Faculty Appointment.
- C. Ratification of Professional/Technical Appointment.
- D. Ratification of Classified Staff Appointments.
- E. Ratification of Harper #512 - IEA Appointment.
- F. Ratification of Administrator Retirement.
- G. Ratification of Professional/Technical Retirement.
- H. Ratification of Classified Staff Retirements.
- I. Ratification of Faculty Resignation.
- J. Ratification of Classified Staff Resignations.
- K. Ratification of Public Safety - ICOPS Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Student Service Awards - Spring, 1999.

II. REASON FOR CONSIDERATION

As per Board Policy 3.12, student service awards are presented to students for outstanding contributions in the area of student activities. The authority for giving student service awards requires approval by the Board of Trustees.

III. BACKGROUND INFORMATION

The monetary awards are payments given for students' work for the College through student activities. Harper uses this method of compensation for recommended student leaders in lieu of guaranteeing academic credit, salaries, automatic tuition grants, or other means of payment for particular student positions. This means that students must perform well in their positions in order to be eligible for consideration for these awards. The award is recommended based on performance, position, leadership, and length of service, and participation in *eXcel*, Harper's student leadership training programs. In order to encourage student leaders to complete their classes as well, the amounts of their student service awards are based on credit hours successfully completed. Each student must also meet Harper standards for satisfactory academic performance. Expenses for student service awards are budgeted in and shared between Student Activities and the Education Fund; \$6,750.00 will be paid by Student Activities (Student Service Awards Account No. 0536-858-59900-0000) and \$6,200.00 will be paid by the Educational Fund (Financial Aid Account No. 0134-125-592.4). In addition, the Harper Educational Foundation through the Steven Bakas Memorial Award Fund will also contribute \$450.00 for the Student Trustee's award. The 41 awards this semester total \$13,400.00.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the Spring, 1999 Student Service Awards in the amount of \$6,750.00 from Account No. 0536-858-59900-0000 and \$6,200.00 from Account No. 0134-125-592.4.

SPRING 1999

STUDENT SERVICE AWARDS

STUDENT	ORGANIZATION	REBATE	AMOUNT
Dana Kroll	WHCM	Full	\$850.00
Mike Pondell	WHCM	Full	\$750.00
Desmond Lane	Student Senate	Full	\$450.00
Maria Verona Garcia	Student Senate	Half	\$100.00
James Skyles	Student Senate	Half	\$275.00
Jaclyn Stefaniak	Student Senate	Half	\$325.00
John Ziemba	Student Senate	Half	\$425.00
Lindsey French	Harbinger	Full	\$150.00
Sam Hays	Harbinger	Half	\$225.00
Marge Mack	Harbinger	Half	\$225.00
Alan Minarik	Harbinger	Half	\$150.00
John Tillotson	Harbinger	Half	\$300.00
Ryan Freund	Harbinger	Half	\$ 75.00
Kevin Shepke	Harbinger	Half	\$250.00
Doug Hein	Program Board	Full	\$800.00
Andrea Huss	Program Board	Full	\$850.00
Jenny Parkin	Program Board	Half	\$400.00
Sarah Moynihan	Program Board	Half	\$350.00
Robert Valadez	Student Trustee	Full	\$450.00
Brian Fugate	Point Of View (Literary Editor)	Full	\$600.00
Tom Podejko	Point Of View (Art Editor)	Full	\$500.00

Nick Coglianesse	Theatre	Half	\$225.00
Ryan Domke	Theatre	Half	\$325.00
Christinia Hirsch	Theater	Half	\$475.00
Angela Lorek	Theater	Half	\$275.00
James Johnson	Speech	Half	\$300.00
Jennifer Osborn	Speech	Half	\$ 25.00
Kari Jones	Speech	Half	\$250.00
Stacy Haberkorn	Speech	Half	\$400.00
Shaun Keating	Speech	Half	\$375.00
Anthony Mrotek	Speech	Half	\$ 50.00
Tricia Noens	Speech	Half	\$225.00
Dexter Gardner	African American Student Assoc.	Half	\$350.00
Kashmira Thakker	IPSA	Half	\$375.00
Maria Verona Garcia	Latino Unidos	Half	\$100.00
Scott Fedro	Student Ambassadors	Half	\$225.00
Bob Gorlewski	Student Ambassadors	Half	\$ 75.00
Sandra Schroeder	Honors Society	Half	\$ 75.00
Jaclyn Stefaniak	Stop AIDS Club	Half	\$325.00
Emily Janco	Stop AIDS Club	Half	\$150.00
Rebecca Bria	Phi Theta Kappa	Half	\$300.00
		TOTAL	\$13,400.00

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

The attached report of liaison activity is submitted for Board information. This month's report is from:

- Educational Foundation

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 donations and in-kind gifts to the Educational Foundation.

July 1, 1998 - June 30, 1999

Reported: June 14, 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 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 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
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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 work-based learning	ISBE \$25,000	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
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Division of Under-graduate Education	Under-"UV-Visible Spectrophotometers for the CPLP Network." Equipment Purchase	NSF \$27,900 \$27,900 - M	09/01/98 08/31/2000 J. Ellefson-Kuehn B. Weil
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			

GRANT NAME Division/Department	BRIEF DESCRIPTION OF GRANT	FUNDING SOURCE AWARD AMOUNT	DATES OF OPERATION
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			Manager
Public Assistance	Snow Emergency Removal	FEMA	01-01-99
		\$8,653	01-15-99
Physical Plant			R. Getz

Reported as of June 14, 1999

\$3,055,844

Fiscal Year 1998-1999

DESCRIPTION OF ABBREVIATIONS

ACMP	Amateur Chamber Music Players
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

May 1999

Fund	Description	# Gifts	Cash	Gifts In Kind	Total
01-3101002-R	(E)Glenda F. Nuccio Memorial S	3	\$12.00	\$0.00	\$12.00
01-3101004-R	(E)Carol Zack Memorial Fine Ar	3	\$26.00	\$0.00	\$26.00
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 Louis Papandrea Libera	12	\$132.00	\$0.00	\$132.00
01-3101014-R	(E)Eugenia S. Chapman Memorial	2	\$2.00	\$0.00	\$2.00
01-3101015-R	(E)Cheryl M. Dwyer Memorial En	2	\$10.00	\$0.00	\$10.00
01-3101016-R	(E)Walter and Elizabeth Schroe	2	\$30.00	\$0.00	\$30.00
01-3101017-R	(E)Dr. Charles Shaner Memorial	4	\$274.00	\$0.00	\$274.00
01-3101019-R	(E)Diane Tomcheff Callin Endow	6	\$28.00	\$0.00	\$28.00
01-3101302-R	(E)Robert W. Tysl Memorial End	1	\$30.00	\$0.00	\$30.00
01-3101401-R	(E)General Scholarship Endowme	10	\$86.00	\$0.00	\$86.00
01-3101404-R	(E)Harper Nursing Student Endo	11	\$26.00	\$0.00	\$26.00
01-3101405-R	(E)James J. McGrath Humanities	2	\$0.00	\$0.00	\$0.00
01-3101407-R	(E)Harper Employee Transfer En	3	\$40.00	\$0.00	\$40.00
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	3	\$210.00	\$0.00	\$210.00
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	3	\$120.00	\$0.00	\$120.00
01-3202006-R	Edward Moran Memorial Computer	13	\$985.00	\$0.00	\$985.00
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	4	\$47.00	\$0.00	\$47.00
01-3202016-R	Wilford C. Papenthien Memorial	2	\$1,100.00	\$0.00	\$1,100.00
01-3202017-R	Nils Johnson Memorial Scholars	2	\$200.00	\$0.00	\$200.00
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	9	\$63.00	\$0.00	\$63.00
01-3202416-R	GED Graduate Scholarship	6	\$6.00	\$0.00	\$6.00
01-3202417-R	Doriann E. Thompson for Women	7	\$9.00	\$0.00	\$9.00
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
01-3202430-R	International Studies Abroad	1	\$50.00	\$0.00	\$50.00
01-3202435-R	Latinos Unidos Student Organiz	8	\$170.44	\$0.00	\$170.44
01-3202436-R	Math Lab Scholarship	6	\$313.00	\$0.00	\$313.00
01-3202437-R	Harper 512 IEA-NEA Assoc	26	\$36.00	\$0.00	\$36.00
01-3202446-R	International Student Scholars	15	\$107.00	\$0.00	\$107.00
01-3202450-R	Schaumburg Area AAUW Scholarsh	1	\$25.00	\$0.00	\$25.00
01-3202455-R	Joan R. Young Scholarship	11	\$900.00	\$0.00	\$900.00
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

Harper College Educational Foundation
Gift Summary by Fund

May 1999

Fund	Description	# Gifts	Cash	Gifts In Kind	Total
01-3202603-R	Access and Disability Services	2	\$2.00	\$0.00	\$2.00
01-3202605-R	Women's History Week	8	\$2,084.12	\$0.00	\$2,084.12
01-3202606-R	Wellness Program	20	\$45.00	\$3,400.00	\$3,445.00
01-3202609-R	Music Academy	2	\$2.00	\$0.00	\$2.00
01-3202611-R	Business/Social Science Fund	4	\$160.00	\$0.00	\$160.00
01-3202614-R	Office Re-entry Program	5	\$28.00	\$0.00	\$28.00
01-3202618-R	Women's Program	2	\$55.00	\$0.00	\$55.00
01-3202619-R	Corporate Services Fund	4	\$3,060.00	\$0.00	\$3,060.00
01-3202622-R	Public Safety Program	23	\$22.00	\$0.00	\$22.00
01-3202656-R	Customer Service Certificate P	1	\$5,000.00	\$0.00	\$5,000.00
01-3202657-R	English As A Second Language	1	\$15,000.00	\$0.00	\$15,000.00
01-3202703-R	Harper Symphony Orchestra	2	\$6.00	\$0.00	\$6.00
01-3202704-R	Student Career Services	1	\$20.00	\$0.00	\$20.00
01-3202706-R	Excellence in Teaching/Learnin	3	\$1,545.22	\$0.00	\$1,545.22
01-3202708-R	Math League Awards	4	\$316.00	\$0.00	\$316.00
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	15	\$3,022.00	\$0.00	\$3,022.00
01-3202725-R	Art Gallery	10	\$38.00	\$0.00	\$38.00
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	5	\$104.00	\$0.00	\$104.00
01-3303002-R	Capital/Performing Arts Center	3	\$101.94	\$0.00	\$101.94
01-3303005-R	General Unrestricted Fund	48	\$549.00	\$0.00	\$549.00
01-3303201-R	Harper Annual Golf Outing	25	\$20,560.00	\$10,400.00	\$30,960.00
01-3303202-R	Annual Gala	1	\$2,500.00	\$0.00	\$2,500.00
01-3303203-R	Major Gifts Campaign	1	\$450.00	\$0.00	\$450.00
In-kind donation	In-kind donation	3	\$0.00	\$13,846.00	\$13,846.00
TOTAL		503	\$60,969.86	\$27,646.00	\$88,615.86

