

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting

July 21, 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 - June 23, 1999 Regular Board meeting and Executive Sessions Exhibit VI-1
2. Bills Payable, Payrolls for June 17, 1999, and July 1, 1999; Estimated payrolls for July 2 through August , 1999 Exhibit VI-2
3. Bid Awards Exhibit VI-3
4. Purchase Orders Exhibit VI-4
5. Personnel Action Sheets Exhibit VI-5

For Information

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

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

- VII. New Business

A. RECOMMENDATION: Adjunct Faculty Compensation Schedule
For 1999-2000

Exhibit VII-A

B. RECOMMENDATION: Rental of Extension Sites

Exhibit VII-B

VIII. President's Report
Presentation – Waste Reduction Plan

IX. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

*August 26 7:00 p.m. Regular Board Meeting

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

On-Campus Events

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 Wednesday, June 23, 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 Wednesday, June 23, 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; Student Member Garcia (7:10 p.m. arrival)
Absent: None

Also present: Robert Breuder, President; Ed Dolan, V.P. Academic 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; Tom Choice; Pat Cuniffe; Julie Fleenor; Robert Getz; Jerry Gotham; Amy Hauenstein; Julie Hennig; Bill Howard; Thea Keshavarzi; Linda Kolbusz; Roberta Lindenthaler; Russ Mills; Sue Overland; Jeanne Pankanin; Elena Pokot; Sheila Quirk; Greg Rogers; Chris Staub; Patricia Traynor; and Joan Young - Harper. Students: Bob Gorlewcki; Desmond Lane and John Ziemba

Guests: Jamie Sotonoff, Daily Herald; Tim Pareti, Chicago Tribune; Dwight Egan, Journal/Topics; Michael O'Toole and George Flaherty, Northwest Tax Watch; Alan Bombick and Michael Lundeen, Legat Architects; R. J. Galla, R. J. Galla Co., Inc.; Mike Nugent, NRMD; John Samborcski, Ace Computers.

Chair Kolze stated that there would be a brief executive session at the beginning of the meeting to discuss the appointment, employment and dismissal of personnel and contract negotiations. He asked that the audience leave Room A-238 for a short time.

EXECUTIVE SESSION Member Barton moved, Member Hess seconded, that the meeting adjourn into executive session for the purpose of discussing the appointment, employment and dismissal of personnel and contract negotiations.

Upon roll call, the vote was as follows:

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

Motion carried at 7:07 p.m.

Student Member Garcia entered the meeting at 7:10 p.m.

Following executive session, it was moved and seconded to reconvene the regular meeting. Motion carried at 7:35 p.m.

CITIZEN PARTICIPATION

Chair Kolze read a statement explaining the purpose and procedures for the Citizen Participation section of the Board meeting. The Board has a policy designed so that they can hear the public, but still allow the Board to conduct its business. During recent Board meetings, there have been outbreaks of disruptive behavior from a member of the audience. Occasionally, this person has used inappropriate language. Chair Kolze noted that beginning with this meeting and continuing in future meetings, a person or persons engaged in disruptive or inappropriate behavior will be notified that a further incident of disruption will result in the Chair asking that person to leave the meeting.

Chair Kolze asked if there were any individuals wishing to address the Board. There was no citizen participation.

STUDENT TRUSTEE REPORT

Student Member Garcia explained that he will address student issues and concerns at the July meeting. He explained that his family has recently moved to Texas, and he has been faced with the decision either to move with them, or to find an apartment in the area and continue his education at Harper College. He has chosen to stay and fulfill his commitments as Student Trustee. Student Member Garcia apologized for missing the past two Board meetings. He asked for the support of students, staff, administration and Board members.

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. He noted that there is a revised Personnel Action Sheet regarding the new marketing position. An abstract regarding Exhibit VII-E Preliminary Budget was distributed and will be discussed later in the meeting. Item VII-H IEA/NEA Contract was also added to the agenda.

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

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Garcia voted aye.

CONSENT AGENDA

Member Gillette requested that item VI-3c be removed from the Consent Agenda. It was noted that Member Hess will abstain from voting on Exhibit VI-3c.

In response to Member Gillette's question regarding item VI-3d, Thea Keshavarzi stated that the College is insured for \$1M.

Member Howard moved, Member Botterman seconded, approval of the minutes of the May 27, 1999 Regular Board meeting and executive session; bills payable; payrolls for May 21, 1999 and June 4, 1999; estimated payrolls for June 5 through July 30, 1999; bid awards; purchase orders; personnel action sheets; student service awards; and for information: financial statements, committee and liaison reports, grants and gifts status report and faculty contract promotions, as modified and outlined in Exhibits VI-1 through VI-10 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,290,574.16
Tuition Refunds	13,073.77

The payrolls of May 21, 1999 in the amount of \$1,756,321.98; June 4, 1999 in the amount of \$1,305,933.50; and estimated payroll of June 5 through July 30, 1999 in the amount of \$6,170,444.79.

Bid Awards

Ex. VI-3a	Award Bid 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
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- \$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.
- Ex. VI-3b 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.
- Ex. VI-3d 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.
- Ex. VI-3e Award Bid Q00039 to Unisource Worldwide, Inc., the low bidder for Paper Towels, in the amount of \$13,668.00.
- Ex. VI-3f Award Bid Q00038 to Buy-Rite Wholesale, the low bidder for Toilet Tissue, in the amount of \$12,180.
- Ex. VI-3g Award Bid 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.
- Ex. VI-3h Award Bid 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 ten percentage contingency of \$13,628.
- Purchase Orders
- Ex. VI-4a Approve issuance of a purchase order to EMC Corporation, for maintenance of hardware and software in the amount of \$13,146.
- Ex. VI-4b Approve issuance of a purchase order to Tivoli Systems, Inc., for renewal of

- the software maintenance contract, in the amount of \$19,153.
- Ex. VI-4c 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.
- Ex. VI-4d 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.
- Ex. VI-4e 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.
- Ex. VI-4f 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.
- Ex. VI-4g 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.
- Ex. VI-4h 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.
- Ex. VI-4i 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.

