

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

Regular Board Meeting

August 26, 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 – July 21, 1999 Regular Board meeting and Executive Session Exhibit VI-1
2. Bills Payable, Payrolls for July 17, 1999, July 30, 1999 and August 13, 1999; Estimated payrolls for August 14, 1999 through September 24, 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
9. 1999-2000 Board Meeting Dates Exhibit VI-9

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

VII. New Business

- |                    |   |               |
|--------------------|---|---------------|
| A. RECOMMENDATION: | Budget Hearing and Adoption of<br>Budget Resolution | Exhibit VII-A |
| B. RECOMMENDATION: | Market Analysis and Needs Assessment                | Exhibit VII-B |
| C. RECOMMENDATION: | Community Research and Engagement                   | Exhibit VII-C |
| D. RECOMMENDATION: | ACCT Voting Delegate                                | Exhibit VII-D |
| E. RECOMMENDATION: | Parking Lot Lease at Northeast Center               | Exhibit VII-E |
| F. INFORMATION:    | Gift Ban/Ethics Policy (First Reading)              | Exhibit VII-F |
| G. INFORMATION:    | Presentation of Annual Plan 1999-00                 | Exhibit VII-G |

VIII. President's Report

- Presentation - Corporate Services Status Report FY 1998-99
- Presentation – Educational Foundation Report FY 1998-99

IX. Announcements by the Chair

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

*September 23	7:00 p.m. Regular Board Meeting
October 6	5:30 p.m. Board Self-Evaluation
October 28	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, July 21, 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, July 21, 1999 at 7:03 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 (7:14 p.m. arrival), Gillette, Hess, Kolze and Shure  
Absent: Member Howard and Student Member Garcia

Also present: Robert Breuder, President; Ed Dolan, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Larry Bielawa; Carol Blotteaux; Steve Catlin; Harley Chapman; Lori Danaher; Jon DeJonker; Julie Fleenor; Robert Getz; Julie Hennig; Thea Keshavarzi; Linda Kolbusz; Liz McKay; Russ Mills; Gail Moran; Colleen Murphy; Jeanne Pankanin; Elena Pokot; Marti Rizman; Sheila Quirk; Chris Staub; Tom Thompson and Patricia Traynor - Harper. Students: Desmond Lane.

Guests: Jan O'Toole and Michael O'Toole, Northwest Tax Watch; Dick Dystrup, Joliet Junior College; Paul Cook; Joan Cook; Bill and Eileen Schober.

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

STUDENT TRUSTEE REPORT Student Member Garcia was absent.

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. It was noted that there would not be any action taken following executive session.

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

Upon roll call, the vote was as follows:

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

Motion carried.

### CONSENT AGENDA

Chair Kolze noted that a revised Exhibit VI-5 Personnel Actions has been distributed to Board members.

Chair Kolze asked that the minutes of June 23 (page 8) be revised to reflect that, in addition to complimenting Inverness Golf Club, he congratulated and thanked Cathy Brod and staff for making the Foundation Golf Outing a success.

Member Hess moved, Member Shure seconded, approval of the minutes of the June 23, 1999 Regular Board meeting and executive sessions; bills payable; payrolls for June 18, 1999 and July 2, 1999; estimated payrolls for July 3 through August 27, 1999; bid awards; purchase orders; personnel action sheets; and for information: financial statements, committee and liaison reports, and grants and gifts status report, as modified and outlined in Exhibits VI-1 through VI-8 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,753,373.00
Tuition Refunds	121,704.42

The payrolls of June 18, 1999 in the amount of \$1,742,360.56; July 2, 1999 in the amount of \$1,723,607.05; and estimated payroll of July 3 through August 27, 1999 in the amount of \$5,250,940.92.

Bid Awards	Ex. VI-3a	Award Bid 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.
Purchase Orders	Ex. VI-4a	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.

Ex. VI-4b Approve issuance of a blanket purchase order to NoName, Inc., for curriculum materials for A+ courses, in an amount not to exceed \$60,000.

## Personnel Actions

### Administrator Appointment

Thomas Zaucha, Assistant Director, Physical Plant, PHY PLT, 08/23/99, \$60,000

### Faculty Appointments

Deborah Damcott, Assistant Professor, TM/PS, 08/17/99, \$36,884

Geoffrey Durian, Instructor, TM/PS, 08/17/99, \$35,074

### Professional/Technical Appointment

Dennis Coonich, Client/Server Software - Integration Specialist, IT/AS, 06/21/99, \$40,000

### Supervisory/Confidential Appointments

Kathleen Hanahan, Coordinator, Women's Program, STU DEV, 07/01/99, \$51,000

Martha Rizman, Workforce ESL and Basic Skills Manager, CORP SRV, 07/26/99, \$50,781

### Classified Staff Appointments

Wendy Maier, Clerk Typist II, p/t, BUS/SS-CE, 07/12/99, \$5,720

Diane Tarver, Program Assistant, TM/PS-TECH Center, 07/26/99, \$26,700

### Faculty Retirement

Susan Cusack, Associate Professor, AE/LS-ESL and Linguistics, 05/31/00, 13 years

### Classified Staff Retirement

Gladys Lawson, Program Assistant, BUS/SS-CE, 09/30/99, 20 years

### Faculty Resignations

Mehdi Raoufi, Assistant Professor, TM/PS, 06/23/99, Withdrew acceptance of position

Marcie Sacks-Botto, Instructor/Counselor, Access and Disability Services, 08/01/99, 3 years

Supervisory/Confidential Resignation

Cheryl Warmann, Financial Aid Associate, OSFA, 07/21/99,  
4 years 3 mths.

Classified Staff Resignations

Dawn Conrad, Laboratory Assistant - Fashion Design, p/t,  
LIB ARTS, 05/28/99, 6 months

Marla Daly, Laboratory Assistant - Plant Science, p/t, LS/HS,  
06/22/99, 4 yrs. 8 mths

Maureen McCusker, Library Assistant, p/t, LIB SER,  
06/22/99, 1 yr. 10 mths.

In response to Member Gillette's question regarding Exhibit VI-3a, Thea Keshavarzi stated that the substitute custodial staff will be paid approximately \$11.00 per hour. Harper custodial staff is paid (including benefits) approximately \$12.00 - \$17.00 per hour. Chair Kolze explained that this action stemmed from the Board's request to gather competitive pricing at the beginning of the school year rather than piecemeal throughout the year.

In regard to Exhibit VI-4a, Member Gillette clarified that after interviewing four or five companies, the administration selected the one that offered the best service.

In response to Member Gillette, Vice President Ed Dolan explained that Wave Technology was initially selected for the textbooks in the A+ program after reviewing many publications and textbooks. Since Harper would be placing orders throughout the year, Wave Technology was put on the preferred provider list. Wave Technology later contacted the College and said that they would provide these materials through NoName, Inc. (a sole provider in Illinois) at an academic discount with a price less than what would have been paid to Wave Technology directly. Chair Kolze thanked Dr. Dolan.

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

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

Motion carried.

Member Gillette suggested that in the future when a revised document is distributed to Board members, the revisions be highlighted so that Board members can easily see the changes. There was discussion regarding using change bars or underlining.

**NEW BUSINESS:**

Adjunct Faculty  
 Compensation Schedule  
 for 1999-2000

Member Barton moved, Member Hess seconded, adoption of the salary schedule for adjunct faculty for fall 1999, spring 2000 and summer 2000, as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried.

Member Botterman entered the meeting at 7:14 p.m.

Rental of Extension Sites

Member Gillette expressed concern regarding full-time students having to leave the Harper campus and drive to another location for a different class. He does not want this to be a burden for students. He suggested setting up mobile classrooms on campus instead of renting space elsewhere. He complimented the staff for looking into rental property, but would like to add "mobile classroom units" to the list of rental sites in Exhibit VII-B.