**Harper College Educational Foundation
Gift In-Kind Report**

May 1999

Date	Constituent Name	Fund	Gift Value	Reference
5/7/99	American Airlines	01-3303201-R	\$6,800.00	4 round trip tickets-Europe
5/7/99	American Airlines	01-3202606-R	\$3,400.00	2 round trip tickets-Europe
5/7/99	Robert Brandt & Associates	01-3303201-R	\$2,500.00	Golf brochure design
5/20/99	Allstate Print Communications Center	01-3303201-R	\$800.00	Printing of Invitation
5/20/99	Robert Brandt & Associates	In-kind donation	\$6,500.00	Citizens for Harper
5/20/99	Robert Brandt & Associates	In-kind donation	\$6,000.00	Harper College
5/20/99	Allstate Print Communications Center	In-kind donation	\$1,346.00	Printing for Referendum
5/24/99	William Rainey Harper College	01-3303201-R	\$300.00	Volunteer Shirts
TOTAL			\$27,646.00	

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Faculty Contract Promotions – 1999-2000 Academic Year

II. REASON FOR CONSIDERATION

The Board shall be provided with a listing of annual Faculty Contract Promotions.

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 the Faculty Promotion System developed by the Promotions Committee.

IV. INFORMATION

The following Faculty have satisfied the Faculty Contract Promotion requirements for 1999-2000 Academic Year:

To Assistant Professor:

Amy Dixon-Kolar, Academic Enrichment & Language Studies; Andrew Howe, Student Development; Pasquala Herrera, Student Development.

To Associate Professor:

Todd Ballantyne, Liberal Arts; Greg Herriges, Liberal Arts; Karen Lustig, Life Science and Human Sciences; Jeanne Weiland, Life Science and Human Services; Shari Pergricht, Student Development.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Prevailing Wage Act

II. REASON FOR CONSIDERATION

By law, Harper College has an obligation to ascertain, publish, keep available for inspection and mail to employers requesting same, its determination of the prevailing wage in the locality and to file annually a certified copy thereof with both the Secretary of State and the Department of Labor of the State of Illinois.

III. BACKGROUND INFORMATION

The Illinois Revised Statutes Chapter 348, Section 39S-1-12, known as the Prevailing Wage Act, requires that any public body awarding any contract for public work or doing the work by contracted day labor shall ascertain the general prevailing hourly rate of wages for employees engaged in such work. "Public body" has been defined to include public educational institutions.

IV. RECOMMENDATION

The administration recommends that the Board adopt the Prevailing Wage Act resolution and authorize the Secretary of the Board to file a certified copy thereof with both the Secretary of State and the Department of Labor of the State of Illinois.

RESOLUTION AUTHORIZING ADOPTION OF PREVAILING WAGE ACT

WHEREAS, the State of Illinois has enacted An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works, approved June 26, 1941, as amended, being Section 39S-1-12, Chapter 348, Illinois Revised Statutes, 1973; and

WHEREAS, the aforesaid Act required that the Board of Trustees of William Rainey Harper College investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said William Rainey Harper College employed in performing construction of public works, for said William Rainey Harper College;

NOW THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD OF TRUSTEES OF WILLIAM RAINEY HARPER COLLEGE;

Section 1: To the extent and as required by An Act regulating wages of laborers, mechanics and other workers employed in any public works by State, county, city or any public body or any political subdivision or by anyone under contract for public works, approved, June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of William Rainey Harper College is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook, Kane, Lake and McHenry Counties area as determined by the Department of Labor of the State of Illinois as of June of each year, a copy of each annual determination incorporated herein by reference. The definition of any terms appearing in this Resolution which are also used in aforesaid Act shall be the same as in said Act.

Section 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the William Rainey Harper College to the extent required by the aforesaid Act.

Section 3: The Secretary of the Board of Trustees shall publicly post or keep available for inspection by any interested party in the main office of William Rainey Harper College this determination of such prevailing rate of wage.

Section 4: The Secretary of the Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and address, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

Section 5: The Secretary of the Board of Trustees shall promptly file a certified copy of this Resolution with both the Secretary of State and the Department of Labor of the State of Illinois.

Section 6: The Secretary of the Board of Trustees shall cause to be published in a newspaper of general circulation within the area a Notice, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED THIS 23rd DAY OF JUNE, 1999:

APPROVED:

Chairman
Board of Trustees

(SEAL)

ATTEST:

Secretary
Board of Trustees

STATE OF ILLINOIS)
)
COUNTY OF COOK) SS

RESOLUTION CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and as such official I do further certify that attached hereto is a true, correct and complete copy of the Resolution Authorizing Adoption of the Prevailing Wage Act which was adopted by the Board of Trustees on the 23rd day of June, 1999.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 23rd day of June, 1999.

Secretary, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

The Resource Allocation and Management Plan for Community Colleges (RAMP) document.

II. REASON FOR CONSIDERATION

The planning document is required each year by the Illinois Community College Board and the Illinois Board of Higher Education and is the basis for requests to the legislature for capital funding. It contains the official request for Harper's capital funding. In the past, the RAMP has also included reporting on building usage and was due August 1. This year, due to changes in the legislative calendar, the RAMP will be submitted in two parts. The request for capital funds is due on July 1, 1999 and the reporting data is due August 1, 1999.

III. BACKGROUND INFORMATION

In a change from past years, the RAMP document has become more comprehensive. The rationale is that the ICCB would like to see fewer projects which are more thoroughly planned, therefore producing a better quality project. Legat Architects have been identified as producing a quality RAMP submission for other community colleges. The College has retained Legat Architects to assist College staff in producing the RAMP document for submission. **The College has identified the renovation of Buildings G and H as the project requested for state funding.**

IV. RECOMMENDATION

The administration recommends the approval of the capital request part of the RAMP document for submission to the Illinois Community College Board. (Detailed document will be delivered the night of Board Meeting.)

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to approve the Strategic Long Range Plan: 1999-2002

II. REASON FOR CONSIDERATION

In accordance with current Board Policy, Chapter 7, Section 7.18, approval by the Board of Trustees is required of the Strategic Long Range Plan.

III. BACKGROUND INFORMATION

The Administration and Institutional Planning Committee (IPC) revised and updated the current three-year Strategic Long Range Plan. The Plan has been reviewed by interested College employees. The revised philosophy, mission and vision statements and new institutional priorities for 1999-2000 have been approved by the Assembly Committee of shared governance. Once the Plan is approved by the Board of Trustees, the Strategic Long Range Plan will be forwarded to the IPC whose responsibility will be to maintain the Plan's viability through continuous updating.

IV. RECOMMENDATION

The Administration recommends that the Board of Trustees approve the Strategic Long Range Plan: 1999-2002.

[A REVISION OF THE COVER IS BEING DEVELOPED]



William Rainey Harper College

1999 - 2002

Strategic Long Range Plan

Office of Planning and Budgeting

William R. Howard, Assistant Vice President

June 1999

William Rainey Harper College
1200 West Algonquin Road
Palatine, IL 60067-7398

Phone 847/925-6655

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PREFACE

As we enter the next millennium, Harper College has prepared its second comprehensive Strategic Long Range Plan (SLRP). An organization needs a clear understanding of its mission, vision, goals and priorities so it can effectively make decisions today that will meet the challenges of tomorrow. This strategic plan will guide Harper College in the effective use of both community and organizational resources.

After the publication of the first comprehensive plan in May of 1998, the College established a planning committee as part of the new shared governance system. Known as the Institutional Planning Committee (IPC), this group is responsible for the review, revision and monitoring of the strategic long range plan. During 1998-99, the IPC focused on the revision of the philosophy, mission and vision statements of the plan. Feedback was sought from the College community and considerable committee discussion resulted in new statements. In addition, the IPC recommended new institutional priorities for 1999-2000. Both of these documents have been approved by the Assembly Committee of shared governance and recommended to the President and Board of Trustees. The other components of the plan (strengths, weaknesses, opportunity, threats, goals and tasks) were developed or revised administratively and recommended to the Board.

During the first quarter of the new fiscal year, a cumulative summary of the revisions to the first plans will be published. Serving as an archive to the planning process, this document will identify the content and context for revisions in the plan.

During 1999-2000, the IPC will focus on all components of the plan with a special emphasis on the goals and tasks section. Areas of the College responsible for the three-year goals and tasks will be conferencing with the committee during the year to expand the college's awareness of the need, intent and progress of each goal and task. The committee will also establish a planning cycle that promotes the integration of strategic planning decisions and the budgeting process. During the first quarter, as part of the environmental scanning process, the first Source Book will be published and will identify external and internal needs. The SLRP will continue to form the basis of annual operations as well as the objectives and strategies found in the Annual Plan. When these objectives are met, they will incrementally address the tasks and goals in the SLRP. The plan continues to be a dynamic document that leads us successfully into the future.

Special thanks are extended to Mary Jo Willis and Sue Overland for their leadership of the IPC and to Joyce Schoonover and Dawn Marreel, from the Office of Planning and Budgeting, for their help in assembling and producing this document.

W. R. Howard
June, 1999

PART I

PLANNING AT
WILLIAM RAINEY HARPER COLLEGE

INTRODUCTION

By a process of strategic long range planning, an institution defines its philosophy, mission, vision, goals and tasks. A Strategic Long Range Plan (SLRP) is the outcome of this process. Written for the College community, the SLRP serves as a roadmap to guide the delivery of programs and services in the context of community and organizational resources. With the approval of the Board of Trustees, this plan is set for implementation over the next three years. Therefore, the purpose of this document is to communicate to the Harper community a reference point for comprehensive long range planning.