Ex. VI-4j Approve issuance of a purchase order to Cognos Corporation, for a software licensing and maintenance agreement, in the amount of \$41,143.

Personnel Actions

Administrator Appointments

Thomas Choice, Executive Dean of Instruction, ACA AFF, 07/01/99, \$89,220
 Linda Kolbusz, Special Assistant to the President, PR & BD, 07/01/99, \$88,500 (correction)
 Colleen Murphy, Vice President of Marketing and Advancement, PR & BD, 07/01/99, \$105,000
 Sheila Quirk, Assistant Vice President, Strategic Alliances, PR & BD, 07/01/99, \$82,013
 Christine Staub, Dean, Student Development, STU DEV, 07/01/99, \$76,000
 Cheryl Wandambi, Assistant Dean & Director of Nursing, LS/HS, 07/01/99, \$71,618

Faculty Appointment

Kristin Conroy, Instructor/Counselor, STU DEV, 08/17/99, \$37,354

Professional/Technical Appointment

Jason Rich, Technical Installation Specialist I, IT/TS, 06/01/99, \$31,488

Classified Staff Appointments

Ceal Hanchar, Executive Assistant, ACA AFF, 06/17/99, \$36,017
 Catherine Kapocius, Administrative Assistant, p/t, LIB SER, 06/01/99, \$14,560
 Mary Lewis, Program Assistant, p/t, LS/HS-CE, 06/21/99, \$21,840
 Katherine McCraren, Program Assistant, p/t, Corporate Services, 07/05/99, \$17,400
 Daisy Ramos, Receptionist, p/t, REG OFF, 06/07/99, \$10,080
 Lori Turinsky, Administrative Secretary, p/t, ACA AFF, 07/05/99, \$16,250

Harper #512 - IEA Appointment

William Shelby, Groundskeeper, PHY PLT, 06/07/99, \$29,370

Administrator Retirement

Elizabeth McKay, Dean, Academic Enrichment/Language Studies, AE/LS, 06/03/01, 30 years

Professional/Technical Retirement

Earl J. Wertz, Coordinator, Continuing Education, TM/PS, 06/30/99, 16 years

Classified Staff Retirements

Marjorie Adamson, Buyer, Books, BKST, 10/29/99, 20 years
Jean Blackburn, Clerk I, Data Entry, BKST, 10/29/99, 6 years

Faculty Resignation

Anthony Trigilio, Assistant Professor, LIB ARTS, 08/16/99, 1 year

Classified Staff Resignations

Joan Neri, Clerk Typist I, p/t, LS/HS, 06/17/99, 9 yrs. 5 mths.
Julianne Rowen, Executive Assistant, ACA AFF, 06/16/99, 11 yrs. 4 mths.

Public Safety - ICOPS Resignation

Mark Neubecker, Dispatcher, PUB SAF, 06/11/99, 2 yrs. 10 mths.

Approval of 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.

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

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

Motion carried. Student Member Garcia voted aye.

Chair Kolze noted that the Foundation Golf Outing on June 21 was an outstanding event. He complimented Inverness Golf Club on their hospitality.

Bid Award

Member Barton moved, Member Shure seconded, approval of the following bid award as outlined in Exhibit VI-3c (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VI-3c Award Bid 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.

Member Gillette noted that the details in Exhibit VI-3c did not specify that U.S. Office Products was disqualified for not bidding recycled paper.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Garcia voted aye.

On behalf of the Board, Chair Kolze congratulated those who received faculty promotions.

NEW BUSINESS:
 Prevailing Wage Act

Member Howard moved, Member Botterman seconded, adoption of the Prevailing Wage Act resolution and authorization of 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 as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Kolze noted that this is required by law and must be done annually.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Garcia voted aye.

1999 RAMP Document

Member Howard moved, Member Barton seconded, approval of the capital request section of the RAMP document for submission to the Illinois Community College Board, and also the pledging of available bonding authority to provide for the College match if any or all of these projects are funded, as outlined in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder explained that the Resource Allocation Management Plan (RAMP) document consists of three projects: the Engineering and Applied Technology Center (formerly Buildings G and H); the construction of a Science Center; and the construction of a Health Sciences Center. These items were included in the referendum and are now being sought using state appropriations. He noted that Michael Lundeen of Legat Architects helped prepare the RAMP document.

Mr. Lundeen gave a brief history of 1998 Master Plan which was created from the 1997 Space Study/Facilities Plan. The Master Plan highlighted six areas around campus that would be renovated or proposed new construction to help fulfill the current and future space requirements of the College. It was designed to guide the College as funding opportunities became available.

Mr. Lundeen highlighted the three RAMP documents to be submitted to the State.

Engineering and Applied Technology Center (Formerly Buildings G and H)

This is an updated version of the RAMP document which was submitted last year. The building will support many programs including: architectural technology, fashion design, merchandising, graphic arts design, interior design, mechanical engineering, refrigeration and air conditioning, space science theater, surface mount technology, telecommunications, computer animation, and TM/PS division office. The renovation is approximately 78,000 square feet, with a cost of approximately \$17M (including furniture and equipment). The costs in this document have been updated for one year later.

Science Center

This building would house three programs: biology labs, chemistry labs and physics labs, as well as support offices,

support services and storage. This proposed three-story building would be 101,000 square feet, with a total cost of approximately \$32M (including furniture, equipment and contingencies).

Health Careers Center

This new building would be located on the northeast corner of the campus. It would house five current programs, medical offices, careers and human services, nursing programs, pharmacy technician programs, dental hygiene and the Life Science and Human Services (LS/HS) Division. It would be approximately 49,000 square feet with a total cost of approximately \$16M.