Member Shure moved, Member Gillette seconded, approval of the list of extension rental sites (with the addition of mobile classroom units) for Fiscal Year 1999-00, where it is anticipated we will spend more than \$10,000 in the fiscal year, as modified and outlined in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes). The revised list would be as follows:

**Extension Rental Sites**

District #214 - Elk Grove High School

## District #214 - Wheeling High School

### Mobile Classroom Units

In response to Member Barton, Dr. Dolan explained that the Wheeling and Elk Grove High School sites would only have availability in the evenings. These would be used for some of Harper's credit and non-credit evening classes.

Chair Kolze noted that there has been some publicity in the papers recently about this issue. In response to Member Hess, Dr. Dolan stated that, contrary to what the newspapers may have written, there are costs associated with renting the High School space.

Chair Kolze clarified that by adding mobile classroom units to the list, it would give the administration the flexibility to use this option if it is feasible. It would not force them to do anything, but simply give them the option to investigate mobile sites in addition to the off-site options.

Upon roll call, the vote was as follows:

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

Motion carried.

## PRESIDENT'S REPORT

Dr. Breuder introduced Robert Getz, Thea Keshavarzi and Jon DeJonker who were asked to give an update on the College waste reduction plan.

### Presentation: Waste Reduction Plan

Mr. Getz explained that the recycling symbol of three arrows represents **reduce**, **reuse** and **recycle**. **Reduce** is each individual's responsibility not to use things unnecessarily and not to put things in waste if it can be avoided. **Recycle** is taking products and using them once again. **Reuse** is purchasing products that have been previously recycled.

He noted that when he came to Harper College in 1993, he was impressed that the College was already putting together a program far and above other schools. Mr. Getz stated that Jon DeJonker has played a major role in initiating and organizing the recycling program on campus, and Thea Keshavarzi has been instrumental in administering the

program for purchasing, while putting into effect mandates from the State. Handouts were distributed.

Mr. DeJonker stated that Harper began recycling before it was mandated to do so. In 1983 Harper was recycling computer paper, aluminum cans, and occasional light poles that had been knocked down. The State passed legislation in 1990 which required the 62 state-supported universities and colleges to develop a ten-year waste reduction plan. Harper continued to add to their recycling items, including Print Shop paper and polystyrene. With the cafeteria's polystyrene recycling program, trash was collected, sorted and compacted. This alone changed the amount of trash bags used daily from 27 bags per day to one bag. Blue bins were soon distributed throughout campus for recycling office paper.

In 1994, Patrick Engineering performed a waste reduction analysis at Harper College. They collected trash generated in a 24-hour period, put it in one room, separated it and counted it. They reported that, at the time, Harper was recycling 64 percent of its waste. Because of Harper's commitment, the state plan was exceeded by 24 percent, six years ahead of schedule. Mr. DeJonker stated that the plan must be resubmitted to the State in November.

Thea Keshavarzi stated that in 1991, the school code was amended to define the use of recycled products in school districts. By July 1992, at least 10 percent of paper products purchased were to be from recycled materials. By July 1995, it went to 25 percent; by July 1999, it went to 40 percent; and by July 2001, it will be at 50 percent.

Ms. Keshavarzi stated that Board members at the time agreed that the College should not follow the letter of the law, but the intent of the law. This helped staff define appropriate purchasing levels of recycled products. As early as fiscal year 1989-90 and continuing today, the College has purchased 100 percent recycled biodegradable toilet tissue. From 1991 to 1993, copier paper purchased and Print Shop cut paper purchased was a minimum of 50 percent recycled fibers (10 percent of which was from post-consumer recovered material).

Ms. Keshavarzi continued to list the recycled items (and their content) that were added during each fiscal year.

In FY 1995-96, toilet tissue purchases had to meet or exceed the minimum U.S. EPA guidelines of 20 percent post-consumer recovered materials. Later, toilet tissue was specified to meet or exceed the Illinois School Code guidelines of 35 percent post-consumer recovered materials. The industry has not been able to keep up with the demand, and the College has since had to go back to the EPA guidelines of 20 percent post-consumer recovered materials.

In addition to paper products, the College has had an increased usage of remanufactured laser toner cartridges in printers on campus. In 1998-99, a bid was issued for a minimum of 705 remanufactured toner cartridges. The bid was written with extremely specific high standards as not to disturb the lifecycles of our existing printers.

Ms. Keshavarzi concluded that the College has far exceeded its goals and expectations. A great deal of credit goes to Joan Young and her staff for their willingness to work toward the goals. New goals will be set for the next five-year plan due January 1, 2000.

She noted that there is a price to be paid for purchasing some recycled products, but the gap is closing in the industry. She added that the first bid placed for recycled copier paper was at a \$10,000 premium for recycled paper over virgin paper. Last month, the Board approved the purchase of all cut paper used by the College, and there was only an \$800 difference between the recycled paper and the virgin paper. She thanked the Board for its foresight in planning for the environment and enabling the College to proceed with its plan. Ms. Keshavarzi stated that while the purchasing department remains accountable to the State and to the Board, it is more importantly accountable to Harper students and the communities Harper serves.

Bob Getz complimented Mr. DeJonker and Ms. Keshavarzi for being instrumental in far exceeding the State and Federal mandates.

In response to Member Gillette, Ms. Keshavarzi stated that, in the past, some recycled paper did negatively impact copiers and printers. However, the College does not experience that, because the purchasing department is very cautious about what product to use.

In response to Member Gillette, Mr. DeJonker explained that the EPA has banned "large users" of florescent bulbs from

using the landfill. Harper College is considered a "small user," which allows the College to dispose of one case of bulbs per month. He added that the College has a hazardous waste program where all the lab packs and other things are disposed of once a year.

Member Gillette complimented everyone for exceeding the goals of the waste reduction plan. However, he feels that whenever costs are involved, perhaps the College should simply try to meet the goals instead of exceeding them. With the restriction of the tax cap, he would like to see cost guidelines put into effect with regard to waste reduction.

Mr. Getz stated that the only area where there is a recycling cost to the campus is in hazardous waste. We have no other choice in how we recycle some products such as batteries. In the 1980's and early 1990's, the College was able to make a profit on recycling paper and aluminum cans. The profit potential for the College is no longer as great, but the materials are removed from the campus at no cost to Harper. In response to Member Gillette, Mr. Getz stated that the College tries to get some payment for recycled items when it is possible.

Chair Kolze stated that the College should try to balance the recycling of products with the cost of material. The Board should decide, for example, whether or not the \$800 difference in recycled paper (with regard to volume) is a good deal for the taxpayers.

Member Gillette suggested another way to reduce paper waste would be to investigate what paper information should be put on the Harper College intranet (internal network). This would save on paper, toner cartridges, printer use, etc. He suggested having a committee investigate the possibilities.

Chair Kolze thanked Jon DeJonker, Thea Keshavarzi and Bob Getz for their very informative presentation.

Dr. Breuder noted that at the request of Member Shure, he is providing the Board with a weekly or monthly update of the items he has been asked to research and follow-up. He explained that it lists the request, the date of the request and the action to date. The status column will either be "ongoing" or "complete." He explained that this will list requests from January 1999 to June 2000. By June 2000, all completed projects will be purged. Other items will be

carried over. It will be a living document. Chair Kolze thanked Member Shure for suggesting this document. It will add to the Board's understanding of what happens with items discussed during the meeting.

Dr. Breuder distributed packets to Board members containing information regarding the personal benefits statement for employees at Harper College. At the request of the Board, the administration has been developing a statement for each employee detailing the monetary value of salary and benefits given to them by Harper College. The packets contain four examples: Administrative, Professional/Technical, Supervisory/Confidential and Classified. The project is still being worked on. Dr. Breuder anticipates that by September 27, all full-time employees will receive something like this. The plan is to eventually include part-time employees. He asked Board members to call his office with any questions or suggestions.