This document consists of six parts.

The first section identifies the planning context, history and process.

The second section presents statements of belief (philosophy), purpose (mission) and direction (vision). Once established they should form the guiding principles to be used over a number of planning cycles.

Section three of the document arises from internal and external assessments and consists of a reporting of the College's strengths, weaknesses, opportunities and threats. Known as the SWOT (strengths, weaknesses, opportunities and threats), these statements list the external and internal forces that must be acknowledged before we can determine specific goals and tasks. Threats are factors that, if not addressed, could seriously hinder the accomplishment of our goals. For example, "Revenue stream severely restricted by Local Tax Cap." (T-6) has seriously impacted our budget. Not adjusting to future limitations in this area would seriously hinder the accomplishment of our goals. These factors need to be reexamined annually.

The fourth section identifies the institutional priorities for the next year. These major items are selected from the goals and tasks listed in the document. They are reported annually to the Illinois Community College Board along with a report of progress achieved against the previous year's priorities.

The fifth section identifies the goals and tasks by administrative area. It should be emphasized that goals and tasks are College-wide and may be addressed by any area of the College. Goals are broad statements of expected outcomes that may and likely will continue over more than one planning period (3 years).

The last section of this document is a statement of the planning policy of the College and a summary of the "Report of a Visit" by the North Central Association of Colleges and Schools in September 1997.

In summary, using a metaphor of a sailing ship, the planning process prepares the plan (map) based on assessment of internal and external needs (sails), and guided by our educational values (compass) and operated by highly qualified faculty, staff and administration (crew). Working together the College (ship) gains speed toward its

destination--quality teaching and active learning. It catches the winds of change and currents of educational needs and opportunities. Without the sail and map, the ship has a tendency to drift. Planning helps faculty, staff and administration to join together to direct the ship to move forward as a unit with greater speed and joint purpose.

PLANNING AT HARPER COLLEGE

Between 1990 and 1998, the College was guided by a document known as "Our Preferred Future." This statement addressed a number of important technological, social and educational challenges. Unfortunately, planning efforts became disjointed and portions of the College began to make plans independent from one another. The requirements of emerging technology, space deficiencies, drifting enrollment, turnover in faculty and changing relationships with the corporate community have forced the College to examine its programs, services and methods of operating. As indicated by the North Central Association self study and report, these changes needed to be addressed by a more effective integration of planning with budgeting and operations.

History of the Plan

In the fall of 1997, while recognizing a long history of planning at the College, the Board of Trustees approved a policy planning calling for the establishment comprehensive strategic plan for Board approval. This need was supported by the institutional self study and the NCA evaluation team report. Both identified the need for integration of all levels of planning and better communication to the College community of institutional goals and their accomplishment.

In 1998, with new presidential leadership, there came a call for the development of a planning process and a comprehensive plan that would examine the direction, progress and needs of the institution. Aware that a number of elements of a comprehensive plan were already in place (e.g. institutional priorities, area goals, divisional plans, unit plans, a technology plan and space study,) President Breuder charged the President's Council to prepare a draft of a comprehensive strategic long range plan for 1998-2001. The plan was to contain: (1) statements of philosophy, mission and vision, (2) a determination of strengths, weaknesses, opportunities and threats, (3) one year institutional priorities and (4) area goals and tasks to be covered in three years. The Office of Planning and Budgeting coordinated the assembly of planning documents, reports and community studies. The Board approved the first plan in May of 1998.

A Dynamic Plan

During 1998-1999, after the Board of Trustees approved the initial plan, the responsibility for review, modification and monitoring of the plan was placed in the hands of the Institutional Planning Committee within the shared governance system. This group is responsible for developing the content of the plan and for providing guidance to the institutional planning process throughout the College. In this first year, the committee, representing all areas of the College, focused on revision of the philosophy, mission and vision statements. In addition, the committee reviewed and approved the institutional priorities.

During 1999-2000, the Planning Committee will focus on reviewing, modifying and deleting recommendations for goal and task statements in the plan. During 1999-2000, the IPC will focus on all components of the plan with a special emphasis on the goals and tasks section. Areas of the College responsible for the three-year goals and tasks will be conferencing with the committee during the year in order to expand the College's awareness of the need, intent and progress of each goal and task. Also during this planning year, the committee will establish a planning cycle that promotes the integration of strategic planning decisions and the budgeting process. The SLRP will continue to form the basis of annual operations as well as the objectives and strategies found in the Annual Plan. When these objectives are attained they will incrementally address the tasks and goals in the SLRP. After being advanced through the shared governance system, these changes will be approved annually by the Board of Trustees.

Use of the Plan

Strategic planning will be connected to our budget and on-going annual operations of the College. Financial management, facilities, curriculum, educational delivery methods and other key operations will reference the SLRP. The SLRP goals and tasks will be the basis for developing the Annual Plan. Selected managers will develop one-year objectives and strategies tied to the SLRP. These objectives will be reviewed periodically and will be assessed in the annual administrative evaluation process. The formation of the SLRP linked to program review and unit planning will enable the identification of future budget requirements and priorities.

THE PLANNING PROCESS

Overall steward of the planning process is the Assistant Vice President for Planning and Budgeting. He is responsible for the timeline, coordination, committee consultation and documentation of progress and key reports of planning progress.

The annual planning cycle contains eight phases (see chart that follows):

Phase I - Environmental Scanning

The Office of Research will be responsible for coordinating the internal audit and external assessment of the College's environment. An assessment of the demographics, needs assessments, community input and other studies will be conducted. One of the primary tools of this phase will be the review and update of the Institutional Source Book. Reports of the audits will go to the appropriate governance committee. From this assessment will come primary issues that need to be addressed by the College during the next planning period.

During this phase the institutional Strengths, Weaknesses, Opportunities and Threats (SWOT) will be updated. The results of the SWOT update will serve as a context for the revision of the Goals and Tasks inherent in the Strategic Long Range Plan (SLRP).

The final portion of this phase will be the establishment of the institutional priorities as initiated by President's Council, reviewed and recommended by the Institutional Planning Committee for the coming year. The priorities come from the assessment of accomplishments from the previous year Annual Plan and from new challenges emerging from the internal audit and external assessment.

Phase II - Review of Foundational Statements

Periodically, the statements pertaining to philosophy, mission, vision and goals will be reassessed. If necessary they will be adjusted to reflect new conditions and/or changing needs in the environment. This review will ensure that our fundamental beliefs, purposes, vision and agenda clearly delineate where the College is going.

Phase III - Goals and Task Development

College goals and tasks, arranged by administrative areas, will cover three years (July 1999-June 2002). Every year the goals and tasks will be reviewed and updated. Tasks specifying the specific focus of the goals will be assigned to various committees of College Council or units of the College. These tasks will serve as the basis for prioritized objectives detailed in the Annual Plan.

Goals and tasks are organized under the major areas of the College: Academic Affairs, Administrative Services, Student Affairs, Information Technology and Institutional Advancement. Even though these areas parallel the administrative sectors of the College, the goals and tasks are College-wide and may be referenced in the Annual Plan by any unit of the College.

Phase IV - Annual Plan Development

The Annual Plan includes the objectives of each vice president and other members of the President's Council. Other staff will use the Annual Plan as a reference for the preparation of their plan. The Annual Plan will be sent to the Board of Trustees for information at the beginning of each academic year.

Phase V - Master Planning Grid

A master timeline of the key tasks and related subordinate plans (Technology Plan, etc.) will be assembled within a three-year schedule. A database of information will be created linking objectives, strategies, goals and tasks, SWOT and institutional priorities.

Phase VI - Annual Performance

Within the various administrative areas of the College, all participating staff members will report their performance in accomplishing their annual plan and thereby contribute to the implementation of the SLRP.

