

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

Regular Board Meeting

September 23, 1999

7:00 p.m.

AGENDA

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

For Approval

1. Minutes – July 21, 1999 Regular Board meeting and Executive Session Exhibit VI-1
2. Bills Payable, Payrolls for August 27, 1999, and September 10, 1999; Estimated payrolls for September 11, 1999 through November 5, 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: | Gift Ban/Ethics Policy (Second Reading)                                    | Exhibit VII-A |
| B. RECOMMENDATION: | Community Engagement   | Exhibit VII-B |
| C. RECOMMENDATION: | Resolution Designating Person to Prepare<br>Tentative Budget for 2000-2001 | Exhibit VII-C |
| D. RECOMMENDATION: | Life Safety Projects for 2000-2001   | Exhibit VII-D |
| E. RECOMMENDATION: | College Depositories   | Exhibit VII-E |
| F. RECOMMENDATION: | Sabbatical Leaves  | Exhibit VII-F |
| G. RECOMMENDATION: | Payment to Great Lakes Restoration<br>and Action Fire Restoration          | Exhibit VII-G |

VIII. President's Report

- Presentation - Fiscal Year 2000 - TMPS Plans - Pat Traynor
- Presentation - Seniors Programming – Dr. Ed Dolan
- Presentation - Y2K, E911, NT Rollout Update - Dave McShane

IX. Announcements by the Chair

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

- |                 |  |
|-----------------|--|
| September 26-27 | AAWCC Conference, Chicago Marriott Oak Brook |
| October 6       | 5:30 p.m. Board Self-Evaluation              |
| *October 28     | 7:00 p.m. Regular Board Meeting              |

On-Campus Events

- |            |  |
|------------|--|
| October 4  | 7:30 p.m. – Lecturing/Reading - The Sounds of Poetry – U.S. Poet Laureate Robert Pinsky, Business and Social Science Center, Theatre, J143 |
| October 17 | 3:00 p.m. - Harper Symphony Orchestra – Business and Social Science Center, Theatre, J143  |
| October 19 | 7:30 p.m. – Lecture - Examining the Elegant Universe – Brian Greene, Physicist – Business and Social Science Center, Theatre, J143         |
| October 21 | 12:15 p.m. – Concert – David Henley, piano – Music Instruction Center, P205  |
| October 29 | 10:30 a.m. – Lecture – Wole Soyinka – Nobel Laureate and Nigerian Author – Business and Social Science Center, Theatre, J143               |

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

XI. Adjournment

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

Minutes of the Regular Board Meeting of Thursday, August 26, 1999

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Kolze on Thursday, August 26, 1999 at 7:04 p.m. in the Student and Administration Center (A-238) of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

In the absence of Member Hess, Chair Kolze noted that Member Shure would be the Secretary pro tem.

ROLL CALL: Present: Members Barton, Botterman, Gillette, Howard, Kolze and Shure  
Absent: Member Hess and Student Member Garcia

Also present: Robert Breuder, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Human Resources and Internal Affairs; David McShane, V.P. Information Technology; Colleen Murphy, V.P. Marketing; Judy Thorson, V.P. Administrative Services; Joan Kindle, Associate Vice President for Student Affairs; Mary Azawi; Patrick Beach; Carol Blotteaux; Bruce Bohrer; Cathy Brod; Steve Catlin; Harley Chapman; Tom Choice; Pat Cunniffe; Lori Danaher; Julie Fleenor; Robert Getz; Joyce Grattoni; Evelyn Hopkins; Bill Howard; Randy Illg; Linda Kolbusz; Roberta Lindenthaler; Liz McKay; Mercedes McGowen; Russ Mills; Elena Pokot; Sheila Quirk; Angela Schwartz; Karina Srugys; Chris Staub; Christine Stephan; Patricia Traynor and John Warchal - Harper. Students: Esmeralda Guerrero; Vincente Guerra.

Guests: Bill and Helen Huley, Northwest Tax Watch; Dwight Esau, Journal/Topics; Tim Pareti, Chicago Tribune.