ANNOUNCEMENTS BY  
CHAIR

Chair Kolze announced that they recently received a letter from the Educational Foundation which stated they will receive a \$50,000 gift from the McGraw Foundation. The gift is designated to support the equipment needs of the Harper College Performing Arts Center. He explained that the Foundation has committed to raise \$1.25M for the Performing Arts Center and Conference Center. They have raised a total of \$376,000 toward that goal. He thanked them.

In response to Member Gillette, Vice President Thorson explained that the architect was commissioned to do the drawings for the Art Gallery, and they have done that. However, it is going out for bid without the Art Gallery, because there is no money to support it. If and when money becomes available, we would refer back to the drawings. The building is designed so that it can be added later.

Communications

Chair Kolze announced that the Greater Palatine Chamber of Commerce and Industry presented a beautiful plaque to Harper College in appreciation for hosting the 1999 Taste and Touch of Palatine. He added that he had the opportunity to work at the Taste and Touch on Sunday. He received a great deal of positive feedback regarding the location, and how cooperative Harper College was with the Chamber of Commerce. He stated that there probably will be an evaluation as to whether the Taste and Touch should be held at Harper again in the future. There needs to be

feedback from both perspectives -- whether it was a good thing for the community and a good thing for the College.

Member Barton noted that the event brought many people who had never visited Harper's campus. She received feedback that many were impressed and overwhelmed with the campus. She added that the event was run very well.

Chair Kolze noted that Board members received a packet with a very positive letter summarizing Harper's involvement in the Taste and Touch. Police indicate that, based on traffic, several times the number of people attended the Taste and Touch this year at Harper College than in the past in downtown Palatine. Member Barton added that parking is a problem in downtown Palatine, and the very small area did not allow for many children's activities. Harper's campus made it easily accessible and offered much more space.

Dr. Breuder noted that many people at Harper went far above and beyond what was expected to assist the Chamber of Commerce in making this event a success. He said there were too many people to name, but he especially thanked Mike Nejman in Student Activities and Bob Getz and his colleagues in General Services. They deserve a great deal of credit for executing the Taste and Touch in an incredibly fine way. He noted that when the invitation came from the Chamber of Commerce to host the event, he felt it was something Harper should do because of the public relations aspect. We showcased the institution very successfully. He complimented everyone.

Chair Kolze reiterated that this did not happen by itself. The Board owes a debt of gratitude to everyone. Member Hess stated that she was impressed with how clean the campus was on Monday. She also heard a lot of positive feedback from families who attended the Taste and Touch.

#### Amateur Radio Field Day

Member Gillette noted that in early July, Harper College and Northrop Grumman's Amateur Radio Club held a field day on the Harper campus. Approximately 1,000 contacts were made with radio equipment, set up independent of ComEd and any permanent antennas. Approximately 50 visitors stopped by. Member Gillette explained that the object of the Field Day is to practice for a civil emergency (in the event there is no electricity, telephone or cellular phone usage), in an effort to supply communications to civil authorities or to the Red Cross. Using this practice, Amateur Radio has been a service to the community. Chair Kolze added that

many people do not realize how much Harper's campus is utilized for a variety of things.

Member Gillette shared a tax tip he read in a recent Wall Street Journal article. If a family sends their children to a day camp for the summer (within income guidelines), 20 percent of the cost is deductible. This means that people who sent their children to Harper's CHILL program can possibly get an income tax deduction of 20 percent, if they save their receipt. (They would need to discuss this with their accountants to find out the details.) He suggested having a press release with the tax tip information.

#### Institutional Priorities Comments

Chair Kolze stated that after reviewing the Institutional Priorities distributed at the June meeting, he was impressed with the 17 pages of accomplishments. On behalf of the Board of Trustees, he thanked the College employees for all of their efforts in regard to the significant accomplishments made over the past year. He highlighted some of those accomplishments.

- Renovation of Building E - which had been discussed for many years
- Program review - which resulted in the elimination of 18 courses, addition of nine courses and deletion of two programs
- Technology Plan - which has made great strides in the four years since it was first approved. Chair Kolze thanked Vice President David McShane and staff for doing a great job.
- Emphasis on Marketing for the College
- Educational Foundation accomplishments - he complimented Cathy Brod on her leadership. He added that the Board owes a debt of gratitude to all those people who work on the Foundation for the betterment of Harper College.
- Governance system was reviewed and modified.
- Greater emphasis on planning
- Balanced budget adopted.
- North Central Association (NCA) recommendations were reviewed thoroughly, and implementations were made where appropriate.
- Contract negotiations were successfully completed with a number of employee groups.

Chair Kolze concluded that a new plan is being developed and the Board looks forward to receiving another report next year. He thanked the entire staff for the efforts put forth.

Member Barton noted that she has sensed a different spirit and enthusiasm on campus. Chair Kolze added that people are working hard to make Harper an even better place.

Chair Kolze stated that they need to choose a date for a Board self-evaluation meeting. He suggested Wednesday, October 6 at 5:30 p.m. Dr. Breuder stated that he would only be present for a portion of the meeting on that date. Chair Kolze stated that they will confirm the date at the next meeting.

#### Calendar Dates

Calendar dates are printed on the agenda for Board information.

Dr. Breuder welcomed and introduced the new Vice President of Marketing, Colleen Murphy.

#### EXECUTIVE SESSION

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

Upon roll call, the vote was as follows:

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

The motion carried at 8:05 p.m.

Following executive session, the Board reconvened the Regular meeting at 8:35 p.m.

#### ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 8:36 p.m.

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Chair

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Secretary

## BOARD REQUESTS

## JULY 21, 1999 REGULAR BOARD MEETING

1. Member Gillette suggested that in the future when a revised document is distributed to Board members, the revisions be highlighted, so that Board members can easily see the changes. He suggested using change bars or underlining.
2. Member Gillette complimented everyone for exceeding the goals of the waste reduction plan. However, he feels that whenever costs are involved, perhaps the College should simply try to meet the goals instead of exceeding them. With the restriction of the tax cap, he would like to see cost guidelines put into effect with regard to waste reduction.
3. Member Gillette suggested another way to reduce paper waste would be to investigate what paper information should be put on the Harper College intranet (internal network). This would save on paper, toner cartridges, printer use, etc. He suggested having a committee investigate the possibilities.
4. With regard to the employee benefits statement, Dr. Breuder asked Board members to call his office with questions or suggestions.
5. Member Gillette shared a tax tip he read in a recent Wall Street Journal article. If a family sends their children to a day camp for the summer (within income guidelines), 20 percent of the cost is deductible. This means that people who sent their children to Harper's CHILL program can possibly get an income tax deduction of 20 percent, if they save their receipt. (They would need to discuss this with their accountants to find out the details.) He suggested having a press release with the tax tip information.

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

Regular Board Meeting

August 26, 1999

7:00 p.m.

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On-Campus Events

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XI. Adjournment

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

AUGUST 26, 1999

SUMMARY OF BIDS

- EXHIBIT VI –3a      The administration recommends that the Board award Q00046 to Cardinal Cartridge, Inc., the low bidder for Laser Toner Cartridges and Level 3 PM (Preventive Maintenance) Service, in the amount of \$38,285.
- EXHIBIT VI – 3b      The administration recommends that the Board award Q00049 to Precise Printing and Systems, Inc., the low bidder for printing of the Fall 1999 Harper College Magazine, in the amount of \$32,313.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00046 for Laser Toner Cartridges and Level 3 PM (Preventive Maintenance) Service as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$38,285.00 will be provided in the 1999/00 Education Fund budget, under account number 0195-245-541.04.