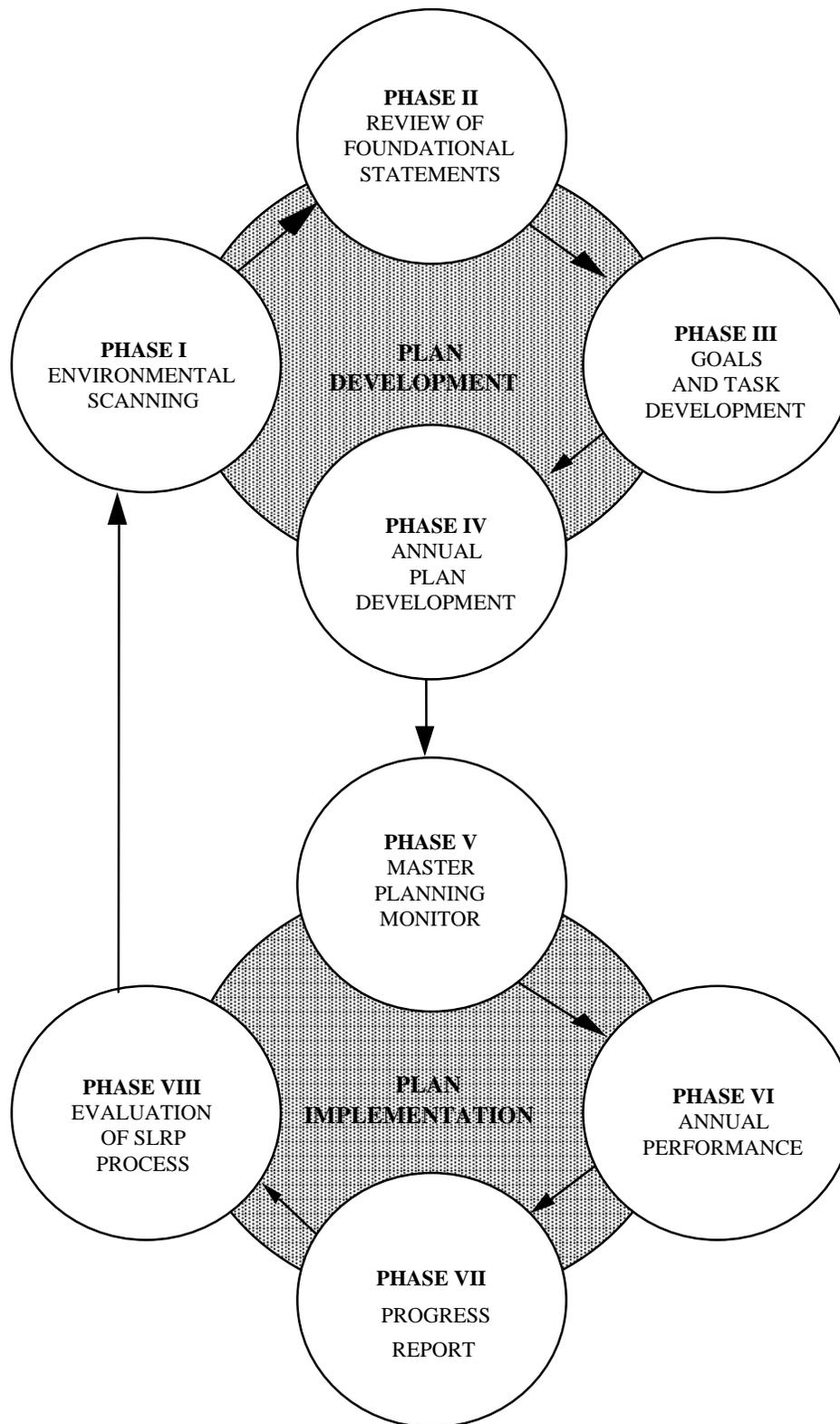
Phase VII – Progress Report

Three vehicles will be used to report on planning progress. The Cumulative Strategic Long Range Plan will include the philosophy, mission, goals and tasks of the College as well as the annual updates over a five-year period. An Annual Plan Performance Report will include the progress in accomplishing annual objectives as stated in the Annual Plan. These first two vehicles will be presented to the Board of Trustees. The third vehicle is the Annual Report from the College Council which will include action pertaining to planning.

Phase VIII - Evaluation Of SLRP Process

The Strategic Long Range Plan development process will be evaluated annually and, when appropriate, adjusted.

STRATEGIC LONG RANGE PLANNING PROCESS



PART II

**PHILOSOPHY, MISSION AND VISION
STATEMENTS**

PHILOSOPHY STATEMENT

William Rainey Harper College is an institution of higher learning which believes that student success is achieved through academic excellence. In order to help prepare students for the challenges of life and work, the College promotes a diverse curriculum taught by dedicated faculty and supported by qualified staff committed to teaching and learning. The College also recognizes the importance of the community it serves and enriches the cultural and intellectual life as well as the economic development of the Harper district. Finally, the College believes that the education of students must occur in an ethical climate which affirms and promotes respect for all people.

MISSION STATEMENT

William Rainey Harper College is a comprehensive community college dedicated to providing excellent education at an affordable cost, promoting personal growth, enriching the local community and meeting the challenges of a global society. The specific purposes of the College are:

1. To provide the first two years of baccalaureate education in the liberal and fine arts, the natural and social sciences and pre-professional curricula designed to prepare students to transfer to four-year colleges and universities;
2. To provide educational opportunities that enable students to acquire the knowledge and skills necessary to enter a specific career;
3. To provide continuing educational opportunities for professional job training, retraining and upgrading of skills and for personal enrichment and wellness;
4. To provide developmental instruction for underprepared students and educational opportunities for those who wish to improve their academic abilities and skills.

Essential to achieving these purposes are all of the College's resources, support programs and services.

VISION STATEMENT

Student Success Through Academic Excellence

PART III

**STRENGTHS, WEAKNESSES, OPPORTUNITIES
AND THREATS (SWOT)**

STRENGTHS

- S - 1 Educational programs with clear purposes, consistent with the College mission.
- S - 2 A diverse array of quality instructional programs and services.
- S - 3 An effective program review process.
- S - 4 A comprehensive continuing education program.
- S - 5 A Corporate Service Program serving local corporate and business clients.
- S - 6 Institutional commitment to professional development.
- S - 7 Capable and committed faculty, staff and administrators.
- S - 8 Commitment to diversity through curriculum offerings.
- S - 9 Commitment to maintain a stable financial position
- S - 10 Reasonable tuition cost.
- S - 11 Productive relationship between Harper and area high schools.
- S - 12 Transfer Agreements to enhance student transfer to baccalaureate institutions.
- S - 13 Strong support for the School-to-Work initiatives through the Northwest Suburban Employment and Training Center.
- S - 14 Award winning career partnership with the *Daily Herald*.
- S - 15 Partnerships with high schools within the district to assist minority families as they explore options and make choices about pursuing postsecondary education.
- S - 16 Respect and support the College enjoys within the district.
- S - 17 National and statewide reputation for educational excellence.
- S - 18 Lincoln Award recognition for Harper's partnership with the Illinois Department of Employment Services and the workforce Development Council in the Northwest Suburban Employment and Training Center.
- S - 19 Ten-year accreditation by North Central Association.
- S - 20 A reputation for exemplary new student orientation, admission and registration programs and procedures.
- S - 21 Service to approximately 170,000 people on a yearly basis for classes and related activities, cultural events, recreational activities and community meetings/events.

- S - 22 Geographically accessible extension locations where students can take college courses.
- S - 23 Commitment to a safe and accessible campus environment.
- S - 24 A dynamic business community offering growing opportunity for employment and professional development.
- S - 25 Availability of land on the main campus for future development.
- S - 26 Highly educated local community supportive of higher education in general and Harper College in particular.
- S - 27 A strong economic base comprised of a significant population of affluent people.
- S - 28 Institutional commitment to the application of technology in both the academic and administrative areas and an organizational structure and funding to support the same.
- S - 29 A generous fringe benefit program to attract and retain high quality faculty and staff.
- S - 30 Faculty and staff involvement in the educational decision-making process.
- S - 31 A nationally recognized and dynamic array of Student Affairs services and programming.
- S - 32 A committed and dedicated Board of Trustees.
- S - 33 Cultural arts programming that features renowned authors, scholars, artists and performers.
- S - 34 Successful, influential and dedicated Harper Foundation Board of Directors.
- S - 35 Strong academic support programs which increase student retention and success.
- S - 36 An increasingly diverse and evolving community.
- S - 37 More than 77 state-of-the-art computer laboratories, on and off campus.
- S - 38 Program organizational structure that integrates career and general education disciplines.
- S - 39 Nationally recognized interdisciplinary Learning Community Program.
- S - 40 A growing resource development effort.

WEAKNESSES

- W - 1 Lack of effective internal and external communication in and among some areas.
- W - 2 Some instructional and support service facilities are antiquated.
- W - 3 Insufficient and/or antiquated equipment in selected areas and lack of a plan for acquisition.
- W - 4 Insufficient instructional space during prime time hours.
- W - 5 Lack of facilities to adequately receive and host visitors to the College.
- W - 6 Insufficient diversity in faculty, staff and administration.
- W - 7 The skills of employees do not match the needs of the College in some areas.
- W - 8 Lack of a comprehensive, professional development program.
- W - 9 Lack of a plan to acquire College-wide non-computer equipment.
- W - 10 Absence of computerized student and client tracking systems hamper data collection and other research.
- W - 11 Backlog in automated administrative computing system implementation.
- W - 12 Lack of an institutional culture which supports funding through grants.
- W - 13 Lack of implementation of a comprehensive strategic marketing plan.
- W - 14 Slow programmatic response to changing industry needs in selected areas.
- W - 15 Untested connectivity between levels of planning, operations and budgeting.
- W - 16 Unclear perception regarding the roles of Corporate Services, Continuing Education and credit programs.
- W - 17 A pattern of decline in credit student enrollment since Fall 1992.
- W - 18 Lack of support services at off-campus locations.
- W - 19 Insufficient reward/compensation systems to attract and maintain a quality workforce in highly competitive areas of the College.
- W - 20 Aging collection in the library in selected disciplines.
- W - 21 Some part-time students are not being adequately assessed.
- W - 22 Lack of office and premium classroom space.
- W - 23 Limited new program development initiatives.

- W - 24 Insufficient number of flexible program offerings.
- W - 25 Limited infrastructure and offerings in distant learning/web-based formats.
- W - 26 Lack of formal plans to address international and diversity issues.
- W - 27 Inadequate revenue to fund new program development.
- W - 28 Lack of comprehensive customer service orientation.

OPPORTUNITIES

- O - 1 Initiatives to support facility expansion and improvement.
- O - 2 A new instructional Conferencing Center to expand services to the business community.
- O - 3 A new state-of-the-art Performing Arts Center that meets both instructional and community needs.
- O - 4 Resources available as a result of our location near Chicago and O'Hare International Airport.
- O - 5 Opportunities for grant and private sector funding to support current and future programming and facilities.
- O - 6 Emphasis on life-long learning opportunities.
- O - 7 Enhancement of our customer service focus where appropriate.
- O - 8 Growing number of ethnic minorities seeking educational resources.
- O - 9 Organizations interested in customized contract courses/services.
- O - 10 Potential increase corporate employees seeking education and training opportunities.
- O - 11 Increase in non-traditional age students.
- O - 12 Projected increase in graduating high school seniors.
- O - 13 Increased application of technology in College support areas such as media services, library, distance/web-based education and marketing services to improve productivity.
- O - 14 Introduction of new technology in the delivery of instruction and support services (e.g., distance learning).
- O - 15 Increase the percentage of employers providing tuition reimbursement.
- O - 16 Resource development potential enhanced through Foundation Board members linked to key corporate entities and individuals.
- O - 17 Established link with business and corporations to develop new programs and services.
- O - 18 Influx of new faculty, staff and administrators may contribute to new perspectives, interests and methods of instructional delivery and services.
- O - 19 Changing demographics of the district requiring English language acquisition.

- O - 20 A growing population of learning disabled, underprepared, undecided and first-generation college students.
- O - 21 Growing understanding of educational funding challenge posed by the tax cap restriction.