Mr. Lundeen explained that they must submit the plan along with justification and a total itemized list (including each piece of equipment in every room). He distributed handouts.

In response to Member Barton, Mr. Lundeen stated that base costs are set for June 1999, with prices escalated for 15 months from now. Vice President Judy Thorson explained that the prices would be updated again if the document would be resubmitted next year.

Member Howard explained that during the referendum process, the Board and administration frequently were asked why the College could not get money from the State of Illinois for all their needs. She reiterated that some of the requests were submitted in last year's RAMP document. Each year, the College asks for money from the Capital Development Board (CDB). The plans are usually approved by the CDB because they recognize the need, but then they inform the College that they "have no money". She explained that Harper waited 10 years for state funding to match local funding to build the Performing Arts Center and the Conference Center. The chances of getting some money now depend on the Illinois FIRST Initiative funds. She reiterated that the College is trying to get everything possible from the State of Illinois (in terms of funding).

Member Barton explained that Harper College is so far down on "the list", and they only have "X" amount of dollars. They distribute from the top down, and when the State runs out of money, the rest of the list is put off. She added that this does not mean Harper moves up the list; new items are added to the list each year.

Member Gillette emphasized that remodeling the buildings to accommodate wet labs would be more costly than building brand new buildings. Member Barton added that if a decision was made to remodel instead of build new, there would be no place to house the students and the various programs in the interim.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Garcia voted aye.

Strategic Long Range
Plan: 1999-2002

Member Howard moved, Member Hess seconded, approval of the Strategic Long Range Plan - 1999-2002, as outlined in Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Handouts were distributed to Board members. Bill Howard briefly explained how the original plan was put together last year. Each year it will be updated. The Governance Committee and Planning Committee have been involved, focusing on an in-depth look at the mission statement and institutional priorities. Next year the Planning Committee will look at the whole plan and its goals and tasks element.

Chair Kolze noted that he appreciates the hard work that has gone into preparing the Plan. He asked Board members for their comments. Member Gillette suggested that for next year, the "Threats" section of the Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis could be renamed "Threats and Future Opportunities". He explained that some current threats may turn into opportunities.

After complimenting the staff, Member Howard noted that this in-depth look at the College is absolutely essential to good planning.

Member Shure stated that he appreciates the process of examining what is good and what could be made better at Harper. It is a very professional job.

Member Hess thanked Bill Howard and his staff for a very thorough report.

Member Botterman stated that he shared the Strategic Long Range Plan with trustees from other municipalities, and they were surprised. They do five-year plans that sit on a shelf until the fifth year, when they go back and review it. He noted that it is nice to have a document that breathes and changes with the institution. Member Barton agreed.

Chair Kolze suggested to Dr. Breuder that next year the Board have an opportunity to look at the strengths, weaknesses, opportunities and threats during the formulation of the document. Member Howard noted that the Board would also like to see the assumptions and trends earlier in the process. Dr. Breuder stated that this could be accomplished.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Garcia voted aye.

Establish 1999-00
Budget Hearing Date

Member Barton moved, Member Howard seconded, adoption of the resolution providing for the annual Budget Hearing and the required public notice, as outlined in Exhibit VII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze noted that the Budget Hearing date is set for August 26.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Garcia voted aye.

Preliminary Budget for
1999-00

Member Barton moved, Member Howard seconded, acceptance of the preliminary budget as presented and authorization for the administration to begin capital spending from the budget as presented and outlined in Exhibit VII-E

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

Member Gillette clarified that the previous action means that the public will have a chance to look at the budget for thirty days prior to the budget hearing date.

Jeanne Pankanin introduced members of the Student Budget Committee who played a role in drafting the Student Activities budget: Rich Garcia, John Ziemba, Bob Gorlewcki.

Dr. Breuder discussed highlights of the preliminary budget which totals \$89,343,589. He referenced a handout that gives an overview of the major funds that drive the institution. He explained that there are many complexities and restrictions related to the different types of funds. Money cannot drift from the 01 fund to the 02 fund to the 03 fund.

The Education Fund (01) shows a balanced budget of \$47,762,000 (\$47M on the revenue side, \$47M on the expense side). The 02 side does not show a balanced budget -- \$9.638M on the revenue side and \$12M on the expense side. The under/over amount is \$2.7M. Dr. Breuder referenced the footnote which explains that \$2.5M will be coming out of the 02 fund to be used towards the construction of the Performing Arts Center and Conference Center. The College is obligated to match the funds coming from the State of Illinois. The other \$200,000 is money that now falls to the fund balance as of June 30, because we did not expend it in the current fiscal year. The money is in the fund balance earmarked for new signage on the buildings. When the amounts of \$2M and \$200,000 are removed, there is a balanced budget in the 02 fund. Dr. Breuder indicated that this type of situation is explained in footnotes for other funds also.

Member Howard explained that it is very common for something to be invoiced in one fiscal year and paid for several months later in another fiscal year. This is a standard accounting occurrence.

Dr. Breuder noted that the financial integrity of Harper College is best personified in the Aa1 bond rating from Moody's Investor Services. This rating gives Harper premium rates (better savings) when entering the bond

market. He further explained that the tax cap is the only thing preventing the College from achieving an Aaa1 rating.

In response to Member Gillette, Dr. Breuder stated that he met for two hours with Paul Wicklund (the gentleman who spoke at the February meeting about Harper's "unbalanced budget"). At that time, he explained to Mr. Wicklund the intricacies of the budget and for which certain monies were earmarked. Dr. Breuder added that by the end of the meeting, Mr. Wicklund understood everything. Unfortunately, this was never communicated to the general public through the newspaper.

Dr. Breuder called attention to revenue highlights. The Education Fund is up 3.51 percent or \$1.6M± on the revenue side. The consumer (the student) is providing the most significant portion of the new revenue through tuition and fee increases. The next largest increase comes from the State Credit Hour and Square Footage Grants, which increased by 5.7 percent and generate \$391,000. The property tax cap increased only \$177,000 or less than one percent. The rate of the increase in property taxes will be 1.7 percent for all funds combined, not just the Education Fund.