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

STUDENT TRUSTEE REPORT There was no report.

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 were changes made to various exhibits, and they have

been distributed as one document entitled, "Changes to Board Exhibit." Chair Kolze noted that these changes reflect the response from administrative staff regarding questions and concerns of Board members. The changes made are acceptable to the entire Board.

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, Howard,  
Kolze and Shure  
Nays: None

Motion carried.

### CONSENT AGENDA

Chair Kolze noted that revised Exhibits VI-4a and VI-9 have been distributed to Board members. He added that revisions are available to the public as they enter the Board meeting.

Member Barton moved, Member Botterman seconded, approval of the minutes of the July 21, 1999 Regular Board meeting and executive session; bills payable; payrolls for July 17, 1999, July 30, 1999 and August 13, 1999; estimated payrolls for August 14, 1999 through September 24, 1999; bid awards; purchase orders; personnel action sheets; and for information: financial statements, committee and liaison reports, grants and gifts status report, and 1999-2000 Board meeting dates, as modified and outlined in revised Exhibits VI-1 through VI-9 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,552,548.26
Tuition Refunds	53,454.02

The payrolls of July 17, 1999 in the amount of \$1,785,247.68; July 30, 1999 in the amount of \$1,719,049.02; August 13, 1999 in the amount of \$1,298,511.37, and estimated payroll of August 14 through September 24, 1999 in the amount of \$7,276,254.23.

Bid Awards

Ex. VI-3a

Award Bid 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.

	Ex. VI-3b	Award Bid 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.
Purchase Orders	Ex. VI-4a	Authorization of the purchase of supplemental books for the Unix and A+ Programs, as well as resource materials for instructors, from an on-line bookseller, in an amount not to exceed \$15,000.
	Ex. VI-4b	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.
	Ex. VI-4c	Approve issuance of a purchase order to Computer Associates Financial Services/Nations Credit, for a software maintenance agreement, in the amount of \$12,923.
	Ex. VI-4d	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.
	Ex. VI-4e	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.
Personnel Actions	<u>Administrator Appointment</u> Katherine Steffen, Director Marketing Services, Marketing Services, 08/16/99, \$65,000	

Faculty Appointments

Jason James, Assistant Professor, TM/PS, 08/17/99,  
\$41,836

Patricia Widder, Instructor, TM/PS, 08/17/99, \$33,986

Professional/Technical Appointments

Alice Blomquist, Admissions Outreach Associate,  
Admissions, 08/16/99, \$32,000

Amber Bolden, Admissions Outreach Associate,  
Admissions, 07/28/99, \$31,700

Matthew Fowler, Desktop Integration Analyst, IT/CS,  
07/12/99, \$43,000

Scott Karas, Area Tutor Coordinator, p/t, AE/LS-Tutoring  
Center, 08/23/99, \$20,655

Yvonne Thompson, Admissions Associate, Admissions,  
08/02/99, \$36,000

Classified Staff Appointments

Craig Ferengul, Buyer, Textbooks, BKST, 08/16/99, \$27,000

Dave Parag, Clerk/Receptionist, p/t, AE-LS-Tutoring Center,  
08/23/99, \$9,922

Halina Polakowski, Administrative Assistant, LS/HS,  
08/09/99, \$37,046

Mary Rob, Clerk Typist I, p/t, LS/HS, 08/09/99, \$7,301

Hilda Vantilt, Administrative Secretary, AE/LS-Tutoring  
Center, 08/16/99, \$5,541

Shanell Washington, Information Receptionist, p/t, STU  
DEV-Center for New Students, 08/16/99, \$5,541

John Whiteside, Financial Aid Assistant, OSFA, 07/12/99,  
\$26,500

Harper #512 - IEA-NEA Appointment

Dawn Hall, Custodian, PHY PLT, 08/09/99, \$19,469

Public Safety - ICOPS Appointment

Lydia Lamb, Clerk/Dispatcher, PUB SAF, 08/02/99, \$22,000

Incentive Compensation

Jennifer Reitmeister, New Business Development Manager,  
CORP SRV, \$3,060

Amy Vogelgesang, New Business Development Manager,  
CORP SRV, \$1,840

Classified Staff Retirement

Marie Downing, Bookstore Service Assistant, BKST,  
07/16/99, 14 years

Administrator Resignation

Thomas Zaucha, Assistant Director, Physical Plant, PHY  
PLT, 07/26/99, (withdrew acceptance of position)

Professional/Technical Resignations

Darice DaMata-Geiger, Admissions Associate, Admissions,  
06/24/99, 2 yrs. 2 mths.