THREATS

- T - 1 Increased competition for students from both public and private educational providers.
- T - 2 Difficulty in responding quickly with appropriate programs to keep pace with the changing workforce.
- T - 3 Increased competition via technology-based delivery systems (e.g., Web-based and distance learning).
- T - 4 Corporate America increasingly providing for its own training needs.
- T - 5 Increasing difficulty in maintaining adequate fund balances.
- T - 6 Revenue stream severely restricted by Local Tax Cap.
- T - 7 Decline of state funding as a percentage of total budget.
- T - 8 Acceleration of costs over which the College has limited control (e.g., utilities, equipment, maintenance agreements, library subscriptions, insurance and software licensing).
- T - 9 Increased cost for software, upgrades and maintenance due to emerging technologies.
- T - 10 Taxpayer concern over steadily increasing property taxes.
- T - 11 Dissatisfaction with customer service.
- T - 12 Changes in state and federal regulations that affect accounting and management standards.
- T - 13 Increasing difficulties in recruiting and retraining technically competent employees.
- T - 14 Inadequate financial support and encouragement which promotes innovative thinking and practices.
- T - 15 Failure to view Harper as a whole community.
- T - 16 Trying to be all things to all people in our community.
- T - 17 Selected provisions in employee contracts that limit workforce flexibility and program development.
- T - 18 Attendance at Harper regarded as a second choice by some local high school students.
- T - 19 Expedient adaptation of curriculum to the changing market place.

PART IV

1999/2000 INSTITUTIONAL PRIORITIES

1999/2000 INSTITUTIONAL PRIORITIES

- A. Develop and fund new instructional programs which are academically sound and responsive to community needs and utilize strategic alliances.
- B. Continue to assess the College's curriculum and pedagogy to provide more flexibility (modularization and short courses) and greater access (off-campus locations and distance learning) while maintaining academic excellence.
- C. Implement a comprehensive strategic marketing plan employing market research which results in image enhancement and enrollment growth.
- D. Continue to expand enrollment through increased student recruitment and retention initiatives.
- E. Continue revising, implementing and evaluating campus-wide technology plan.
- F. Establish and execute a plan for employee training and development.
- G. Establish and execute a plan for organizational development.
- H. Continue to implement and begin to assess the College's shared governance system.
- I. Execute the capital improvement program including staffing and support requirements for the Performing Arts Center and the Conference Center and develop initiatives for other capital needs.
- J. Expand College focus on international and diversity initiatives and issues.
- K. Enhance communication and collaboration among all areas of the College.
- L. Enhance communication and collaboration between the College and community.
- M. Develop and implement web-based administrative practices.

PART V

AREA GOAL AND TASK STATEMENTS

AREA: ACADEMIC AFFAIRS

Preamble

To offer instructional programs and services which are characterized by quality, innovation and excellence. Committed to learner-centered programs, Academic Affairs promotes life-long learning, diversity, critical thinking competencies and mastery of basic communication, computational and human interaction skills. Committed to the short and long-term success of Harper College students, our instructional programs and academic support services strive for outstanding performance in the following academic program areas:

- College transfer and baccalaureate education
- Career and workforce training
- Professional and community continuing education
- Pre-college and developmental education
- Support services

We accept and appreciate the interconnectiveness of our multiple components and visualize Harper College as an integrated whole which works to support student success in life and in the workforce.

GOAL

- AA-1 **Ensure An Appropriate Curriculum Portfolio**
Review and evaluate the College's overall curriculum portfolio to ensure the number and scope of programs can be effectively managed, the program offerings are up-to-date and responsive to identified local and statewide needs, the offerings are appropriately staffed, and that all programs demonstrate academic quality and overall fiscal soundness.

TASKS

- AA-1.1 The College will assess curriculum via evaluation and review and make appropriate additions, deletions and modifications.
- AA-1.2 The College will expand the multicultural and diversity components in the curriculum.
- AA-1.3 The College will use the Program Review process to assure program quality.
- AA-1.4 The College will develop new programs in response to identified community needs.

AA-1.5 The College will address curriculum compatibility with the IAI and ETC standards.

GOAL

AA-2 Instructional Delivery
Assess and expand the delivery of instruction and facilities as a response to changing technology and student learning requirements.

TASKS

- AA-2.1 The College will expand flexible scheduling options as appropriate.
- AA-2.2 The College will expand instructional technology into the curriculum.
- AA-2.3 The College will encourage and support innovative and interactive instruction.
- AA-2.4 The College will evaluate and modify the instructional facilities to support present and expanded delivery options.
- AA-2.5 The College will assess application technology in the library and take appropriate action to ensure its impact and currency to support the needs of students, faculty, administrators and staff.

GOAL

AA-3 Program Resources
Effectively manage and expand program resources that enhance our instructional mission.

TASKS

- AA-3.1 Cost center managers will manage their program offerings within their respective allocated budgets.
- AA-3.2 The College will explore alternative financing options for programs.
- AA-3.3 The College will review the organizational structure within the Academic Affairs area and assess its effectiveness.
- AA-3.4 The College will develop a plan for the acquisition and replacement of instructional capital equipment within Academic Affairs.

AA-3.5 The College will ensure that library resources reflect the needs of students, faculty, administrators and staff in collection development, staffing, and technology.

GOAL

AA-4 **Enrollment Enhancement**
Encourage enrollment growth by removing program barriers and by supporting marketing strategies.

TASKS

AA-4.1 The College will develop a plan for the promotion of academic programs to reflect the College's unified marketing approach.

AA-4.2 The College will focus marketing efforts on identified distinctive and high growth potential programs.

AA-4.3 The College will investigate additional community awareness (outreach) events to be incorporated in future marketing efforts.

AREA: ADMINISTRATIVE SERVICES

Preamble

Provide leadership and quality support services to meet current and emerging needs of the College community.

GOAL

AS-1 **Budget Management**

Develop clear budget procedures, systems and standards that allow the College to manage its financial resources responsibly.

TASKS

- AS-1.1 The College will maintain financial stability by producing a balanced budget and limiting spending to the amounts in the budget.
- AS-1.2 The College will work toward the appropriate balance between personnel, facilities and services.
- AS-1.3 The College will develop a process to link the Strategic Long Range Plan to the budget.
- AS-1.4 The College will continue to develop a comprehensive budget development process.
- AS-1.5 The College will examine its tuition policy giving consideration to changing student needs and the mission of the Community College.

GOAL

AS-2 **Facilities Improvement**

Conduct a College-wide assessment and renovation of all facilities in order to systematically provide a safe, clean and well-maintained educational environment.

TASKS

- AS-2.1 The College will develop a monitoring process that identifies and corrects unsafe spaces.

- AS-2.2 The College will assess all major components of the facilities and develop preventive maintenance plans to keep the facilities up to standard.
- AS-2.3 The College will maintain a high standard of cleanliness that will reflect the quality of educational offerings.
- AS-2.4 The College will clean and correct problem areas of the College property, especially entryways and pathways to buildings, and remove debris to make entrance, pathway and common areas more attractive.
- AS-2.5 The College will respond to the Space Study and Proposed Master Plan to adapt and expand spaces as needs change.
- AS-2.6 The College will move forward with the next steps of a Chemical Hygiene Plan.

GOAL

- AS-3 **Financial Management and Reporting**
Provide financial systems that comply with changing state and federal requirements and will provide effective monitoring of financial operations within the College.

TASKS

- AS-3.1 The College will refine cash flow projections and investing practices and instruments to maximize interest income without undue risk.
- AS-3.2 The College will work toward excellence in MIS reporting functions to the State of Illinois and all other bodies who require reporting of data.
- AS-3.3 The College will develop comprehensive and centralized systems for financial reporting of fiscal data related to grants.
- AS-3.4 The College will stay current on the new reporting requirements of various external agencies and modify systems to meet those reporting requirements.
- AS-3.5 The College will work to develop better internal management reports to assist the end users with their financial data needs.
- AS-3.6 The College will implement the operational analysis process pertaining to the organization, function, revenue/cost, staffing and resources allocation of the units of the College.

GOAL

- AS-4 Facility Development**
Provide facility support for future space needs through assessment of program plans, market requirements and emerging opportunities and implementation of current building projects.

TASKS

- AS-4.1 The College will investigate the next phases of the Instructional Conference Center and Performing Arts Center.
- AS-4.2 The College will develop a plan for major infrastructure improvements such as roofs.
- AS-4.3 The College will implement priority phases of the Space Plan and subsequently convert the Space Plan to a comprehensive Site and Facilities Plan.
- AS-4.4 The College will determine the need for space by carefully examining its enrollment projection, utilization of facilities and instructional plan.

GOAL

- AS-5 Facility Improvement Funding**
Secure financial and community support for facilities' plans, which define the current needs of the College, to accomplish the College mission.

TASKS

- AS-5.1 The College will work to propose a major bond referendum to provide financing for facility needs.
- AS-5.2 The College will work to develop corporate and grant support to provide for financing of facility needs.
- AS-5.3 The College will submit appropriate and fundable projects to the state of Illinois through the RAMP process.

AREA: STUDENT AFFAIRS

Preamble

Diverse areas exist within Student Affairs offering a wide variety of programs and services. The major intentions of Student Affairs are:

To provide programs and services which focus on the developmental dimensions of interpersonal effectiveness, intellectual development, intrapersonal effectiveness and life management.

To provide meaningful access for all constituents who can benefit from College programs and services.

To develop and implement programs/services which promote student success.

To promote quality by improving services to and programs for students consistent with the mission and vision of the College.

GOAL

- SA-1 **Comprehensive Student Center and Facilities**
Continue to articulate the vision of a comprehensive student center in the middle of campus and a centralized (one-stop) concept for Student Affairs programs and services.

TASKS

- SA-1.1 The College will provide programs and develop strategies to encourage student use of the Student Center.
- SA-1.2 The College will continue development of a plan for renovated facilities which incorporates a centralized (one-stop) concept and makes College programs and services more accessible for students.

GOAL

- SA-2 **Student Retention**
Explore new intervention systems and programs to positively effect retention and success.

TASKS

- SA-2.1 The College will implement retention strategies/systems as recommended by appropriate College committees.
- SA-2.2 The College will implement further intervention systems for at-risk students.
- SA-2.3 The College will develop greater partnerships between student affairs, academic affairs, and marketing advancement to ensure academic success and enhance personal development of students.
- SA-2.4 The College will continue to initiate programming which facilitates student success and retention.
- SA-2.5 The College will offer services at times, locations and in ways that are reflective of student needs, including offering services at off-site locations and WEB applications.

GOAL

- SA-3 **Funding**
Continue to solicit appropriate alternative funding and resources.