III. INFORMATION

A legal bid notice was published and 14 bids solicited. Six responses were received. The following is a recap of the bid tab sheet:

Cardinal Cartridge, Inc.	\$38,285.00
PAR Enterprises, Inc.	44,960.00
U.S. Office Products, Inc.	45,760.00
BOSS, Inc.	47,046.00
Thresholds Rehabilitation Ind.	53,140.00
Chicago Laser Cartridge, Inc.	60,874.40

The College has an installed base of 210 laser printers. The laser toner cartridges are for usage during fiscal year 1999/2000. Level 3 PM Service is highly beneficial because it increases the lifetime of the printers. A Level 3 PM consists of replacing or reconditioning all normal wear and tear parts, and a complete cleaning. This is labor intensive and is more cost effective to bid out than to hire additional employees to accomplish.

IV. RECOMMENDATION

The administration recommends that the Board award Q00046 to Cardinal Cartridge, Inc., the low bidder for Laser Toner Cartridges and Level 3 PM (Preventive Maintenance) Service, in the amount of \$38,285.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00049 for printing of the Fall 1999 Harper College Magazine as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$32,313 will provided in the 1999/00 Education Fund budget, under account number 0192-039-547.

III. INFORMATION

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

Precise Printing & Systems, Inc.	\$32,313.00
Swan Enterprises	35,265.60
	No Bid Four Items
World Color	36,609.00
Corporate Identity, Inc.	42,644.00

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

IV. RECOMMENDATION

The administration recommends that the Board award Q00049 to Precise Printing and Systems, Inc., the low bidder for printing of the Fall 1999 Harper College Magazine, in the amount of \$32,313.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

AUGUST 26, 1999

SUMMARY OF PURCHASE ORDERS

- EXHIBIT VI – 4a The administration recommends that the Board authorize the purchase of supplemental books for the Unix and A+ Programs, as well as resource materials for instructors, from Amazon.com, in an amount not to exceed \$15,000.
- EXHIBIT VI – 4b The administration recommends that the Board approve issuance of a purchase order to run from September 1, 1999 through June 30, 2000 to Grattoni's, for Ty Beanie Babies for resale in the Harper Flower Shop, in the amount of \$36,000.
- EXHIBIT VI – 4c The administration recommends that the Board approve issuance of a purchase order to Computer Associates Financial Services/Nations Credit, for a software maintenance agreement, in the amount of \$12,923.
- EXHIBIT VI – 4d The administration recommends that the Board approve issuance of a purchase order to Network Associates, Inc., for licenses needed to upgrade virus-scanning software, and for the purchase of additional licenses for the software, and two years of maintenance, in the amount of \$27,673.83.
- EXHIBIT VI – 4e The administration recommends that the Board approve issuance of a purchase order to Kreuger International, Inc. for computer laboratory furniture to be installed at the Northeast Palatine Community Center, in the amount of \$27,904.53.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the authorization to purchase supplemental books for the Unix and A+ Programs, as well as resource materials for instructors, from Amazon.com as requested by the Technology, Mathematics and Physical Sciences Division for the TECH Program.

II. BUDGET STATUS

Funds in the amount of \$15,000 will be provided in the 1999/00 Auxiliary Enterprises Fund budget, \$13,000 under account number 0541-526-541.02 and \$2,000 under account number 0541-530-541.02.

III. INFORMATION

Amazon.com does not accept purchase orders. The Purchasing department will acquire and maintain control of a credit card, and will place all orders.

The authorization to place orders with Amazon.com will be used as needed by the TECH Program, mainly to secure books supplemental to course offerings for its Unix and A+ Programs. This is the least expensive option for securing books that need to be received in a short period of time. Delivery is always less than one week, which allows utilization of just in time inventory measures for items that may change editions. Additional money is allocated to provide an opportunity to purchase resource materials for instructors as the programs add new curriculum offerings.

IV. RECOMMENDATION

The administration recommends that the Board authorize the purchase of supplemental books for the Unix and A+ Programs, as well as resource materials for instructors, from Amazon.com, in an amount not to exceed \$15,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Grattoni's for Ty Beanie Babies for resale in the Harper Flower Shop as requested by the Life Science and Human Services Division.

II. BUDGET

Funds in the amount of \$36,000 will be provided in the 1999/00 Trust and Agency Fund budget, under account number 1049-301-599.00-3226.

III. INFORMATION

The sale of Beanie Babies in the Harper Flower Shop has been very successful. However, the Ty Company has not issued any new franchises in four years. The only way the Harper Flower Shop can obtain the Beanie Babies is to purchase them directly from Grattoni's, a franchise owned by Joyce Grattoni, the Harper Flower Shop manager. Grattoni sells Beanie Babies to the College at cost. Therefore, there is no extra cost to the College in this transaction. This purchase order will run from September 1, 1999 through June 30, 2000.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to run from September 1, 1999 through June 30, 2000 to Grattoni's, for Ty Beanie Babies for resale in the Harper Flower Shop, in the amount of \$36,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Computer Associates Financial Services/Nations Credit for a software maintenance agreement as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$12,923 will be provided in the 1999/2000 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

In October of 1998, the Board approved the upgrade of the Operating System Management Software, CA-Unicenter, to the level comparable with the new hardware. CA-Unicenter is operating system software that allows the Computer Operations department to manage all four of the administrative UNIX servers from one central console and provides integration of security, production job scheduling and tape library management.

This maintenance agreement is to run from October 30, 1999 through October 29, 2000. It 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 Computer Associates Financial Services/Nations Credit, for a software maintenance agreement, in the amount of \$12,923.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Network Associates, Inc. for licenses needed to upgrade virus-scanning software and for the purchase of additional licenses for the software, and two years of maintenance, as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$27,673.83 will be provided in the 1999/00 Educational Fund budget, under account number 0195-245-534.01.

III. INFORMATION

In the open systems networked environment, all systems are highly vulnerable to thousands of various types of viruses. Open access to information across the campus and around the world, via the Internet, is essential to the College. It is important, however, to ensure that reasonable safeguards are in place. One necessary safeguard is virus-scanning detection and removal software.

This recommendation is for the licenses needed to upgrade the current version of Total Virus Defense anti-virus software, and to acquire 201 additional licenses to support a total of 2001 networked stations. Also included are two years of maintenance, from July 31, 1999 through July 30, 2001.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Network Associates, Inc., for licenses needed to upgrade virus-scanning software, and for the purchase of additional licenses for the software, and two years of maintenance, in the amount of \$27,673.83.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Kreuger International, Inc. for computer laboratory furniture to be installed at the Northeast Palatine Community Center as requested by the Academic Enrichment and Language Studies Division for the Adult Educational department.

II. BUDGET STATUS

Funds in the amount of \$20,004.53 will be provided in the 1999/00 Restricted Purposes Fund budget, under account number 0619-601-585.00-5170. Funds in the amount of \$7,900 will be provided in the 1999/00 Operations and Maintenance Fund budget, under account number 0292-039-586.

III. INFORMATION

This request is for furniture to equip a computer classroom planned for the new Northeast Palatine Community Center on Rand Road in Palatine. The Center, which was purchased by a donor for Northwest Community Health Care, will be a joint community venture that will house a variety of services and opportunities in addition to health care for residents of that area of the Harper District. The College will be offering classes through the Adult Educational Development department in English, Basic Skills, Pre-GED and GED. There will be two classrooms at the Center dedicated to these classes. Other organizations involved in the Community Center are the Palatine Park District, the Palatine Library, the Palatine Senior Center, The Bridge Youth and Family Services, School Districts 15 and 211, the Palatine Police Department and others. Renovation of the building is presently underway with completion expected in late fall.

This purchase is from the State of Illinois Joint Purchasing Agreement Contract number 07164A and conforms to Board Policy and State Statute.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Kreuger International, Inc. for computer laboratory furniture to be installed at the Northeast Palatine Community Center, in the amount of \$27,904.53.