Robert Foster, Linguistic Specialist, Access and Disability  
Services, 07/21/99, 11 months

Supervisory/Confidential Resignation

Amy Hauenstein, Community Relations Manager, COM  
REL, 06/30/99, 9 years

Classified Staff Resignations

Sonja Barbaro, Clerk/Receptionist, p/t, AE/LS- Tutoring  
Center, 07/15/99, 1 yr. 5 mths.

Judy Kulchawik, Secretary, AE/LS-Tutoring Center,  
07/15/99, 1 yr. 5 mths.

Geri LaBeau, Program Assistant CORP SRV, 07/31/99, 3  
yrs. 1 mth.

Urszula Woronko, Clerk Typist II, p/t, Personnel Department,  
08/20/99, 1 yr. 8 mths.

Harper #512 IEA-NEA Resignation

Lenetta Hartline, Custodian, Physical Plant, 07/31/99,  
Failure to return from Disability Leave, 5 years

1999-2000 Board  
Meeting Dates

Dates were distributed and will be approved at the Board  
Organizational Meeting in November.

In regard to Exhibit VI-4b, Member Gillette asked if the  
Beanie Babies would be purchased all at once, or as  
needed. It was noted that they would be purchased as  
needed.

In response to Member Gillette's question regarding Exhibit  
VI-3a, Vice President McShane stated that this was a  
reasonable price.

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

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

Nays: None

Motion carried.

NEW BUSINESS:

Dr. Breuder gave a brief presentation regarding Planning at Harper College.

The phases of strategic planning include:

**Phase I - Needs Assessment**

- External Assessment (assess needs of the community to determine their expectations of Harper College).
- Internal Audit
- SWOT Analysis (strengths, weaknesses, opportunities, threats)
- Assumptions
- Implications

Dr. Breuder noted that the community needs constantly change, and an external assessment is very necessary. Exhibits VII-B and VII-C on the agenda relate to the external assessment.

Assumptions and implications have not been developed at this point. When the planning process began upon his arrival, the College developed the SWOT analysis, making some informal assumptions about the environment. Now that time allows, the College will perform the external assessment, the internal audit, and make certain that the SWOT analysis is correct. From that information, assumptions will be made about the internal and external environments, and we will draw implications accordingly, concluding Phase I.

**Phase II - Strategic Long-Range Plan**

- Statement of Philosophy (belief)
- Mission Statement (purpose)
- Vision Statement
- Core Values
- Goals
- Tasks

Dr. Breuder noted that the Strategic Long-Range Plan was approved by the Board in June. All aspects of the plan are updated every year, reflecting a three-year window.

**Phase III - Annual Plan**

- Objectives (measurable items to accomplish)

- Strategies (how these will be accomplished)
- Priorities (institutionally/by objective)
- Time Allocations (how much time each will take)
- Cost Implications (how much each will cost)

Dr. Breuder noted that the Annual Plan was distributed to Board members for information purposes.

#### Budget Hearing

At 7:20 p.m., Chair Kolze recessed the regular meeting and called to order the public hearing on the FY 1999-00 budget.

Vice President Judy Thorson explained that the document distributed to Board members for approval is called a Legal Budget. Upon approval, it will be filed with the State of Illinois. Since the Legal Budget provides summary information, it has been Vice President Thorson's goal to produce a budget document with more detailed information for the Harper community. She introduced Harper College Budget Analyst Pat Cunniffe who prepared the document. Vice President Thorson explained that as members of the Government's Finance Officers Association, they are striving to produce an award-winning budget. She noted that components of the budget are included as requirements of the Government's Finance Officers Association, or they are added for clarity for the reading public.