In response to Member Barton, Vice President Thorson explained that the maximum that can be charged for tuition is one-third of per capita cost (\$262). In other words, Harper could charge up to \$87 per credit hour, but is currently charging \$54 per credit hour.

Dr. Breuder called attention to priorities. He noted that the budget reflects an increased focus on marketing, including the employment of a Vice President of Marketing. There is a whole series of initiatives intended to enhance the image of Harper College and to grow market share and facilitate the growth of enrollment.

There is a new focus on strategic alliances, not only with business and industry, but with other educational providers within the State of Illinois. The College has budgeted \$100,000 for new program development in the Education Fund; and \$200,000 is budgeted to fund a new non-credit program in computer animation, a cutting edge program designed to meet the needs of the local community.

Enrollment growth will be supported by additional funds to rent space off campus. Harper is seriously crunched for

teaching space during prime time (morning and evening). As a result, the College is looking to lease space outside. Member Gillette expressed concern with making a student drive from the Harper campus to another location and back when he has multiple classes during the day. He does not want students to be inconvenienced. Member Gillette suggested installing mobile buildings on campus as an alternative to renting space off-site.

In response to Member Gillette's concern regarding transferring credits from Harper to four-year institutions, Steve Catlin stated that recently Harper signed dual admission agreements with three institutions: Northeastern Illinois University, Northern Illinois University and Western Illinois University. This is in addition to the current agreement with Roosevelt University. Mr. Catlin explained that the institutions with which Harper is partnering are ensuring guaranteed admission toward a similar program at their institution. Member Gillette reiterated that if a student works with his advisor, every class he takes at Harper should be transferable.

Dr. Breuder noted that this budget reflects a 4.6 percent increase on average for all employees at this institution. The College is fully implementing the newly-mandated one-half of one percent contribution to the Retirees Health Insurance. Salaries and fringe benefits constitute 80 percent of the 01 Fund budget.

There is money devoted to the NT rollout, a final step to making Harper Y2K compliant. The College will also be addressing a need for the bookstore to proceed with the first year of E-commerce on the Web. Dr. Breuder explained that book providers nationwide are invading college campuses through the Web by selling textbooks and other materials and undercutting bookstores. If the bookstore wants to maintain itself, it has to remain competitive with the advent of new technology.

Dr. Breuder paid tribute to everyone who was instrumental in developing the budget, most especially the Vice Presidents. He explained that last Fall, he shared with President's Council what he thought was necessary to bring forth a balanced budget. He established some broad parameters, and after extended conversation, backed away from the process. The Vice Presidents spent many hours having to make difficult decisions on what would be included, deleted or temporarily delayed.

Dr. Breuder summarized that the College wanted to bring to the Board a balanced budget that is fiscally responsible, that allows this institution to maintain its centers of excellence, that allows us to expand and to accommodate what is before us in the future in terms of these emerging opportunities. He applauded everyone for their hard work. He noted that he did not change a single penny in the preliminary budget document.

Chair Kolze thanked Vice President Thorson for making the budget user-friendly. The abstract makes understanding the budget very easy. Chair Kolze noted that if Board members want to discuss the budget in greater detail, they can contact Dr. Breuder's office and arrange to meet with appropriate people.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Garcia voted aye.

Vice President Thorson noted that the preliminary budget will be available for public review at the cashier's area beginning Thursday, June 24.

Educational Service Providers

Member Howard moved, Member Hess seconded, approval of the list of educational service providers for Fiscal Year 1999-00, as outlined in Exhibit VII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard noted that these providers are contracted by the College to teach specific technical subjects.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Garcia voted aye.

Classified Staff/ -
Supervisory Confidential

Member Howard moved, Member Hess seconded, approval of 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, as outlined in Exhibit VII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze indicated that the changes to the agreement are similar to those of other employee groups.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Garcia voted aye.

Member Howard stated that the faculty and administration could not work without the support of classified and supervisory/confidential employees who help make Harper function smoothly. She thanked this group for their fine service.

Harper #512 IEA/NEA
Contract

Chair Kolze noted that Board members received material regarding the contract negotiations for the Harper 512 Association, IEA/NEA. The terms under which the settlement was arranged are similar to those of other employee groups.

Member Gillette moved, Member Howard seconded, ratification of the 2000/02 Collective Bargaining Agreement with the Harper 512 Association, IEA/NEA, and authorization for the Board Chair and Secretary to execute such Agreement on behalf of the Board of Trustees, 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. Student Member Garcia voted aye.

Member Gillette noted that the College could not exist without this group of people, as well. They keep the campus clean, warm, cold and lit.

Dr. Breuder noted that many hours were spent to consummate these agreements. He thanked Larry Bielawa, Ed Dolan, Bonnie Henry, Judy Thorson and Bob Getz for helping to bring these transactions to successful closure. Vice President Thorson added that she has been impressed with newly-elected union president Steve McCarthy and the leadership he has brought. She feels the settlement was due in large part to his leadership.

PRESIDENT'S REPORT

Dr. Breuder introduced Sue Overland, Chair of the College Assembly. Ms. Overland explained that last summer an Oversight Committee (consisting of Ed Dolan, George Evans, Julie Fleenor, Janet Friend-Westney, Julie Hennig and Bonnie Henry) spent a great deal of time revamping the shared governance system for the College. They reviewed reporting lines and numbers of committees. Ms. Overland referenced a chart illustrating the new structure which has been in full swing for a semester. The evaluation process is ongoing. She noted that the Oversight Committee will meet this summer to review suggestions from committee chairs and to make changes as necessary.