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 Appointments.
- C. Ratification of Professional/Technical Appointments.
- D. Ratification of Classified Staff Appointments.
- E. Ratification of Harper # 512 IEA-NEA Appointment.
- F. Ratification of Public Safety–ICOPS Appointment.
- G. Ratification of Incentive Compensation.
- H. Ratification of Classified Staff Retirement.
- I. Ratification of Administrator Resignation.
- J. Ratification of Professional/Technical Resignations.
- K. Ratification of Supervisory/Confidential Resignation.
- L. Ratification of Classified Staff Resignations.
- M. Ratification of Harper # 512 IEA-NEA Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

There are no 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.

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

**Reported: August 10, 1999**

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS - ENDS</b>
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 \$137,892	07/01/99 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

<b>GRANT NAME DIVISION/DEPARTMENT</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS - ENDS</b>
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**MANAGER**

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 \$194,688*	10/01/99 09/30/00
Title III Eligibility Off. Stud. Fin. Assistance M. Moten	Provision for waiver of required matching funds for federal financial aid received by the College *Eliminates \$40,000 in match requirements associated with federal financial aid programs.	USDE/Title III No funds awarded*	07/01/99 06/30/00

FY 1999 – 2000

Reported as of August 10, 1999

**\$2,408,554****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**  
**STATUS OF DONATIONS**  
 July 1999

<b>Fund</b>	<b>Description</b>	<b>#Gifts</b>	<b>Cash</b>	<b>Pledge Payments</b>	<b>Total</b>
01-3101002-R	(E)Glenda F. Nuccio Memorial S	3	\$0.00	\$3.00	\$3.00
01-3101004-R	(E)Carol Zack Memorial Fine Ar	3	\$0.00	\$1.50	\$1.50
01-3101005-R	(E)Cunningham Memorial Faculty	2	\$0.00	\$0.00	\$0.00
01-3101006-R	(E)Midge C. Smith Memorial End	7	\$0.00	\$34.00	\$34.00
01-3101008-R	(E)Roy G. Kearns Memorial Endo	20	\$0.00	\$50.00	\$50.00
01-3101013-R	(E)John Louis Papandrea Libera	11	\$0.00	\$44.00	\$44.00
01-3101014-R	(E)Eugenia S. Chapman Memorial	1	\$0.00	\$1.00	\$1.00
01-3101015-R	(E)Cheryl M. Dwyer Memorial En	5	\$750.00	\$15.00	\$765.00
01-3101016-R	(E)Walter and Elizabeth Schroe	3	\$0.00	\$19.00	\$19.00
01-3101017-R	(E)Dr. Charles Shaner Memorial	3	\$0.00	\$9.00	\$9.00
01-3101019-R	(E)Diane Tomcheff Callin Endow	5	\$0.00	\$34.00	\$34.00
01-3101401-R	(E)General Scholarship Endowme	8	\$0.00	\$15.00	\$15.00
01-3101404-R	(E)Harper Nursing Student Endo	9	\$0.00	\$10.00	\$10.00
01-3101405-R	(E)James J. McGrath Humanities	1	\$0.00	\$0.00	\$0.00
01-3101408-R	(E)Business/ Social Science St	5	\$0.00	\$8.00	\$8.00
01-3101409-R	(E)Doriann E. Thompson Endowed	2	\$0.00	\$0.00	\$0.00
01-3101412-R	(E)Architectural Technology En	2	\$0.00	\$10.00	\$10.00
01-3101413-R	(E)GED Graduate Scholarship En	16	\$0.00	\$89.00	\$89.00
01-3101414-R	(E)Education to Careers Endowm	2	\$0.00	\$20.00	\$20.00
01-3101418-R	(E)John W. Davis Spanish Trave	1	\$0.00	\$350.00	\$350.00
01-3101421-R	(E)Criminal Justice Scholarshi	2	\$0.00	\$10.00	\$10.00
01-3101422-R	(E)Biology Endowed Scholarship	1	\$0.00	\$1.00	\$1.00
01-3101601-R	(E)JBM	1	\$0.00	\$0.00	\$0.00
01-3101604-R	(E)Otter Chemistry Endowment	3	\$0.00	\$0.00	\$0.00
01-3101607-R	(E)Endowment for the Arts	2	\$0.00	\$2.00	\$2.00
01-3101608-R	(E)Endowment for Student Succe	10	\$0.00	\$91.55	\$91.55
01-3101609-R	(E)Women Make History Endowme	1	\$100.00	\$0.00	\$100.00
01-3101610-R	(E)Kathy Johnson Award for Exc	2	\$0.00	\$2.00	\$2.00
01-3202002-R	Joanne Heinly Nursing Memorial	1	\$0.00	\$10.00	\$10.00
01-3202006-R	Edward Moran Memorial Computer	7	\$0.00	\$11.00	\$11.00
01-3202007-R	Gene & Hildegarde Evans Memor	11	\$0.00	\$94.00	\$94.00
01-3202012-R	James E. Finke Memorial Schola	8	\$1.00	\$27.65	\$28.65
01-3202013-R	Jacob & Iris Wolf Sign Languag	2	\$60.00	\$1.00	\$61.00
01-3202014-R	Kathleen N. Graber Scholarship	4	\$0.00	\$3.00	\$3.00
01-3202302-R	Fred Rutz Memorial	1	\$0.00	\$1.00	\$1.00
01-3202303-R	Steven Bakas Memorial	1	\$0.00	\$1.00	\$1.00
01-3202405-R	Fine Arts Scholarship	1	\$0.00	\$5.00	\$5.00
01-3202409-R	Displaced Homemakers	13	\$0.00	\$21.57	\$21.57
01-3202411-R	Phi Theta Kappa Scholarship	1	\$0.00	\$5.00	\$5.00
01-3202415-R	Minority Access to Higher Ed	4	\$0.00	\$6.50	\$6.50

<b>Fund</b>	<b>Description</b>	<b>#Gifts</b>	<b>Cash</b>	<b>Pledge Payments</b>	<b>Total</b>
01-3202417-R	Doriann E. Thompson for Women	1	\$0.00	\$1.00	\$1.00
01-3202420-R	William J. Walsh Ins Tech Prep	1	\$0.00	\$10.00	\$10.00
01-3202426-R	Heidenhain Corporation Scholar	3	\$0.00	\$6.00	\$6.00
01-3202435-R	Latinos Unidos Student Organiz	10	\$0.00	\$180.22	\$180.22
01-3202436-R	Math Lab Scholarship	2	\$0.00	\$1.00	\$1.00
01-3202437-R	Harper 512 IEA-NEA Assoc	18	\$0.00	\$25.00	\$25.00
01-3202439-R	Craft Show Promotions Art Scho	1	\$1,500.00	\$0.00	\$1,500.00
01-3202446-R	International Student Scholars	14	\$0.00	\$92.50	\$92.50
01-3202450-R	Schaumburg Area AAUW	2	\$0.00	\$10.00	\$10.00
01-3202455-R	Joan R. Young Scholarship	24	\$340.00	\$55.70	\$395.70
01-3202598-R	General Scholarship Fund	7	\$0.00	\$103.00	\$103.00
01-3202602-R	Meteorite and Planetary Studie	7	\$0.00	\$38.00	\$38.00
01-3202603-R	Access and Disability Services	1	\$0.00	\$1.00	\$1.00
01-3202605-R	Women's History Week	9	\$0.00	\$15.56	\$15.56
01-3202606-R	Wellness Program	15	\$1.00	\$14.00	\$15.00
01-3202609-R	Music Academy	5	\$0.00	\$23.00	\$23.00
01-3202611-R	Business/Social Science Fund	6	\$0.00	\$14.00	\$14.00
01-3202614-R	Office Re-entry Program	2	\$0.00	\$1.50	\$1.50
01-3202618-R	Women's Program	2	\$0.00	\$2.00	\$2.00
01-3202619-R	Corporate Services Fund	1	\$0.00	\$5.00	\$5.00
01-3202622-R	Public Safety Program	21	\$0.00	\$20.50	\$20.50
01-3202703-R	Harper Symphony Orchestra	1	\$0.00	\$0.00	\$0.00
01-3202704-R	Student Career Services	2	\$0.00	\$4.00	\$4.00
01-3202706-R	Excellence in Teaching/Learnin	4	\$0.03	\$62.58	\$62.61
01-3202708-R	Math League Awards	1	\$0.00	\$0.00	\$0.00
01-3202709-R	Child Care Fund	3	\$0.00	\$9.00	\$9.00
01-3202711-R	Neighborhood Literacy Program	4	\$0.00	\$8.00	\$8.00
01-3202712-R	Theatre Arts Fund	1	\$0.00	\$0.00	\$0.00
01-3202713-R	Chemistry Camp	1	\$0.00	\$1.00	\$1.00
01-3202720-R	Young Artists Competition	3	\$0.00	\$6.00	\$6.00
01-3202723-R	New Technologies	15	\$0.00	\$40.00	\$40.00
01-3202725-R	Art Gallery	7	\$0.00	\$26.00	\$26.00
01-3202727-R	Kiosk Network	1	\$0.00	\$10.00	\$10.00
01-3202729-R	New Construction	3	\$0.00	\$15.00	\$15.00
01-3202730-R	Technology Center	1	\$0.00	\$1.00	\$1.00
01-3202733-R	Friends of the LRC	8	\$0.00	\$23.00	\$23.00
01-3303002-R	Capital/Performing Arts Center	16	\$0.22	\$105.25	\$105.47
01-3303005-R	General Unrestricted Fund	47	\$0.00	\$148.50	\$148.50
01-3303201-R	Harper Annual Golf Outing	6	\$385.00	\$56.92	\$441.92
01-3303202-R	Annual Gala	2	\$0.00	\$15.38	\$15.38
01-3303203-R	Major Gifts Campaign	2	\$0.00	\$19.24	\$19.24
<b>TOTAL</b>		<b>484</b>	<b>\$3,137.25</b>	<b>\$2,220.62</b>	<b>\$5,357.87</b>