She called attention to the projection model on pages 17-19. It is a dynamic model that shows the past, and the future as variables change. She explained that they can see, for example, what will happen if salaries increase by three percent and fringe benefits increase by ten percent.

Pages 20-29 show details of the state's performance based funding system. This is the first year the College is receiving money, and it is based on prior year data. The details outline where money is being allocated and how factors are being measured. The state government revenue increased by six percent, and Vice President Thorson feels the College will continue to see an increase in this funding category. Page 42 is a comparison of the budget over the past few years. The reason why "Other Sources of Revenue" dropped by 32 percent can be found in the details on page 49. She explained that in the past, the College had been inappropriately counting money called "chargeback revenue" from the Print Shop as "revenue." This year, \$487,000 (of chargeback revenue) was taken out of the "revenue" category, and handled a different way. Vice President

Thorson noted that tuition and fees have increased by ten percent.

She explained that Institutional Support increased primarily due to a 16 percent increase in fringe benefits for all Harper employees. These benefits are anticipated to increase another ten percent in January. Vice President Thorson noted that details regarding each fund can be found at the back of the budget document.

In response to Member Gillette, Vice President Thorson stated that the budget document is not on the Intranet, but it is available in printed form to the community.

Member Barton stated that she likes the way the budget is presented.

Inasmuch as there were no other persons present who desired to speak regarding the budget, Chair Kolze declared the hearing closed and reconvened the regular Board meeting at 7:27 p.m.

#### Adoption of Budget Resolution

Member Barton moved, Member Gillette seconded, adoption of the Budget Resolution 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, Botterman, Gillette, Howard, Kolze and Shure

Nays: None

Motion carried.

Chair Kolze complimented the business staff on the development of the budget.

Dr. Breuder noted that gratitude should go to members of President's Council and senior staff, because they were truly the architects of the budget document. They did an excellent job.

Member Howard added that a lot of work went into the budget, and the Board appreciates it.

#### Market Analysis and

Member Howard moved, Member Barton seconded,

## Needs Assessment

approval of the College to hire a market research firm and authorization for 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. This authorization will not exceed \$35,000 per target audience for the basic contract and will not exceed \$4,000 for reimbursable expenses. If costs exceed limit, the President may establish new limit with the approval of the Board Officers, as outlined in revised Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard noted that this is absolutely essential in the rapidly changing environment of education today. The College must conduct this type of survey to find out what the community needs are for education. If we do not find out what courses they want, how and when they want them, Harper will not be meeting the needs of the community.

In response to Member Botterman, Dr. Breuder noted that the market analysis and needs assessment will be given a 90-day timeframe.

In response to Member Gillette, it was noted that the contract will be reviewed by legal counsel.

Upon roll call, the vote was as follows:

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

Motion carried.

## Community Research and Engagement

Member Howard moved, Member Botterman seconded, authorization for the President to sign an agreement with Attitude Research Company for services in the amount of \$30,250 plus reimbursable expenses not to exceed \$7,500. If expenses exceed limit, the President may establish new limit with the approval of the Board Officers, as outlined in revised Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze noted that legal counsel will review the agreement prior to it being signed.

Member Howard noted that this is the second type of survey Harper is doing to support strategic planning.

In response to Member Barton, Dr. Breuder stated that the timeframe for this survey is October 1, 1999.

Upon roll call, the vote was as follows:

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

Motion carried.

#### ACCT Voting Delegate

Chair Kolze noted that Members Shure, Gillette and Kolze will be attending the Association of Community College Trustees annual convention. He asked Member Shure to be the voting delegate and Member Gillette to be the alternate on behalf of the Harper College Board of Trustees. Board members concurred.

Member Gillette noted that his article on return on tax investment for community colleges will be featured in the quarterly issue in ACCT, which comes out right before the convention. Chair Kolze added that it is good for the College when Board members and staff participate in these outside activities.