Ms. Overland highlighted some positive results of the new process. The results include clearer reporting lines and accountability; and a clearer understanding that any suggestions or ideas must have some type of implementation plan. Committees must now look at a budget and personnel for implementing their ideas. It has been a learning process to plan in detail; however, this detail will help implement some of the ideas more quickly than in the past.

Dr. Breuder explained how the whole planning process works. The College looks at the planning document 12 months out of the year so that task statements (which are the basic building block of the long-range plan) are changed continuously all year long. They are routed in and out of the Planning Committee, on to the College Assembly and then to the President.

Chair Kolze thanked Ms. Overland for her report.

Dr. Breuder referenced the Institutional Priorities section of the Strategic Long Range Plan. He explained that this is

another expression of the Planning Committee. He demonstrated how to determine how well the College did relative to last year's Institutional Priorities. A 17 page document is included in the Plan which takes each of the priorities (enumerated and approved by the Board last year) and lists the significant achievements. Dr. Breuder encouraged Board members to read those 17 pages and discuss any of it at the next Board meeting.

On behalf of the Board, Chair Kolze thanked Dr. Breuder for his leadership.

ANNOUNCEMENTS BY CHAIR

Chair Kolze recognized Senate President Desmond Lane and thanked him for being faithful in his attendance.

Communications

Dr. Kolze read a letter written to the Board from retiring faculty member Mary Ann Jirak. She thanked the Board for the wonderful opportunity to teach at Harper College for the past 29 years. She stated that Harper College is an exceptional institution, and she appreciates, as a faculty member, all the time, energy and support the Board has given to her.

Chair Kolze announced that Leon Shure is the Chair of the Northwest Region of ICCTA, and Kris Howard has been appointed to a statewide advisory committee on distance learning for the Illinois Community College System.

Calendar Dates

Calendar dates are printed on the agenda for Board information.

Chair Kolze noted that volunteers are needed to help at the Taste and Touch of Palatine. He encouraged those interested to fill out a volunteer form. It was suggested that Board members wear their Trustee nametag at the event.

EXECUTIVE SESSION

Member Barton moved, Member Hess 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 8:56 p.m. Student Member Garcia voted aye.

Following executive session, the Board reconvened the Regular meeting at 9:11 p.m.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 9:12 p.m.

Chair

Secretary

BOARD REQUESTS

JUNE 23, 1999 REGULAR BOARD MEETING

1. With regard to the Strategic Long Range Plan, Member Gillette suggested that for next year the "Threats" section of the Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis could be renamed "Threats and Future Opportunities." He explained that some current threats may turn into opportunities.
2. Chair Kolze suggested to Dr. Breuder that next year the Board have an opportunity to look at the strengths, weaknesses, opportunities and threats during the formulation of the Strategic Long Range Plan. Member Howard noted that the Board would also like to see the assumptions and trends earlier on. Dr. Breuder stated that this could be accomplished.
3. Member Gillette suggested installing mobile buildings on campus as an alternative to renting space off-site.
4. Chair Kolze noted that if Board members want to discuss the budget in greater detail, they can contact Dr. Breuder's office and arrange to meet with appropriate people.
5. Dr. Breuder encouraged Board members to read the 17 page document regarding Institutional Priorities, and plan to discuss any of it at the next Board meeting.
6. Chair Kolze noted that volunteers are needed to help at the Taste and Touch of Palatine. He encouraged those interested to fill out a volunteer form. It was suggested that Board members wear their Trustee nametag at the event.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

JULY 21, 1999

SUMMARY OF BIDS

EXHIBIT VI –3a The administration recommends that the Board award Q00045, for contract hourly custodial service to augment Harper College crews, to Admiral Maintenance Service, the low bidder, in an amount not to exceed \$140,000 for fiscal year 1999/00 with the option to renew for fiscal years 2000/01 and 2001/02.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the bid request Q00045 for contract hourly custodial service to augment Harper College crews as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$140,000 will be provided in the 1999/00 Operations and Maintenance Fund budget under account number 0272-064-534.

III. INFORMATION

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

Admiral Maintenance Service	\$140,000.00
Majesty Maintenance Inc.	226,636.80
ABM Janitorial Services	No Bid
EBM Executive Building Maintenance	Received too late for consideration

Due to temporary vacancies, vacations, illness, and job reassignment, the College is short custodial personnel on a regular basis. Custodians have been used on a temporary basis as replacement for staff on other work groups. That pool of workers no longer has individuals available with the skills required to fill temporary vacancies within the custodial ranks. This bid will enable the College to contract outside trained custodial workers.

The bid is for personnel on an as needed basis only. Currently the need is for an average of six custodians at any one time.

The bid is for fiscal year 1999/00 with an option to renew for fiscal years 2000/01 and 2001/02.

IV. RECOMMENDATION

The administration recommends that the Board award Q00045, for contract hourly custodial service to augment Harper College crews, to Admiral Maintenance Service, the low bidder, in an amount not to exceed \$140,000 for fiscal year 1999/00 with the option to renew for fiscal years 2000/01 and 2001/02.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

JULY 21, 1999

SUMMARY OF PURCHASE ORDERS

- EXHIBIT VI-4a The administration recommends that the Board approve issuance of a blanket purchase order to Leader Advertising Agency, Inc., for employment ads and TECH Program ads, in an amount not to exceed \$205,500.
- EXHIBIT VI-4b The administration recommends that the Board approve issuance of a blanket purchase order to NoName, Inc., for curriculum materials for A+ courses, in an amount not to exceed \$60,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a blanket purchase order to Leader Advertising Agency, Inc., for employment ads as requested by Human Resources for the Personnel department and for TECH Program ads as requested by the Technology, Mathematics and Physical Sciences Division for the Technical Education and Consulting @ Harper (TECH) Program.

II. BUDGET STATUS

Funds in the total amount of \$205,500 will be provided in the 1999/2000 budget, including \$165,500 for the Personnel department in the Education Fund budget, under account number 0184-041-547.5 and \$40,000 for the TECH Program in the Auxiliary Enterprises Fund budget, under account number 0548-528-547.5.