**Harper College Educational Foundation**  
***Gift In Kind Report***  
**July 1999**

<u>Date</u>	<u>Constituent Name</u>	<u>Fund</u>	<u>Gift Value</u>	<u>Reference</u>
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There are no gifts in kind this month.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Recommended 1999-2000 Board Meeting Dates

II. REASON FOR CONSIDERATION

Dates for review and consideration for the 1999-2000 Board meetings.

III. INFORMATION

At the Board Organizational Meeting in November, meeting dates will be approved.

William Rainey Harper College  
Board of Trustees  
1999-2000 Meeting Schedule

Following are the regular Board meeting dates for 1999-2000:

Regular Board Meetings

September 23, 1999

October 28, 1999

November 23, 1999 (Tuesday)

December 21, 1999 (Tuesday)

January 27, 2000

February 24, 2000

March 23, 2000

April 27, 2000

May 25, 2000

June 22, 2000

July 27, 2000

August 24, 2000

**(For Board Chair)**

**WILLIAM RAINEY HARPER COLLEGE**

**ANNUAL BUDGET HEARING**

The following steps should be taken by the Board of Trustees in order to complete the Budget hearing and to adopt the Budget resolution.

1. The Chair of the Board calls the regular meeting to order in the usual manner. Usually all business is processed up to New Business.
2. After completion of Agenda Item VI--10, the Chair declares the meeting recessed until after the public hearing for the Budget.
3. The Chair calls to order the public hearing on the Budget (copy of legal Budget attached).
4. The President, or his designee, should briefly review the legal Budget for the 1999-2000 fiscal year. All persons present should be offered an opportunity to comment on the provisions thereof. The Board's authority to adopt the legal Budget as presented is not abrogated by what may occur at the hearing. Objections and suggestions raised should be considered by the Board. If their suggestions are found to have merit, these can be taken into consideration in modifying the final Budget as approved.
5. Upon conclusion of the Budget hearing, the Chair declares the hearing closed.
6. The Chair reconvenes the Regular Board Meeting.
7. If the Board determines there are no objections or suggestions to be considered, the Board adopts the legal Budget for the funds identified in the Budget Resolution. (The resolution may be read in its entirety if the Board so desires).

August 26, 1999

ADOPTION OF BUDGET RESOLUTION

Member \_\_\_\_\_ moved, seconded by Member \_\_\_\_\_; WHEREAS, the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, caused to be prepared in tentative form a budget for the fiscal year July 1, 1999 to June 30, 2000, and the Secretary of this Board has made the same conveniently available for public inspection for at least thirty (30) days prior to final action thereon:

AND WHEREAS, a public hearing was held as to such budget on the 26th day of August, 1999, notice of said hearing being published in the Arlington Heights Herald, Barrington Herald, Buffalo Grove Herald, Daily Courier News, Des Plaines Herald, Elk Grove Herald, Hanover Park Herald, Hoffman Estates Herald, Mount Prospect Herald, Palatine Herald, Rolling Meadows Herald, Schaumburg Herald, Streamwood Herald, and Wheeling Herald, newspapers published or distributed in this College district, at least thirty (30) days prior thereto as required by law, and all other legal requirements having been complied with:

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, as follows:

Section 1. That the fiscal year of the College district be and the same is hereby fixed and declared to begin on the 1st day of July, 1999 and end on the 30th day of June, 2000.

Exhibit VII-A  
August 26, 1999

Section 2. That the following budget containing an estimate of amounts available in the Education; Operations and Maintenance; Restricted Purposes; Audit; Liability, Protection and Settlement; Bond and Interest; Operations and Maintenance Restricted; and Auxiliary Enterprises Funds, each separately, and of expenditures from each of the aforementioned funds, be and the same is hereby adopted as the budget of this community college district for the said fiscal year.

June 30, 1999

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Board Chairman

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Board Secretary

Exhibit VII-A  
August 26, 1999

CERTIFICATION

THE UNDERSIGNED DO HEREBY CERTIFY that they are respectively, the Secretary of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, State of Illinois, and the Chief Fiscal Officer thereof.

IT IS HEREBY CERTIFIED that attached hereto is a true, correct, complete and certified copy of the budget resolution as adopted on August 26, 1999 by the Board of Trustees of said Community College District for the fiscal year beginning July 1, 1999 and ending June 30, 2000, and an estimate of revenues, by source, anticipated to be received by the College in the 1990-00 fiscal year, which estimate of revenue is hereby certified as being true and correct by the Chief Fiscal Officer of said College District.

IN WITNESS WHEREOF, we have affixed our official signatures to this Certification as of August 26, 1999.

\_\_\_\_\_  
Secretary, Board of Trustees

\_\_\_\_\_  
Chief Fiscal Officer

Exhibit VII-A  
August 26, 1999

Illinois Community College Board

**FISCAL YEAR 2000 RESOLUTION**

The Board of Trustees of William Rainey Harper College formally adopted the Fiscal Year 2000 Budget with the following resolution:

**See Attached**

A copy of the adopted budget is enclosed.

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

\_\_\_\_\_  
Chairman, Board of Trustees

Exhibit VII-A  
August 26, 1999

**STATE OF ILLINOIS**  
**COMMUNITY COLLEGE DISTRICT #512**

**Annual Budget for Fiscal Year 2000**

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Market Analysis and Needs Assessment

II. REASON FOR CONSIDERATION

The College feels it is necessary to hire a market research firm to assist in gathering statistical information on our market, analyzing the demographics, psychographics, and educational needs of our market, and to segmenting the market into specific target areas. This assessment will also determine the awareness of Harper programs and services, and what factors affect college selection.