#### Parking Lot Lease at Northeast Center

Member Howard moved, Member Gillette seconded, approval of the parking lot lease agreement, as outlined in Exhibit VII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze noted that this lease, given to the Ampro Development Company, is a way for the College to collect money for the use of our parking lot. He added that the agreement has been reviewed by legal counsel.

In response to Member Barton, Vice President Thorson stated that there is no parking problem at the Northeast Center during the day.

Upon roll call, the vote was as follows:

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

Motion carried.

#### First Reading:

Chair Kolze noted that there is a revised version, based on

**Gift Ban/Ethics Policy**

input from Board members. It is a first reading, requiring no action. The second reading will take place at the September Board meeting. He asked Board members to direct questions or comments to Dr. Breuder.

Member Gillette stated that the College has adopted the state code 100 percent. He added that, as unpaid Board members, they had the option of being exempt from the policy. However, the Board chose to be included.

**Presentation of  
Annual Plan  
1999-00**

Chair Kolze noted that there always has been a planning process at Harper, but Dr. Breuder has carried the process further than in the past. He added that it is a good process. He thanked the many people who have worked hard to put this together. The Annual Plan is a document that is used for the whole year and directs the organization.

Dr. Breuder explained that the Annual Plan is a compilation of the individual annual plans of each senior staff member reporting to the Office of the President. It encompasses the entire institution and operationalizes the three-year Strategic Long-Range Plan. He called attention to the section entitled "Institutional Priorities". Items A, B, C, D, I and L reflect the importance of doing an external assessment. Items E, F, G and H connect back to an internal audit. We must survey outside and work inside the institution to garner data and information to derive an accurate SWOT analysis, assumptions and implications. Dr. Breuder noted that the College has an ambitious agenda.

Dr. Breuder added that when creating the Annual Plan, there was exchange among senior staff members to work through overlapping and impacting areas. Once everything was agreed upon, senior staff signed off on it. He noted that performance reviews are connected back to the Annual Plan. He showed an example of how items in the Annual Plan are linked back to the Strategic Long-Range Plan.

Member Gillette suggested that Board members be able to give input to the Annual Plan before it is developed for the next fiscal year. For example, he would add "accountability to taxpayers" as a core value, even though it may be implied throughout the document. Chair Kolze said it is a good idea, and perhaps it could be coordinated with Trustee input on other planning documents.

**PRESIDENT'S  
REPORT**

Presentation:  
Core Values

Dr. Breuder gave a brief presentation on Core Values, an important part of the Strategic Long-Range Plan. He explained that the President's Council summer retreat focused on identifying Core Values. Eventually, the core values will be displayed throughout campus, along with the signatures of those on President's Council, thus showing the commitment behind the values. They are the guiding principles in our daily actions.

He explained that the core values break down into five areas:

**Civility**

- Respect, empower and value, all learners and employees.
- Foster a supportive and positive environment.
- Encourage open communication, listening and trust.
- Ensure representation and meaningful participation in decision-making. (For example, strengthening the shared governance system.)

**Innovation**

- Challenge the status quo. (In an environment of change, we must change the status quo in order to move forward.)
- Anticipate tomorrow.
- Embrace flexibility. (Those who practice rigidity will not function well and survive long-term in today's environment.)
- Encourage, reward creative thinking. (This is what will carry us into the 21st century.)
- Apply emerging technology.
- Think globally. (Not only in Palatine, Northwest Suburbs, but Chicagoland and further.)

**Integrity**

- Commit to doing what is best for those we serve and the institution.
- Be honest and fair.
- Maintain high ethical standards.
- Walk the talk. (We must practice what we believe in.)

**Learner Focused**

- Ensure learner success through academic excellence.
- Provide fast, accurate responses.
- Make decisions based upon learner needs.

- Exceed learner expectations. (If we go beyond, then we know that we will have met the learner's needs.)
- Practice customer-driven quality. (Customers of Harper College include students, employees, government, etc. We must deliver in a quality fashion to all customers.)