III. INFORMATION

The College has experienced a problem with paying advertising invoices quickly enough, and working through an advertising agency allows more time flexibility in payment. Using an advertising agency costs the same as if the College placed the ads directly with the newspapers.

Leader is the advertising agency through which nearly all personnel ads for the College are placed. The Personnel department's portion of the blanket purchase order will cover employment advertising expenses for job vacancies, from July 22, 1999 through June 30, 2000.

The portion of the blanket purchase order for the TECH Program for the period of July 22, 1999 through June 30, 2000 will mostly be used for TECH advertising which runs weekly. The ad allows the program to identify course options in the same news section as competitors, and it generates about 70 percent of the program's in-bound phone calls. The balance is for the program's additional advertising expenses, including the possible purchase of small display ads for the TECH Program Career Fair in the spring.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a blanket purchase order to Leader Advertising Agency, Inc., for employment ads and TECH Program ads, in an amount not to exceed \$205,500.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a blanket purchase order to NoName, Inc. for curriculum materials for A+ courses as requested by the Technology, Mathematics and Physical Sciences Division for the Technical Education and Consulting @ Harper (TECH) Program.

II. BUDGET STATUS

Funds in the amount of \$60,000 will be provided in the 1999/2000 Auxiliary Enterprises Fund budget, under account number 0541-530-541.02.

III. INFORMATION

The curriculum materials are for the TECH A+/PC Support Technician Training Program. A+ Certification is targeted to Helpdesk and Computer Support professionals and is accepted throughout the world. Skills required for A+ Certification include troubleshooting, systems analysis, repair, upgrade, and installation and maintenance of computer hardware and software systems.

NoName, Inc. provides training materials integrating the competencies tested on both the A+ Core Service Technician exam and the A+ DOS/Microsoft Windows Services Technician exam. The blanket order will cover the period of July 22, 1999 through June 30, 2000.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a blanket purchase order to NoName, Inc., for curriculum materials for A+ courses, in an amount not to exceed \$60,000.

vkitani/doc/noname

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 Appointment.
- B. Ratification of Faculty Appointment.
- C. Ratification of Professional/Technical Appointment.
- D. Ratification of Supervisory/Confidential Appointments.
- E. Ratification of Classified Staff Appointments.
- F. Ratification of Classified Staff Retirement.
- G. Ratification of Faculty Resignations.
- H. Ratification of Supervisory/Confidential Resignation.
- I. Ratification of Classified Staff Resignations.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Financial Statements

II. REASON FOR CONSIDERATION

Financial Report provided as part of the Consent Agenda.

III. INFORMATION

The June Financial Report will be provided in August after final closing.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

There are no committee reports this month.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Grants and gifts status report.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

HARPER COLLEGE
LISTING OF
GRANT PROGRAMS
July 1, 1999 – June 30, 2000

Reported: July 8, 1999

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
Minority Student Transfer Center Student Development F. Solano	Provide counseling & advising services to minority students Continuation Project	IBHE \$66,000	09/01/98 08/31/99 09/01/99 08/31/00
Special Populations Academic Enrichment L. McKay	State Allocation Grant Special Populations to academically support students	ICCB \$306,847	07/01/99 06/30/00
Business/Industry Workforce Preparation J. Hennig	State Allocation Grant To provide local economic development in workforce training	ICCB \$173,002	07/01/99 06/30/00
Education to Careers Workforce Preparation J. Hennig	State Allocation Grant To promote career development and work-based training	ICCB \$117,440	07/01/99 06/30/00
Welfare to Work Workforce Preparation J. Hennig	State Allocation Grant Workforce Preparation	ICCB \$64,100	07/01/99 06/30/00
Advanced Technology Information Technology D. McShane	State Allocation Grant To purchase technological resources for instruction	ICCB \$169,741	07/01/99 06/30/00
Advanced Technology Information Technology D. McShane	State Allocation Grant Technology Support	ICCB \$118,727	07/01/99 06/30/00
Technical Skills Information Technology D. McShane	State Allocation Grant Staff Technical Skills Enhancement	ICCB \$98,607	07/01/99 06/30/00
Displaced Homemakers Women's Program K. Hanahan	Continuation of FY99 Grant Advising & Job Placement for Women's Program participants	IDOL \$59,000	07/01/99 06/30/00
Disabled Student Project Access & Disability Services T. Thompson	Continuation of FY99 Grant To provide services to disabled students	IDHS/ORS \$129,780 \$105,447	10/01/98 09/30/99* 10/01/99
Note change in fiscal year dates from Federal calendar to State calendar (\$137,892)			06/30/00
Adult Education & Literacy Adult Educational Development P. Mulcrone	Continuation of FY99 Grant Supports Adult Educational Development Programs	ISBE \$344,465	07/01/99 06/30/00

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
Federal Tech Prep Education to Careers S. Griffith	Continuation of FY99 Grant Comprehensive Career Development Program	ISBE \$106,240	07/01/99 06/30/00
State Tech Prep Education to Careers S. Griffith	Continuation of FY99 Grant Comprehensive Career Development Program	ISBE \$162,694	07/01/99 06/30/00
Perkins III Workforce Development J. Hennig	Continuation of FY99 Grant Education to Careers Career & Technical Education	ISBE \$197,012	07/01/99 06/30/00
Program Improvement Workforce Development J. Hennig	Continuation of FY99 Grant Education to Careers Career & Technical Education	ISBE \$23,228	07/01/99 06/30/00
Single Parent Program Women's Program K. Hanahan	One-time grant for services provided to women who are single parents	ISBE \$10,000	07/01/99 06/30/00
Gender Equity Project Women's Program K. Hanahan	One-time grant for services for preparation for nontraditional careers	ISBE \$10,000	07/01/99 06/30/00
Safe Harbor Program Student Development C. Levington	Provide leadership in conflict resolution Continuation of project	Northwest Community Healthcare \$48,871	04/01/99 03/31/00
Student Support Services Student Development Access & Disability Services T. Thompson	Third Year of Grant* To provide services to students with disabilities *Second year continues until 09/30/99	USDE/TRIO \$187,200** **Year two award amount	10/01/99 09/30/00