III. BACKGROUND INFORMATION

The College has just hired a Vice President for Marketing and Advancement, with the expectation of this person complete a strategic marketing plan. The Market Analysis and Needs Assessment is the first step in this process. The College is in the process of interviewing three firms who can perform this task.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board approve this action and authorize the President, after reviewing proposals, to approve issuance of a purchase order to the most qualified firm and to sign an agreement for such services.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Community Research and Engagement

II. REASON FOR CONSIDERATION

The College's administration believes it is necessary to employ a firm to assist in collecting data pertaining to the future development of its physical plant. This data will be used to (1) help College staff update existing planning documents, and (2) determine from the community first-hand information about college facilities.

III. BACKGROUND INFORMATION

The College currently operates a wide variety of programs often reflective of programs and services offered 20-30 years ago. With the rapid changes in technology, instructional programs, support services and federal/state government regulations, there exists a need to ensure College facilities are a reflection of community interests and needs. College personnel conducted a comprehensive internal facility audit in 1997. The information gleaned from that audit currently guides the course of action being taken to address facility deficiencies and inadequacies. This information will be updated via our recently completed SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis and data gathered through this investigation.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board authorize the President to sign an agreement with Attitude Research Company for these services in the amount of \$30,250 plus appropriate expenses.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Voting Delegate to the Association of Community College Trustees (ACCT) Annual Convention

II. REASON FOR CONSIDERATION

Appointment of a voting delegate requires Board approval.

III. BACKGROUND INFORMATION

The Association of Community College Trustees annual convention is scheduled for October 13-16, 1999 in Atlanta, Georgia. The ACCT requires that each member college designate a representative to vote on behalf of their college. The Illinois Community College Trustees Association encourages participation by Illinois community colleges so that issues vital to Illinois are addressed effectively at the national level.

IV. RECOMMENDATION

It is recommended that a Board member be designated and appointed as the 1999 ACCT convention voting delegate for Harper College.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Parking Lot Lease at Northeast Center

II. REASON FOR CONSIDERATION

It is in the best interest of the College to provide leased parking to Ampro Development Company, Inc. from its lots at the Northeast Center. The College attorney has reviewed the attached agreement.

III. BACKGROUND INFORMATION

Ampro is a managing agent for a building adjacent to the Northeast Center. They have need for additional parking and approached the College about leasing space in our lot. The College has determined that the space requested by Ampro Development Company, Inc. is not currently being used by the College and could be made available for lease.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board approve the attached lease agreement.

WILLIAM RAINEY HARPER COLLEGE

Board Information

I. SUBJECT

First reading: Revision to the Board of Trustees Policy Manual on the Ethics Policy.

II. REASON FOR CONSIDERATION

Amendments to Board policy require approval of the Board of Trustees. Changes to Board policy require two readings prior to adoption.

III. BACKGROUND INFORMATION

The Board recognizes the need to change the ethics policy to bring the policy into compliance with the new Illinois Gift Ban Act. Although a strict reading of the law would hold that community colleges need not adopt policies to comply with the Gift Ban Act, many community colleges are doing so nonetheless, both as a matter of policy and to recognize the inevitability the law will be extended to apply to the colleges. The gift section of the current Board policy will be repealed as it would conflict with the policy required by the Gift Ban Act.

7.1 CONFLICTS OF INTEREST

1. Removes section 7.1 (I) (A) (2) – gift section
2. Explicitly designates the Board **of Trustees** as the board referred to in section 7.1 (I) to avoid confusion with the Foundation Board;
3. Changes “avoid the appearance of impropriety” to “avoid **even** the appearance of impropriety” in the same section;
4. Removes the obsolete citation to the Illinois Revised Statutes in section 7.1 (B).
5. Removes the ad hoc “Ethics Committee” established to interpret the policy.

7.2 STATEMENTS OF ECONOMIC INTEREST

1. The language of this section has been simplified and modified to conform to the current law.

### 7.3 GIFT BAN POLICY

1. This policy implements the state Gift Ban Act. As written, the policy covers the non-salaried members of the Board of Trustees.
  
2. Rather than permanently designate a particular official or person as the Ethics Officer, the policy allows the College President to make that designation from time to time.

## IV. RECOMMENDATION

This is presented for a first reading by the Board of Trustees and no action is required. The second reading and adoption is scheduled for the September 23, 1999 Board meeting.

Following is the revised Code of Ethics including the new Gift Ban Policy.

William Rainey Harper College  
Policy Statement

Title: Code of Ethics

No: 7.1 - 7.3

Approved:

Revised: 8/99

## 7.1 CONFLICTS OF INTEREST

To ensure that the public has confidence in the integrity of the personnel of the College, it is the declared policy of William Rainey Harper College that the Board of Trustees and its employees should exercise their judgment and perform their duties in the best interests of the College. The elected and/or appointed Board of Trustees, members and employees of the College are required at all times to perform their duties in such a manner that they present a proper and ethical image to the community and avoid even the appearance of impropriety. To this end and to assure that personnel positions in the college will not be used for improper personal or private gain, the Board of Trustees requires that its actions and the actions of its employees be consistent with College policy and procedures.

Nothing in this policy shall in any way restrict the application of or take precedence over any state statute or common law provision with respect to conflict of interest, malfeasance, misfeasance, or nonfeasance in office.

In the best interests of the College, all Board members and employees shall adhere to reasonable ethical standards, including the following principles:

### A. Board Members and Employees

1. No Board member or employee shall use or permit to be used College equipment, materials, services, or other property for personal convenience, benefit, or profit.
2. No Board member or employee shall influence or seek to influence or participate in the purchase of products, services, letting of contracts or other transactions of the College when such influence or participation may result in personal gain.

B. Board Members

No Board member shall be interested directly or indirectly in any contract, work or business of the College except as permitted by law.

C. Employees

The first responsibility of all College employees is to fulfill the terms of their contracts or employment obligations with the College as to duties, responsibilities or hours worked. No employee may obligate himself or herself for additional services inside or outside the College if such obligations would interfere with fulfilling his or her responsibilities to the College.

7.2 STATEMENT OF ECONOMIC INTERESTS

Unless exempted by law, members of the Board of Trustees and College employees who meet the filing requirements of the Illinois Governmental Ethics Act shall file a Statement of Economic Interests with the County Clerk in the county in which the individual resides by May 1 of each year.

If a Board member or employee who is required to do so fails to file within the time required by law, any fines because of that failure shall be paid by the employee and not by the College.

## 7.3 GIFT BAN POLICY

### A. Definitions.

As used in this Policy:

1. "Employee" means all full-time, part-time, and contractual employees, and appointed and elected members of the Board of Trustees.
2. "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an employee or officer of the College.
3. "Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) organized and operated primarily for the purposes of directly or indirectly accepting contributions or making expenditures, or both, or the function of influencing or attempting to influence the selection, nomination, election, or appointment of any individual to any office of the College. The term includes the making of expenditures relating to an office described in the preceding sentence that, if incurred by the individual, would be allowed as a federal income tax deduction for trade or business expenses.
4. "Prohibited source" means any person or entity who:
  - (a) is seeking official action (i) by the College, or (ii) in the case of an employee, by the employee or by the College or another College employee directing the employee;
  - (b) does business or seeks to do business (i) with the College, or (ii) in the case of an employee, with the employee or with another College employee directing the employee;

- (c) conducts activities regulated (i) by the College, or (ii) in the case of an employee, by the employee or by another College employee directing the employee;
- (d) has interests that may be substantially affected by the performance or non-performance of the official duties of the College or College employee; or
- (e) is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act.

B. Gift ban.

Except as otherwise provided in this policy, no employee shall solicit or accept any gift from any prohibited source or in violation of any federal or state statute, rule, or regulation. This ban applies to and includes spouses of and immediate family living with the employee. No prohibited source shall offer or make a gift that violates this Section.

C. Exceptions.

The restriction in Section 7.3(B) does not apply to the following:

1. Anything for which the employee pays the market value or anything not used and promptly disposed of as provided in Section 7.3(E).
2. A contribution, as defined in Article 9 of the Election Code that is lawfully made under that Act or attendance at a fund-raising event sponsored by a political organization.
3. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

4. Anything provided by an individual on the basis of a personal friendship unless the employee has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the employee and not because of the personal friendship.