### **Personal and Institutional Best**

- Accept responsibility to perform our personal and professional best.
- Foster development in ourselves and others.
- Commit to continuous improvement and learning.
- Focus on key results.
- Internalize proactive planning and sound business practices.
- Achieve synergy through teamwork.
- Make our image a reflection of our inner quality.

Dr. Breuder added that Harper College is blessed with a rich team of professionals. They are recently making an effort to enhance the physical appearance of Harper College so that the image reflects the excellence that exists within.

Dr. Breuder explained that these core values have been brought to the Chair of the Human Resources Committee of the Shared Governance System. This group will give their input as to whether they (in total or in part) should become the core values of the whole institution. From the Human Resource Committee, it will go to the Planning Committee, then to the Assembly and College Council, who will eventually bring forth a recommendation. The goal is to adopt a set of core values developed through our Shared Governance system.

Presentation:  
Corporate Services  
Status Report  
FY 1998-99

Dr. Breuder explained that there are three primary pieces of business at Harper College: Corporate Services, Adult and Continuing Education and Traditional Credit Students. He asked Lori Danaher to give a brief presentation on the success of Corporate Services.

Ms. Danaher explained that Corporate Services is dedicated to serving the training, education and consulting needs of the business community. All solutions can be customized to meet the company's specific business objective; they are flexibly scheduled courses, usually delivered on-site at a company's location.

Corporate Services just ended its seventh fiscal year. To date they have served 330 businesses, delivered over 2,200 training programs in the industry and have served over 34,000 employees of the Harper College district. There are approximately 30,000 businesses in district, so there is a great deal of growth potential.

Ms. Danaher called attention to comparison figures from this year to last year. In light of the fact that the number of new clients served decreased from 53 to 40 this fiscal year, Corporate Services grew 48 percent in the number of programs delivered and 37 percent in the number of employees served. This suggests that Corporate Services is doing a very good job at expanding its partnerships with current clients, on the average, delivering at least seven training programs per client. Overall, they grew by approximately three percent or \$1.4M.

She listed additional accomplishments in Corporate Services:

- On-site credit enrollment grew 25 percent (due to the Motorola Electronics program and two on-site associates degree programs offered at Allstate locations)
- A commitment was made to seek more grant money in an effort to generate awareness of the benefits of working with a community college.
- Upgraded Corporate Services customer relationship management system. It was a successful year-long process that has increased efficiency, lessened paperwork, improved sales analysis, increased profit margin, saved time, improved communications and decreased mailing costs. Ms. Danaher explained that a sales person can take with them their Palm Pilot, loaded with the entire database of 5,000 companies and 8,000 contacts, the instructor database and a Map Quest program with directions to the client's site. She noted that they will be doing a presentation at the upcoming League for Innovation conference. Recently, she and Elena Pokot gave a presentation to President's Council demonstrating the institution-wide benefits of the system.
- Corporate Services sponsored four major marketing events: honored the Lincoln Foundation Award for Business Excellence; held a program on the new topic of Emotional Intelligence in the Workplace; spotlighted the Workforce English as a Second Language and Basic Skills Program; and hosted an event to help companies pursue the ISO certification process.

- Updated Corporate Services marketing brochure.

Ms. Danaher highlighted several innovative programs Corporate Services offered to clients this past year.

- **Village of Arlington Heights** - Corporate Services is helping train all employees as they convert their entire system from a DOS to a Windows 95 environment. To date it has been a \$125,000 project. The police officers, for example, will have laptops installed in their patrol cars for easier reporting purposes.
- **Allstate Insurance Company** - two on-site associate degree programs are in place. Allstate employees can work on their degrees without leaving their job site. Corporate Services orchestrated all student services to occur on-site as well, including information seminars, academic advising, registration, book buying, etc. Allstate's goal is to offer general education credit courses each semester for the next five years at their Barrington location.
- **Web Tool and Manufacturing** - Corporate Services is providing ISO 9000 employee training in order to help the company remain competitive globally. Web Tool and Manufacturing was one of the grant recipient companies, receiving \$75,000 to apply toward this effort.
- **UPS** - Corporate Services provides English as a Second Language (ESL) classes in an effort for UPS to attract employees to fill their 3:00 a.m. to 7:00 a.m. shift. When different obstacles presented themselves, Corporate Services helped coordinate transportation for the potential employees within the community.