FY99-00

Reported as of July 8, 1999

\$2,401,066

HARPER COLLEGE GRANT PROGRAMS

DESCRIPTION OF ABBREVIATIONS

DAVTE	Illinois 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
USDE	United States Department of Education

Harper College Educational Foundation
Gift Summary by Fund
June 1999

Fund	Description	#Gifts	Cash	Gifts In-Kind	Total
01-3101002-R	(E)Glenda F. Nuccio Memorial S	2	\$1.00	\$0.00	\$1.00
01-3101004-R	(E)Carol Zack Memorial Fine Ar	2	\$1.00	\$0.00	\$1.00
01-3101006-R	(E)Midge C. Smith Memorial End	6	\$22.00	\$0.00	\$22.00
01-3101008-R	(E)Roy G. Kearns Memorial Endo	30	\$344.00	\$0.00	\$344.00
01-3101013-R	(E)John Louis Papandrea Libera	10	\$50.00	\$0.00	\$50.00
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	\$10.00	\$0.00	\$10.00
01-3101017-R	(E)Dr. Charles Shaner Memorial	2	\$6.00	\$0.00	\$6.00
01-3101019-R	(E)Diane Tomcheff Callin Endow	6	\$28.00	\$0.00	\$28.00
01-3101401-R	(E)General Scholarship Endowme	8	\$16.00	\$0.00	\$16.00
01-3101404-R	(E)Harper Nursing Student Endo	10	\$16.00	\$0.00	\$16.00
01-3101405-R	(E)James J. McGrath Humanities	2	\$0.00	\$0.00	\$0.00
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	\$350.00	\$0.00	\$350.00
01-3101422-R	(E)Biology Endowed Scholarship	2	\$2.00	\$0.00	\$2.00
01-3101601-R	(E)JBM	2	\$0.00	\$0.00	\$0.00
01-3101604-R	(E)Otter Chemistry Endowment	2	\$0.00	\$0.00	\$0.00
01-3101607-R	(E)Endowment for the Arts	4	\$4.00	\$0.00	\$4.00
01-3101608-R	(E)Endowment for Student Succe	8	\$67.70	\$0.00	\$67.70
01-3202002-R	Joanne Heinly Nursing Memorial	2	\$20.00	\$0.00	\$20.00
01-3202003-R	Sharlene Marchiori Nursing	1	\$1,000.00	\$0.00	\$1,000.00
01-3202004-R	Lawrence Francione Scholarship	1	\$380.00	\$0.00	\$380.00
01-3202006-R	Edward Moran Memorial Computer	10	\$22.00	\$0.00	\$22.00
01-3202007-R	Gene & Hildegarde Evans Memor	6	\$64.00	\$0.00	\$64.00
01-3202012-R	James E. Finke Memorial Schola	8	\$25.30	\$0.00	\$25.30
01-3202013-R	Jacob & Iris Wolf Sign Languag	2	\$2.00	\$0.00	\$2.00
01-3202302-R	Fred Rutz Memorial	2	\$2.00	\$0.00	\$2.00
01-3202303-R	Steven Bakas Memorial	2	\$2.00	\$0.00	\$2.00
01-3202405-R	Fine Arts Scholarship	2	\$10.00	\$0.00	\$10.00
01-3202409-R	Displaced Homemakers	14	\$35.14	\$0.00	\$35.14
01-3202411-R	Phi Theta Kappa Scholarship	2	\$10.00	\$0.00	\$10.00
01-3202415-R	Minority Access to Higher Ed	8	\$13.00	\$0.00	\$13.00
01-3202416-R	GED Graduate Scholarship	6	\$6.00	\$0.00	\$6.00
01-3202417-R	Doriann E. Thompson for Women	6	\$2.00	\$0.00	\$2.00
01-3202420-R	William J. Walsh Ins Tech Prep	2	\$20.00	\$0.00	\$20.00
01-3202426-R	Heidenhain Corporation Scholar	2	\$4.00	\$0.00	\$4.00
01-3202435-R	Latinos Unidos Student Organiz	8	\$170.44	\$0.00	\$170.44
01-3202436-R	Math Lab Scholarship	4	\$2.00	\$0.00	\$2.00
01-3202437-R	Harper 512 IEA-NEA Assoc	24	\$23.00	\$0.00	\$23.00
01-3202441-R	Early Childhood Education Scho	1	\$140.00	\$0.00	\$140.00
01-3202446-R	International Student Scholars	19	\$92.00	\$0.00	\$92.00
01-3202455-R	Joan R. Young Scholarship	4	\$185.00	\$0.00	\$185.00
01-3202598-R	General Scholarship Fund	6	\$66.00	\$0.00	\$66.00
01-3202602-R	Meteorite and Planetary Studie	6	\$32.00	\$0.00	\$32.00
01-3202603-R	Access and Disability Services	2	\$2.00	\$0.00	\$2.00
01-3202605-R	Women's History Week	6	\$9.12	\$0.00	\$9.12
01-3202606-R	Wellness Program	18	\$20.00	\$0.00	\$20.00
01-3202609-R	Music Academy	2	\$2.00	\$0.00	\$2.00
01-3202614-R	Office Re-entry Program	4	\$3.00	\$0.00	\$3.00
01-3202618-R	Women's Program	1	\$500.00	\$0.00	\$500.00
01-3202619-R	Corporate Services Fund	2	\$10.00	\$0.00	\$10.00
01-3202622-R	Public Safety Program	22	\$22.00	\$0.00	\$22.00
01-3202703-R	Harper Symphony Orchestra	2	\$0.00	\$0.00	\$0.00
01-3202706-R	Excellence in Teaching/Learnin	2	\$45.22	\$0.00	\$45.22
01-3202708-R	Math League Awards	2	\$0.00	\$0.00	\$0.00
01-3202709-R	Child Care Fund	2	\$6.00	\$0.00	\$6.00