TASKS

- SA-3.1 The College will continue to solicit federal, state and grant funding to support Student Affairs initiatives.
- SA-3.2 The College will continue to solicit contributions through the Harper Foundation which will support Student Affairs initiatives.
- SA-3.3 The College will continue to develop partnerships to support Student Affairs initiatives.

GOAL

- SA-4 **Diversity**
Create a campus climate which is supportive of cultural differences and respectful of all constituents.

TASKS

- SA-4.1 The College will implement minority retention programming for students and staff.
- SA-4.2 The College will develop initiatives designed to foster diversity awareness at the College.
- SA-4.3 The College will continue to promote accessibility for persons with disabilities.
- SA-4.4 The College will continue to address women's issues.

GOAL

SA-5 Accountability
Utilize existing College processes to continually evaluate, refine and improve Student Affairs programs and services.

TASKS

- SA-5.1 The College will implement the program review process in Student Affairs on an annual basis.
- SA-5.2 The College will conduct an annual program cost/value analysis and make changes and improvement where necessary.
- SA-5.3 The College will assess student needs, satisfaction and recommendations in order to make changes and improvements where necessary.

GOAL

SA-6 Assessment
Continue to refine procedures to assess student outcomes and Student Affairs effectiveness.

TASKS

- SA-6.1 The College will continue to implement measurements of access, satisfaction and quality.

- SA-6.2 The College will assess the developmental outcome dimensions of interpersonal effectiveness, intellectual development, intrapersonal effectiveness and life management as they pertain to student affairs interventions.
- SA-6.3 The College will use assessment results for programmatic affirmation and/or improvement.

GOAL

SA-7 Wellness
Continue to provide the Harper Community with opportunities to enhance its physical, mental, emotional, spiritual and social well-being.

TASKS

- SA-7.1 The College will provide opportunities for increased student and community participation in wellness activities.
- SA-7.2 The College will develop policies and procedures that create a safe and healthy environment for students and employees.
- SA-7.3 The College will design programs, activities and events that continue to promote the health and wellness of Harper students and staff.
- SA-7.4 The College will implement a partnership between health and psychological services to form a comprehensive prevention model.

GOAL

SA-8 Student Life
Continue to provide programs which promote a sense of belonging and participation in a collegiate environment.

TASKS

- SA-8.1 The College will oversee a process which results in the revitalization of student government.
- SA-8.2 The College will offer events programming which complements, integrates, and supports the classroom experience with life planning and goal achievement.

- SA-8.3 The College will implement ombuds services for student issues and effective conflict resolution.
- SA-8.4 The College will offer opportunities for the development of values, personal self-identity, interpersonal competence and cultural awareness and essential lifeskills for effective citizenship.
- SA-8.5 The College will foster an environment which promotes civility and respect for the dignity of all persons.

AREA: INFORMATION TECHNOLOGY

Preamble

Provide leadership and support services across the College to meet Harper's mission of effective teaching and learning by providing technological tools and researching emerging technologies. In addition, emphasize and support process improvements in the administration of the College and instructional delivery methodologies, through the integration of voice, video and data in the application of Telecommunications, Networking, Computing and Information Technologies.

GOAL

IT-1 Technology Planning

Continue to implement, evaluate, and update an ongoing Technology Plan and maintain a state-of-the-art environment.

TASKS

- IT-1.1 The College will prepare annual revision of the Technology Plan working in conjunction with appropriate groups and departments involved with its implementation.
- IT-1.2 The College will evaluate emerging technologies to ensure that the College's computing and software resources are current.
- IT-1.3 The College will provide progress reports on the state of Technology Initiatives.
- IT-1.4 The College will continue to maintain current funding levels and seek additional funding support for approved technology initiatives.

GOAL

IT-2 Technology Use in Instruction

Establish and implement media (voice, video and data) and technology applications to support the needs of academic affairs and the Technology Plan.

TASKS

- IT-2.1 The College will assess the needs for Technological Support in instructional delivery.
- IT-2.2 The College will develop media and technology solutions in keeping with the methods, time table, priorities and resources in support of instructional delivery.
- IT-2.3 The College will explore the possibility of merging similar technology support organizations and reorganize to streamline services, offer better support and provide a more unified approach.

GOAL

- IT-3 **Technology Use in Administrative Support**
Provide technology applications to support business and administrative requirements and the Technology Plan.

TASKS

- IT-3.1 The College will assess the needs of the organization and business practices to ascertain the requirements of using technology in the workplace.
- IT-3.2 The College will develop technological solutions in keeping with the methods, time table, priorities and resources to support organizational needs.
- IT-3.3 The College will explore merging similar technology support organizations and reorganize to streamline services, offer better support and provide a more unified approach.
- IT-3.4 The College will enhance the College's Web and Intranet applications.
- IT-3.5 The College develop a College-wide student and employee identification system.

GOAL

- IT-4 **Technical Support**
Establish and implement technical support to maintain a robust Network (HCCN) Infrastructure in concert with the Technology Plan and emerging technologies.

TASKS

- IT-4.1 The College will assess community requirements and use of the network infrastructure to identify resources necessary to meet projected growth.
- IT-4.2 The College will evaluate emerging technologies and identify technical support requirements based on the methods, timetable, priorities and resources that are necessary.

GOAL

IT-5 Technology Staffing
Ensure that the College will have consistent expertise to support its instructional and administrative activities.

TASKS

- IT-5.1 The College will develop a staffing structure with appropriate levels of technicians, career advancement and remuneration.
- IT-5.2 The College will provide an environment for staff development and training to maintain the appropriate skill level.

GOAL

IT-6 Partnerships and Consortiums
Develop collaborative agreements that will provide for the acquisition or sharing of technology and transfer of expertise.

TASKS

- IT-6.1 The College will seek consortium relationships that will benefit the College in matters of technology.

GOAL

IT-7 Technology Enhancement
Acquire hardware and software tools that will support the College's commitment to continuous improvement.

TASKS

- IT-7.1 The College will provide training programs, management information systems and decision support tools to facilitate organizational development, institutional effectiveness, and process improvements.

AREA: INSTITUTIONAL ADVANCEMENT

Preamble

Provide leadership and support services across the College by enhancing and managing resource development, strategic planning, community relations, employee development, marketing and other areas of advancement at the College.

GOAL

IA-1 Resource Development

Create a comprehensive, financially independent resource development effort that will be considered a benchmark for community colleges across the nation.

TASKS

- IA-1.1 The College will identify and prioritize financial needs through the involvement of appropriate administration, faculty, staff and key volunteers.
- IA-1.2 The College and the Harper Foundation will develop marketing and solicitation strategies in response to identified needs.
- IA-1.3 The College and the Harper Foundation will develop a resource development plan for each effort including the annual fund, major gift, planned gifts, government grants, special event and direct mail programs.
- IA-1.4 The College and the Harper Foundation will seek volunteer and pro bono support for direct mail, marketing, advertising and fund raising activities.
- IA-1.5 The College and the Harper Foundation will develop a constituency development process involving items such as alumni records, centralizing mailing lists, and conducting and tracking special fund-raising events and activities.
- IA-1.6 The College and the Harper Foundation will develop appropriate policy and procedure for record maintenance; gift processing, receipting and reporting; internal process and approval for solicitation; grant development and management; and gift and grant stewardship including financial investment and endowment management.
- IA-1.7 The College and the Harper Foundation will itemize and coordinate support activities needed from other areas such as IS, Publications, Community Relations, and Mailing Services.

IA-1.8 The College will support capital improvement initiatives.

GOAL

IA-2 Strategic Planning
Enhance executive management based on strategic planning and supported by valid and reliable research and evaluation data that is integrated into all aspects of College decision-making and operations.

TASKS

IA-2.1 The College will develop and implement an environmental scanning system to assess the internal environment of the College and the external environment in which it operates.

IA-2.2 The College will establish an organized system and process for developing a Strategic Long Range Plan that guides decision making at unit, area and institutional levels.

IA-2.3 The College will interconnect its long range annual and budgeting plan and also provide system plans and the mechanisms for monitoring and reporting on their progress.

GOAL

IA-3 Research and Evaluation Support
Continue to offer a broad array of research, evaluation and decision support services to all units of Harper College.

TASKS

IA-3.1 The College will develop a reliable and readily available Source Book.

IA-3.2 The College will provide consultation, research design, assessment methodology, and analytical support to faculty and staff engaged in classroom research and student outcomes assessment.

IA-3.3 The College will use research in planning, program review and student outcomes assessment.

IA-3.4 The College will provide collection, analysis and interpretation of institutional data and support for planning and decision making.

GOAL

IA-4 **Community Relations Management**

To develop and nurture external relations for the benefit of the College.

TASKS

- IA-4.1 The College will evaluate current delivery methods of information to the public and seek innovative ways to disseminate news about the College.
- IA-4.2 The College will continue to integrate Friends of Harper into public relations campaigns and pursue ways to involve alumni and other volunteer groups in these efforts.
- IA-4.3 The College will update and maintain current contact lists on community organizations, service groups and libraries.
- IA-4.4 The College will become more visible and more involved in the local community.
- IA-4.5 The College will organize and host Open Houses and Community Days.
- IA-4.6 The College will provide the media with accurate and timely information about the College.
- IA-4.7 Develop comprehensive media and governmental relations plan.

GOAL

IA-5 **Institutional Effectiveness**

Examine current progress in identifying institutional effectiveness to monitor the productivity of all aspects of the College.

TASKS

- IA-5.1 The College will continue to develop and utilize indicators and measurements of institutional effectiveness and develop baseline data to assess institutional indicators.
- IA-5.2 The College will develop benchmark comparisons with other comparable institutions in the area of institutional effectiveness outcomes.

GOAL

IA-6 Governance
Provide an effective College governance system that is responsive to the needs of all College constituents and encourages effective/efficient deliberation and decision making.

TASKS

IA-6.1 The College will continue to implement and evaluate the new shared governance system focusing on communication, flow of information and decision making within the College.

GOAL

IA-7 Personnel Administration
Encourage and support the organizational development through effective policies and systems.

TASKS

IA-7.1 The College will examine alternatives and enhancements to the College's reward and compensation systems as a strategy for recruiting and retaining competent staff.

IA-7.2 The College will accelerate its effort to diversify its human resources and improve processes for adequate staffing through cost effective candidate sourcing, recruiting, selection, retention and succession planning processes.