Ms. Danaher called attention to a list of the new clients which include Coca-Cola, UOP, and Square D. She noted that Corporate Services has been completely self-funded. Gross sales is \$1.372M. Profit last year was \$150,000, which is a profit margin of 11 percent.

The mission statement was revised to include consulting services. They plan to expand the product line to include organizational development consulting and change management consulting.

Member Barton stated that the growth of Corporate Services in seven years is impressive.

Member Howard suggested they add consulting on "maximizing technology for efficiency" to their product line.

In response to Chair Kolze's questions, Ms. Danaher stated that Corporate Services is working with only one percent of the local companies - to date they have served 330 companies and there are 30,000 out there. She feels that their competition is large-scale training companies such as Fred Pryor, Zenger-Miller, CompuServ and Productivity Point, and that their competition is not other educational providers.

In response to Member Gillette, Ms. Danaher stated that the new Conference Center will not "fall under" Corporate Services; however, Corporate Services will have some space in the building. It is also believed that Corporate Services will bring business to the Conference Center.

In response to Member Botterman, Ms. Danaher explained that the services they provide are strictly needs driven - addressing a need expressed by the customer or a need uncovered by Corporate Services. Anything that exists at the College is always available to the corporate community.

In response to Member Botterman's questions, Ms. Danaher stated that there is not a government rate for municipalities. She noted that a citizenship component may be sought along with the ESL program.

Dr. Breuder added that many in the state believe Harper College to have, by far, the strongest, the largest and the best Corporate Services initiative in the State of Illinois. The Board should be very proud of Lori and her staff.

Presentation:  
Educational Foundation  
Report FY 1998-99

Dr. Breuder asked Cathy Brod to give a brief presentation on the Harper College Educational Foundation. It was noted that Ms. Brod just returned from a Harper-sponsored trip to Turkey. The group was 300 km south of the epicenter of the recent earthquake.

Ms. Brod called attention to the first page of handouts which outlines total revenue contributions since 1993. She pointed out that for the year ending June 30, 1993 there was \$493,694.77 in revenue, and for the year ending June 30, 1999, revenue is anticipated at \$2,016,864 (the figures are not final yet). Annual revenue increased by approximately 100 percent this last fiscal year.

She pointed out that net assets were \$2,130,866 in 1997; \$2,867,047 in 1998; and \$3,531,041 in 1999. This figure

does not include the art collection, which is in the process of being appraised.

The Foundation has supported various projects over the past few years: 34 percent has gone to equipment; 21 percent to scholarships and awards; 14 percent to new program development; 11 percent to community service; 10 percent to renovation and construction; 6 percent to marketing and public relations for the College; and 4 percent to the art collection.

In the last two years, \$210,000 in student scholarships and awards have been given to 194 students; and \$5,000 in faculty awards have been given to four faculty members. The Foundation gave \$144,500 to new program development. She explained the Resources for Excellence Program, where different entities within the institution apply for funding. The applications are reviewed by the Foundation Executive Committee and approved based on certain criteria. A large amount (\$40,000) was given for Distance Learning. Different divisions have benefited from equipment funded by the Foundation: Electronics, Performing Arts, Cardiac Technology, etc. Total equipment funding totals \$339,500, which does not include the Square D gift of \$250,000 that has not been executed.

The Foundation helped with funding for the renovation of the Student Activities Center and lecture halls; and dedicated some money to the construction of an athletic field for a total of \$100,000. Ms. Brod called attention to a typing error in the handout for community service and cultural arts - \$22,000 was donated to the Women's History Month instead of \$72,000. The Foundation supports a diverse group of community services listed in the handouts. Approximately \$35,000 has been given towards the maintenance of the Harper College Art Collection, and hiring a curator. The Foundation has helped with College marketing and public relations, contributing a total of \$58,000 to advertising, marketing consulting and printing.