In determining whether a gift is provided on the basis of personal friendship, the employee shall consider the circumstances under which the gift was offered, such as:

- (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
  - (b) whether to the actual knowledge of the employee, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
  - (c) whether to the actual knowledge of the employee, the individual who gave the gift also at the same time gave the same or similar gifts to other employees.
5. A commercially reasonable loan evidenced in writing with repayment due by a date certain made in the ordinary course of the lender's business.
  6. A contribution or other payments to a legal defense fund established for the benefit of an employee that is otherwise lawfully made.
  7. Intra-office and inter-office gifts. For the purpose of this Act, "intra-office gifts" means any gift given to an employee of the College from another employee of the College.
  8. Food, refreshments, lodging, transportation, and other benefits:
    - (a) resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the employee, as an office holder or employee) of the employee, or the spouse of the employee, if the benefits

- have not been offered or enhanced because of the official position or employment of the employee and are customarily provided to others in similar circumstances;
  - (b) customarily provided by a prospective employer in connection with bona fide employment discussions; or
  - (c) provided by a political organization in connection with a fund-raising or campaign event sponsored by that organization.
9. Pension and other benefits resulting from continued participation in an employee welfare and benefits plan maintained by a former employer.
  10. Informational materials that are sent to the office of the employee in the form of books, articles, periodicals, other written materials, audiotapes, videotapes, or other forms of communication.
  11. Awards or prizes that are given to competitors in contests or events open to the public, including random drawings.
  12. Honorary degrees (and associated travel, food, refreshments, and entertainment provided in the presentation of degrees and awards).
  13. Training (including food and refreshments furnished to all attendees as an integral part of the training) provided to an employee if the training is in the interest of the governmental entity.
  14. Educational missions, including meetings with government officials either foreign or domestic, intended to educate public officials on matters of public policy, to which the employee may be invited to participate along with other federal, state, or local public officials and community leaders.
  15. Bequests, inheritances, and other transfers at death.
  16. Anything that is paid for by the federal governmental, the state, or a governmental entity, or secured by the government or governmental entity under a government contract.

17. A gift of personal hospitality of an individual other than a registered lobbyist or agent of a foreign principal, including hospitality extended for a non-business purpose by an individual, not a corporation or organization, at the personal residence of that individual or the individual's family or on property or facilities owned by that individual or the individual's family.
18. Free attendance at a widely attended event permitted under Section 7.3(D).
19. Opportunities and benefits that are:
  - (a) available to the public or to a class consisting of all employees whether or not restricted on the basis of geographic consideration;
  - (b) offered to members of a group or class in which membership is unrelated to employment or official position;
  - (c) offered to members of an organization such as an employee's association or credit union, in which membership is related to employment or official position and similar opportunities are available to large segments of the public through organizations of similar size;
  - (d) offered to any group or class that is not defined in a matter that specifically discriminates among governmental employees on the basis of branch of government or type of responsibility, or on a basis that favors those of higher rank or rate of pay;
  - (e) in the form of loans from banks and other financial institutions on terms generally available to the public;  
or
  - (f) in the form of reduced membership or other fees for participation in organization activities offered to all government employees by professional organizations if the only restrictions on membership relate to professional qualifications.

20. A plaque, trophy, or other item that is substantially commemorative in nature and that is extended for presentation.
21. Golf or tennis.
22. Food or refreshments of nominal value.
23. Catered food or refreshments.
24. Meals or beverages consumed on the premises from which they were purchased.
25. Donations of products from an Illinois company that are intended primarily for promotional purposes, such as display or free distribution, and are of minimal value to any individual recipient.
26. An item of nominal value such as a greeting card, baseball cap, or T-shirt.

D. Attendance at events.

1. An employee may accept an offer of free attendance at a widely attended convention, conference, symposium, forum, panel discussions, dinner, viewing, reception, or similar event, provided by the sponsor of the event, if:
  - (a) the employee participates in the event as a speaker or a panel participant, by presenting information related to a government, or by performing a ceremonial function appropriate to the member's, officer's, or employee's official position or employment; or
  - (b) attendance at the event is appropriate to the performance of civic affairs in Illinois or the official duties or representative function of the member, officer or employee.
2. An employee who attends an event described in subsection (1) may accept a sponsor's unsolicited offer of free attendance at the event for an accompanying individual.

3. An employee, or the spouse or dependent thereof, may accept a sponsor's unsolicited offer of free attendance at a charity event, except that reimbursement for transportation and lodging may not be accepted in connection with the event.
4. For purposes of this Section, the term "free attendance" may include waiver of all or part of a conference or other fee, the provision of transportation, or the provision of food, refreshments, entertainment, and instructional materials furnished to all attendees as an integral part of the event. The term does not include entertainment collateral to the event, nor does it include food or refreshments taken other than in a group setting with all or substantially all other attendees, except as authorized under subsection (21) of Section 7.3(C).

E. Disposition of gifts.

The recipient of a gift that is given in violation of this policy may, at his or her discretion, return the item to the donor or give the item or an amount equal to its value to an appropriate charity.

F. Reimbursement.

1. A reimbursement (including payment in kind) to an employee from a private source other than a registered lobbyist or agent of a foreign principal for necessary transportation, lodging, and related expenses for travel to a meeting, speaking engagement, fact finding trip, or similar event in connection with the duties of the employee, as an office holder or employee shall be deemed to be a reimbursement to the governmental entity and not a gift prohibited by this policy if the employee:
  - (a) discloses the expenses reimbursed or to be reimbursed and the authorization to the Community College Board, within 30 days after the travel is completed; and
  - (b) in the case of an employee, who is salaried, receives advance authorization, from the other employee under whose direct supervision the employee works to accept reimbursement.

2. For purposes of subsection (1), events, the activities of which are substantially recreational in nature, shall not be considered to be in connection with the duties of an employee as an office holder or employee.
3. Each advance authorization to accept reimbursement shall be signed by the other employee under whose direct supervision the employee works and shall include:
  - (a) the name of the employee;
  - (b) the name of the person who will make the reimbursement;
  - (c) the time, place, and purpose of the travel; and
  - (d) a determination that the travel is in connection with the duties of the employee as an employee and would not create the appearance that the employee is using public employment for private gain.
4. Each disclosure made under subsection (1) of expenses reimbursed or to be reimbursed shall be signed by the other employee under whose direct supervision the employee works (in the case of travel by an employee) and shall include:
  - (a) a good faith estimate of total transportation expenses reimbursed or to be reimbursed;
  - (b) a good faith estimate of total lodging expenses reimbursed or to be reimbursed;
  - (c) a good faith estimate of total meal expenses reimbursed or to be reimbursed;
  - (d) a good faith estimate of the total of other expenses reimbursed or to be reimbursed; and
  - (e) a determination that all those expenses are necessary transportation, lodging, and related expenses.

G. Ethics Officer.

The President of the College shall designate an employee to serve as the Ethics Officer for the College. The Ethics Officer shall:

1. review statements of economic interest and disclosure forms of employees before they are filed with the County Clerk;  
and
2. provide guidance to employees in the interpretation and implementation of this policy.

H. Complaint procedure.

Complaints alleging the violation of this Policy should be filed with the Legislative Ethics Commission.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

1999-2000 Annual Plan

II. REASON FOR CONSIDERATION

The Annual Plan is submitted annually to the Board of Trustees for their information.

III. BACKGROUND INFORMATION

The Annual Plan is comprised of measurable objectives prepared by those members of the College's senior executive staff reporting to the President. Accomplishment of the objectives detailed in the Annual Plan results in incremental attainment of the task statements appearing in the Strategic Long Range Plan. The Annual Plan is intended to ensure the College has a defined focus for a given twelve-month period in order to ensure maximum efficiency and effectiveness of operation.