IA-7.3 The College will advance the administrators' and supervisory employees' ability to conduct performance coaching and the regular administration of employee performance appraisals.

IA-7.4 The College will strive to negotiate employee contracts within a common timeframe in order to achieve equitable results.

IA-7.5 The College will pursue means to maintain reliable and efficient employment data, employment records (part-time and full-time) and employment documents to support the College's legal obligations and organizational initiatives.

GOAL

IA-8 Employee Development

Enhance the capability/proficiency of Harper's employees to carry out the College's mission, and establish staff training and development as an institutional strategy.

TASKS

- IA-8.1 The College will institute a process for employee development utilizing professional development dollars that is directly linked to the employee development plan in order to enhance employee competency and performance.
- IA-8.2 The College will institute a supervisory development curriculum.
- IA-8.3 The College will conduct an employee training needs analysis in order to target training.
- IA-8.4 The College will initiate and promote staff training and organizational development strategies to support computer skill needs, departmental initiatives and improved customer service.
- IA-8.5 The College will provide training to support program and committee effectiveness.
- IA-8.6 The College will enhance diversity and multicultural awareness among all employees.
- IA-8.7 Develop and maintain a staff development program which provides opportunities to enhance personal effectiveness, provides appropriate feedback on job performance, and enhances multicultural awareness.
- IA-8.8 The College will continue to improve the employee evaluation process.
- IA-8.9 The College will continue to recognize and reward the contributions of employees.
- IA-8.10 The College will develop a staffing structure with appropriate levels of skilled workforce, career advancement and remuneration.
- IA-8.11 The College will continue to provide the means for the skilled workforce to maintain needed skills.

GOAL

IA-9 Enrollment

Increase enrollment through the implementation of initiatives that will attract additional students.

TASKS

- IA-9.1 The College will attract students by promoting quality programs and services geared toward student success.
- IA-9.2 The College will design strategies to increase athletes, disabled, women, and minority student enrollment.
- IA-9.3 The College will examine technology to improve the link between student and academic programs.
- IA-9.4 The College will advertise availability of student financial aid and scholarships.
- IA-9.5 The College will, in collaboration with Academic Affairs, develop an Enrollment Plan that reflects changes in student market, student interest and program opportunities.
- IA-9.6 The College will more accurately project the College's annual credit/non-credit enrollment.
- IA-9.7 The College will increase the number of academically enriched students attending Harper College.
- IA-9.8 The College will foster a partnership between Student Affairs, Academic Affairs and Marketing Advancement to offer flexible schedules and alternate course formats which are responsive to student preferences.

GOAL

- IA-10 **Community Relationships**
Actively develop business and educational partnerships which promote opportunities for learning, resources development and improved relationships.

TASKS

- IA-10.1 The College will identify programs and services that could benefit from community partnerships.
- IA-10.2 The College will develop a community partner recruitment process.
- IA-10.3 The College will strengthen and expand existing relationships with business and industry and seek new partnerships.

GOAL

- IA-11 Marketing**
Develop and implement a comprehensive promotional plan in order to enhance the image and reputation of the College.

TASKS

- IA-11.1 The College will consider the recommendations of the Presidential Commission on Marketing.
- IA-11.2 The College will review current marketing strategies and expenditures and effect necessary changes.
- IA-11.3 The College will promote Harper's image of educational excellence to area residents, businesses, alumni and prospective students.
- IA-11.4 The College will provide a client and employee friendly environment and culture with institutional support for feedback and response.
- IA-11.5 The College will review and enhance the College's Catalog and other publications to provide comprehensive information to current and prospective students.
- IA-11.6 The College will review and upgrade the signage at the three entrances and also guide access/traffic through appropriate signage on campus.
- IA-11.7 The College will review the signage on the main campus.
- IA-11.8 The College will upgrade the signage at the Northeast Center to enhance the presence of the College in the local community.
- IA-11.9 The College will develop and implement consistent image identification standards.

PART VI
ADDENDUM

PLANNING POLICY

Within the scope of the College's Philosophy and Mission Statements, the Board of Trustees requires the administration to prepare, for their approval, a Strategic Long Range Plan (SLRP) spanning three years. The SLRP shall include but not be limited to the following general areas:

- academic affairs
- administrative services
- student affairs
- technology and information systems
- institutional advancement

The SLRP, which also contains the College's vision, goal and task statements, is to be updated annually and integrated with the budgeting process. The annual update is intended to demonstrate and communicate progress being made towards accomplishment of the identified goals/tasks. All major institutional decisions are to be consistent with and contribute to the implementation of the SLRP.

The SLRP will give rise to an Annual Plan consisting of measurable objectives. Attainment of the objectives in the Annual Plan will result in incremental achievement of the tasks enumerated in the SLRP.

Report of a Visit
by the evaluation team of
North Central Association of Colleges and Schools
September 22-24, 1997

Advice and Suggestions:

1. Specific academic program contact information is not available in the Catalog. Program information, offices and names are essential contact points for prospective students. It is suggested that the College review its information database and write the names and telephone numbers for the specific program information listed on pages 66-74. Career Programs (pages 66-115) and Certificate Programs (pages 118-149) should also list contact names, telephone numbers, and addresses. [NCA p. 41]
2. The divisional structure should be listed at the beginning of the College catalog. [NCA p. 41]
3. Consideration should be given to the appointment of liaison librarians to the instructional departments for the purpose of enhancing collection development and disposal, and other related curriculum matters. [NCA p. 41]
4. The College should continue to diversify its student body, faculty, staff and administration. [NCA p. 42]
5. The College should continue to monitor the quality of instructional programs as the rate of part-time instructors increases. [NCA p. 42]
6. The College should clean the entryways and pathways to buildings to remove debris to make entrances and pathways more attractive. [NCA p. 42]
7. The College should review its signage at the three entry points (Algonquin Road, Roselle Road, and Euclid Avenue) and guide traffic with signs to route students to the important functions of the College. [NCA p. 42]
8. Enrollment projections should be examined carefully and verified to insure there is a need for space for future instructional needs. [NCA p. 42]
9. An electronic marquee should be considered to provide information at the Northeast Center to enhance the presence of the College in the community. [NCA p. 42]
10. The institution should continue to monitor very closely the completion of the Regent system according to the original plan. [NCA p. 42]

11. The shared-decision model should be graphically drawn and clear communication flows be prepared to insure the College community understands the flow of information. [NCA p. 42]
12. The College should explore ways to expand the use of the Wellness Program by students and continue to offer seminars on substance abuse and the hazards of tobacco. [NCA p. 42]
13. The College should determine if the five-hour child care limit in the Child Learning Center impairs access of students of the College and prevents potential employees from applying for positions. [NCA p. 42]
14. The College should explore those sports available in high school for women and study the feasibility of beginning new programs for women. [NCA p. 42]
15. The College should increase the font size and choose colors which are more legible for the student handbook. [NCA p. 42]
16. The College should review its multicultural offerings and initiate the feasibility of developing lower division courses dealing with the culture and history of minorities and women studies. [NCA p. 42]
17. The College will examine and report on the Assessment of Student Academic Achievement of its students by May 1, 1999. [NCA p. 43]

Additional Concerns and suggestions in the body of the Report of a Visit:

18. There is lacking a clear understanding and delineation of lines of authority, communication and decision-making within the College. [NCA p. 6]
19. The institution needs to modernize many of its labor-intensive manual systems to improve effectiveness. [NCA p. 7]
20. The faculty record review did find some full-time and part-time faculty files without official transcripts which could not be satisfactorily explained by staff. This is a serious omission and should be addressed by the appropriate administrative personnel. [NCA p. 8]
21. While the College has made progress in diversifying its human resources, it is apparent that there is a need to accelerate this effort. [NCA p. 9]
22. It is suggested that the College explore the cleaning of entryways to remove the debris to make the entrances more attractive. [NCA p. 10]
23. It is suggested the College review signage at the three entry points (Algonquin Road, Roselle Road, and Euclid Avenue) and guide traffic with signs to route vehicles to the

important functions of the College (Admissions Office, College Center, Learning Resources Center) and other heavily used buildings and/or functions. [NCA p. 10]

24. The electronics laboratory is pedagogically unsound. There are simultaneous classes being held and it is distracting to both the instructor and the students due to the lack of good acoustics. [NCA p. 11]
25. It is suggested that the College undertake the remodeling of the entrance to the facility (NEC) and prominently display the name of the College on the building as a way of informing the public of the existence of the College. The facility should also be used by the main campus to perform student service functions and other services as well since there is technology available to communicate with the main campus. [NCA p. 11]
26. The projected growth of the College and the enrollment projections need to be examined carefully and verified to insure space is needed for future instructional needs. [NCA p. 12]
27. It is suggested that the communication flow continue to be clearly delineated with specific timelines, tasks to be accomplished, and responsible party for the accomplishments of those tasks to insure the implementation of the Technology Plan on schedule. [NCA p. 13]
28. Instructional programs which use technology should continue to be improved, especially distance-education systems of delivery. [NCA p. 14]
29. Given the very sound financial position of the College, the recent actions by the Board of Trustees to raise tuition at the institution four dollars each year for the next four years appears very questionable in light of the historical mission of the community college of realizing the dreams of students who are often first generation college students. The tuition increases are hard to justify in terms of financial need in the short term and may result in a declining enrollment. In addition, these appear to contradict the Board's tuition philosophy which defines the student tuition "target" to be 20% of the budget. [NCA p. 16]
30. The recent actions by the Board to negotiate the contract with the faculty directly raises grave concerns. . . The Board of Trustees is inappropriately using its powers and undermining the specific role of the administration. . . there should be concern that steps be taken to prevent it (the Board's involvement in negotiating a collective bargaining agreement with faculty) from happening again. [NCA p. 16]
31. As the College implements its Assessment Plan beyond the course level, systematic discussions about developmental course outcomes as they relate to the entry-level competencies expected by English and mathematics faculty teaching the degree-requirement courses need to occur. [NCA p. 20]