Harper College Educational Foundation
Gift Summary by Fund
June 1999

Fund	Description	#Gifts	Cash	Gifts In-Kind	Total
01-3202711-R	Neighborhood Literacy Program	8	\$16.00	\$0.00	\$16.00
01-3202712-R	Theatre Arts Fund	2	\$0.00	\$0.00	\$0.00
01-3202713-R	Chemistry Camp	2	\$2.00	\$0.00	\$2.00
01-3202720-R	Young Artists Competition	2	\$4.00	\$0.00	\$4.00
01-3202723-R	New Technologies	14	\$19.00	\$0.00	\$19.00
01-3202725-R	Art Gallery	10	\$32.00	\$0.00	\$32.00
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	\$14.00	\$0.00	\$14.00
01-3303002-R	Capital/Performing Arts Center	3	\$50,076.94	\$0.00	\$50,076.94
01-3303005-R	General Unrestricted Fund	45	\$295.00	\$0.00	\$295.00
01-3303201-R	Harper Annual Golf Outing	73	\$28,770.00	\$2,880.13	\$31,650.13
In-kind donation	In-kind donation	1	\$0.00	\$10,000.00	\$10,000.00
TOTAL		506	\$83,219.86	\$12,880.13	\$96,099.99

Harper College Educational Foundation
Gift In-Kind Report
June 1999

Date	Constituent Name	Fund	Gift Value	Reference
6/5/99	Paddock Publications, The Daily Herald	01-3303201-R	\$100.00	Dining Certificates (2)
6/8/99	Robin M. Hoffer	In-kind donation	\$10,000.00	Two Erte Prints
6/9/99	Robert Garrett	01-3303201-R	\$910.75	Golf Towels, Cooler
6/23/99	Allstate Print Communications Center	01-3303201-R	\$810.00	Program Printing
6/24/99	Gilbane Building Co.	01-3303201-R	\$394.35	Purchased Awards & Trophies
6/28/99	Par Golf Supply	01-3303201-R	\$577.53	Bags w/golf tees, markers, etc
6/28/99	Pepsi Cola General Bottlers Inc.	01-3303201-R	\$87.50	Sport drink
Total			\$12,880.13	

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Adjunct Faculty Compensation Schedule for 1999-2000.

II. REASON FOR CONSIDERATION

Board Policy Manual 5.1.10D states that the Board of Trustees will establish a separate compensation schedule for adjunct faculty members.

III. BACKGROUND INFORMATION

The past practice in this matter has been that the adjunct faculty salary is the same schedule as used for overload pay for full-time faculty.

IV. RECOMMENDATION

It is recommended that the attached salary schedule be adopted for adjunct faculty for the fall 1999, spring 2000, summer 2000.

ADJUNCT and OVERLOAD COMPENSATION SCHEDULE

Fall 1999, Spring 2000, Summer 2000

Overload Pay Schedule* (Article VIII.D.5.f)

LEVEL	BA or	MA	MA + 15	MA + 30	PhD or	
	LESS				MA + 60	
	1	2	3	4	5	
A	0 - 3	\$500	\$520	\$540	\$560	\$580
B	4 - 6	\$520	\$540	\$560	\$580	\$600
C	7 +	\$540	\$560	\$580	\$600	\$620

Counseling & LRC Function Overload Schedule* (Article VIII.D.5.e)

LEVEL	BA or	MA	MA + 15	MA + 30	PhD or	
	LESS				MA + 60	
	1	2	3	4	5	
D	0 - 3	\$22.06	\$22.94	\$23.82	\$24.71	\$25.59
E	4 - 6	\$22.94	\$23.82	\$24.71	\$25.59	\$26.47
F	7 +	\$23.82	\$24.71	\$25.59	\$26.47	\$27.35

Developmental Function Overload Schedule* (Article VIII.D.5.e)

LEVEL	BA or	MA	MA + 15	MA + 30	PhD or	
	LESS				MA + 60	
	1	2	3	4	5	
G	0 - 3	\$15.63	\$16.25	\$16.88	\$17.50	\$18.13
H	4 - 6	\$16.25	\$16.88	\$17.50	\$18.13	\$18.75
I	7 +	\$16.88	\$17.50	\$18.13	\$18.75	\$19.38

Didactic/Classroom Hourly Rate

LEVEL	BA or	MA	MA + 15	MA + 30	PhD or	
	LESS				MA + 60	
	1	2	3	4	5	
J	0 - 3	\$29.41	\$30.59	\$31.76	\$32.94	\$34.12
K	4 - 6	\$30.59	\$31.76	\$32.94	\$34.12	\$35.29
L	7 +	\$31.76	\$32.94	\$34.12	\$35.29	\$36.47

*The amount listed will be paid for each contact hour consistent with the number of credit hours assigned to a course. In cases where contact hours exceed the number of credit hours, the above amount will be paid for the first contact hour exceeding the number of credit hours and one half (1/2) of the above rate will apply to any additional contact hours in excess of the credit hours.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Rental of Extension Sites

II. REASON FOR CONSIDERATION

The Community College Act requires that any purchases over \$10,000 be approved by the Board.

III. BACKGROUND INFORMATION

In the last few years the amount of rental space utilized by the College is growing. This means that we are reaching the \$10,000 limits provided for in the law.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board approve the attached list of extension sites for Fiscal Year 1999-00, where it is anticipated we will spend more than \$10,000 in the fiscal year.

EXTENSION SITE RENTALS

District #214
Elk Grove High School

District #214
Wheeling High School