32. The College must seek to embed the concepts of the center (One Stop Career Center) into the regular programs at the institution in order that this vision be sustained. . . there is a concern of what might happen to the center if the current funding source is depleted or eliminated. [NCA p. 24]
33. It is difficult to determine curricular coherence beyond the course level (in career programs). Also problematic is the lack of a feedback loop to identify how the results of student assessment guides changes in curriculum and instruction to improve student learning. While it appears that the College is moving toward summary student assessment in career programs, significant work remains to be done. [NCA p. 26]
34. As the definition of technical competence changes frequently, a more systematic review of curriculum content, followed by the identification or revision of program outcomes and the assessment of those outcomes would help the College to maintain technical currency in the curriculum and to determine the extent to which students in both certificate and degree programs are achieving technical competence. [NCA p. 26]
35. The College may wish to consider, however, more external curricular review, particularly for certificate programs within associate degree programs, and to move expeditiously toward student assessment at the program level. [NCA p. 26]
36. Much work in the assessment of student learning remains to be completed; the visiting team recommends that the College submit a report to the NCA to document progress toward full implementation. [NCA p. 27]
37. Services to students would improve even more if offices providing related enrollment and information services could be located adjacent to each other. Space reallocation would alleviate problems of noise, crowding and lack of privacy experienced by students and staff in the Office of Student Financial Assistance. [NCA p. 28]
38. As the demographics of the student body change, Admissions Outreach staff, financial assistance staff, and writers of College publications will need to explore ways of providing greater access to information about financial aid to current and prospective students. [NCA p. 28]
39. The Office of Student Financial Assistance staff must improve the processes and procedures to insure that they comply with requirements for Federal recertification. [NCA p. 28]
40. It is strongly suggested that the College determine if the (five hour child care) limit impairs access of students to the College and prevents potential employees from applying for positions. . . Employees should be included in the survey to determine the level of hardship experienced due to the care limit. [NCA p. 30]

41. It is suggested that the College explore those sports available in high school for women and study the feasibility of beginning new programs for women. [NCA p. 30]
42. It is suggested that the College examine its rule of requiring 10 students to start a club. [NCA p. 31]
43. Recruitment and retention efforts may be greatly enhanced with a more diversified College community and the creation of curriculum dealing with women and minorities. The institution needs to move now to diversify its faculty, staff, and administration. . . It is recommended that the College continue to diversify its faculty, management and staff. The College should explore curriculum which deals with the culture and history of minorities and women's studies. It is recommended that the College explore ways of creating classes in the culture and history of minorities and women. [NCA p. 32]
44. It is recommended that the College explore ways to start recruitment by the senior year. It is recommended that the College explore ways to start recruitment in the 11th grade or earlier, especially in the minority high schools where there has not been a history of college attendance. [NCA p. 33]
45. The visiting team suggests that the College continue to explore a One-Stop Career Center at the (main) campus and continue studying the Long Range Plan analysis for all Student Affairs in one location. [NCA p. 33]
46. While the use of computers for assessment is to be commended, the College needs to be vigilant in helping those students who are not familiar with the technology, especially minority students. [NCA p. 34]
47. There is no systematic acquisition and replacement plan in place for non-computer related equipment. [NCA p. 36]
48. The process suggested by this schematic (linking planning with budgeting) needs to be actively incorporated into the planning and budgeting programs and shared throughout the College. [NCA p.37]
49. Some College officials with whom the team spoke believe that accurate reporting (of Title VI financial aid activity) continues to be a problem at the College. The College may therefore wish to review the reporting process to insure future compliance. [NCA p. 38]
50. In the areas of nondiscrimination and affirmative action. . . the College might consider further strategies which would allow them to mirror at least the 18% minority population in the district. [NCA p. 39]

51. The Catalog fails to include the name, address, and telephone number of the North Central Association, a requirement of NCA reflecting compliance with the Federal Higher Education Reauthorization Act. [NCA p. 39]

Concerns:

52. The existence of multiple organizational structures at the institution has led to some internal confusion as to lines of authority, communication, decision making, and leadership. [NCA p. 40]

53. Some personnel records for part-time and full-time faculty are missing significant documents such as transcripts. [NCA p. 40]

54. There is a concern about the inconsistencies that occur through the delivery of the decentralization of Continuing Education Programs. [NCA p. 41]

55. There does not appear to be College-wide understanding of how the many levels of planning (for example, Unit Planning, Area Planning, System Planning, Program Review, and Student Outcomes Assessment Planning) relate to each other, the mission and the budget. [NCA p. 41]

56. The institution lacks a College-wide non-computer equipment acquisition and replacement plan. [NCA p. 41]

57. While progress has been made in developing a more diverse campus, the College should continue its efforts toward multiculturalism through faculty, staff, administration, hiring, curriculum development, and student recruitment and retention efforts. [NCA p. 41]

58. While assessment of Student Academic Achievement at the course level nears completion, the College has made less progress as in the summative assessment of student performance in career programs and in general education. [NCA p. 41]

59. Sexual Harassment Policy and Procedures are not easily accessible to employees and have not been widely communicated. [NCA p. 41]

60. The name, address, and telephone number of the North Central Association must be included in all publications which reference it. [NCA p. 41]

61. The Federal financial aid program at the College receives provisional certification. [NCA p. 41]

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to establish the 1999-00 Budget Hearing date.

II. REASON FOR CONSIDERATION

In accordance with the Illinois Community College Act, a Budget Hearing must be held annually.

III. BACKGROUND INFORMATION

Each year a Budget Hearing date is established that allows for at least thirty days of inspection of the annual Harper College legal budget. At the end of this thirty-day period, a Budget Hearing is held and the budget is reviewed.

The attached resolution provides for the annual Budget Hearing and the required public notice.

IV. RECOMMENDATION

The administration recommends that the attached resolution providing for the annual Budget Hearing and the required public notice be adopted.

RESOLUTION

BE IT RESOLVED: That the fiscal year for Community College District 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, be and hereby is established as commencing on July 1, 1999 and ending on June 30, 2000.

BE IT FURTHER RESOLVED: That the public hearing on the tentative budget for the fiscal year beginning July 1, 1999 and ending on June 30, 2000 be set for 7:00 p.m. on August 26, 1999, in the Board Room of said College at 1200 W. Algonquin Road, Palatine, Illinois, and that proper notice of said hearing and of the availability of the budget for public inspection be given by the Secretary of this Board of Trustees by publishing notice thereof at least thirty days prior to August 26, 1999 in the Arlington Heights Herald, Barrington Herald, Buffalo Grove Herald, Des Plaines Herald, Elk Grove Herald, Hanover Park Herald, Hoffman Estates Herald, Mount Prospect Herald, Palatine Herald, Rolling Meadows Herald, Schaumburg Herald, Streamwood Herald, Wheeling Herald, and the Daily Courier News, being newspapers published in this College District, which notice shall be in substantially the following form:

PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, that commencing at 9 a.m. on June 23, 1999 a tentative budget for said College district for the fiscal year beginning July 1, 1999, and ending June 30, 2000, will be on file and conveniently available to public inspection at the Business Office of said College district at 1200 W. Algonquin Road, Palatine, Illinois, during usual and customary business hours.

PUBLIC NOTICE IS FURTHER HEREBY GIVEN that a public hearing will be held on said budget at 7:00 p.m. on the 26th day of August 1999, in the Board Room of said College at 1200 W. Algonquin Road, Palatine, Illinois.

DATED at Palatine, Illinois this 23rd day of June, 1999.

Board of Trustees of Community
College District No. 512
Counties of Cook, Kane, Lake &
McHenry, State of Illinois

Secretary

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Preliminary Budget FY 1999-2000

II. REASON FOR CONSIDERATION

State law requires that the College submit a preliminary budget to the Board for review. The final budget will be presented to the Board in August, which will allow for a minimum of 30 days of public review.

III. BACKGROUND INFORMATION

Each year the College prepares an annual budget of all College funds for presentation to the Board.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees accept the preliminary budget as presented and authorize the administration to begin capital spending from the budget as presented.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Educational Service Providers

II. REASON FOR CONSIDERATION

The Community College Act, Section 805/3-40 stipulates that the Board may enter into contracts with any person, organization, association, educational institution, or governmental agency for providing or securing educational services.

III. BACKGROUND INFORMATION

The College has a growing number of educational service providers it is using to deliver educational programs in both credit and continuing education programs. The attached list represents the Educational Service Providers we anticipate will provide service in Fiscal Year 1999-00.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board approve the attached list of educational service providers for Fiscal Year 1999-00.

EDUCATIONAL SERVICE PROVIDERS

<i>ORGANIZATION</i>	<i>TRAINING/CURRICULUM</i>
Arlington Academy Cosmetology Career Center	Cosmetology Program Offered through Continuing Education
CompTIA	PC Support Technician Training Curriculum and Licensing for A+ Certification
Computer Solutions	Certified Industrial Training in Labview
Microsoft	Microsoft NT Training Curriculum
Northwest Community Healthcare	Emergency Medical Technician
Oracle	Oracle Database Administrator Training Curriculum
SCO	UNIX Training Curriculum
Tech Data	Novell Training
WAVE Technologies	PC Support Technician Training Curriculum
Sylvan Prometric	Testing Vouchers for A+ Certification and Microsoft Certification

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Increase in salaries and fringe benefit expenses for the Classified and Supervisory/Confidential employees for 1999/2000.

II. REASON FOR CONSIDERATION

Approval of funds for the increase in salary and fringe benefit expenses is required by the Board of Trustees.

III. BACKGROUND INFORMATION

Suggestions have been received from Classified and Supervisory/Confidential employees requesting changes in the salary and fringe benefit program.

As a result of these suggestions and studies conducted by the Administration, the recommended changes include a 4.6% salary increase; stipends for those employees at the top of the salary range who are in good standing; salary range movement of 2.8 %; parity increases to the midpoint of the salary range for employees in good standing who have been in their salary range for at least five years; revision of the retirement insurance provisions to provide for the option to continue dependent coverage at the full cost until eligible for Medicare and also to provide for the conversion to programs offered through Central Management Services, or alternative coverage, upon becoming eligible for Medicare and revision of the professional expense procedure to allow, once in any five year period, for the reimbursement of job related computer hardware and software programs over two consecutive fiscal years.

The increase costs for salary adjustments and fringe benefit expenses is \$517,895.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the sum of \$517,895 to implement the increase in salaries and fringe benefit expenses for the Classified and Supervisory/Confidential employees effective July 5, 1999.