Ms. Brod stated that over the past two years, the Foundation has increased its annual revenue by 100 percent, increased the Foundation's asset base and contributed over \$1M to the College for scholarships and programs.

Chair Kolze stated that Ms. Brod has done very well since she took the position two years ago. Ms. Brod noted that she is fortunate to work with a wonderfully committed

Foundation Board. It makes her job easy. Chair Kolze added that the Board appreciates the hard work of the very dedicated people on the Foundation Board.

Dr. Breuder stated that if the Foundation was not successful bringing in this revenue, the College would have to find money in the budget to do these important things. Everyone understands the importance of what Cathy and her colleagues have done.

Presentation:  
Grant Received

Mercedes McGowen announced that Harper College recently received a grant for \$1.48M to work in collaboration with the University of Illinois-Chicago (UIC), Oakton Community College, Triton Community College and three other institutions to improve teacher preparation. She called attention to handouts distributed to Board members. Ms. McGowen noted that today, 46 percent of all students enrolled in mathematics courses at undergraduate institutions are enrolled at two-year colleges. UIC recently surveyed students and found that 400 students enrolled in their professional teacher programs came out of the suburban community college system. In the past, community colleges have not been recognized as being a big player in teacher preparation. The recent statistics have proven otherwise, and now the National Science Foundation, the Department of Education and all major math professional organizations have started paying more attention to community colleges.

The grant will provide personal and professional development funds for mathematics and science faculty. Two faculty from math and two from science are involved each summer in week-long professional workshops, and then ongoing activities throughout the year for which they will get graduate credit. They will receive a \$1,250 stipend for their participation.

Ms. McGowen highlighted some of the benefits this grant will bring to Harper College. She noted that Harper College received recognition at the National Science Foundation and the American Math Association of Community Colleges this past year as one of 11 exemplary programs in teacher preparation. Ms. McGowen noted that she is the community college liaison for Harper College and is also a member of the Steering Committee. She asked Board members to contact her if they had any questions.

Presentation:

Dr. Breuder asked Tom Choice to give a brief presentation

**Classroom Utilization**

on his analysis of classroom and laboratory utilization at Harper College. A handout was distributed.

Dr. Choice explained that Harper is offering 3,100 sections of credit and non-credit courses on campus this fall, not including Corporate Services offerings. Of the 3,100 credit and non-credit course sections, 2,400 are offered on the main campus in Palatine. The handout highlights utilization of instructional space on the main campus.

He pointed out that courses are taught on campus seven days per week at a variety of times; however, the majority of classes remain in the traditional format of higher education that students prefer -- Monday-Wednesday-Friday (M-W-F) classes and Tuesday-Thursday (T-TH) classes from 6:30 a.m. to 9:05 p.m. The handouts reflect these traditional class times. He defined "prime time" classes as those scheduled between 9:00 a.m. and 2:00 p.m. during the day, and evening classes scheduled at approximately 6:30 p.m. Dr. Choice noted that the majority of students prefer those times; however, some students prefer 6:30 a.m. classes before they go to work, and some prefer weekend classes.

He called attention to the handout and explained that the Total Instructional Space Available of 203 reflects state defined instructional spaces, including classrooms, generic classrooms, specific dedicated classrooms, science labs and computer labs. The handout breaks down the 203 spaces available into 167 General Classrooms (spaces with tables/desks/chairs) and dedicated classrooms (dental hygiene spaces with dental chairs, fashion design spaces with dress forms) and 36 Instructional Labs (science labs and computer labs). He noted that state definitions do not consider a space a computer lab if it has only four or five computers in it associated with the program.

Dr. Choice noted that prime time utilization during the week is over 94 percent; non-prime time utilization is almost 77 percent; and overall average utilization is 86 percent during the week. Statistics show the national average utilization at community colleges is 60 percent. Harper College is far exceeding that.

Dr. Choice added that people may wonder why the 70 percent or 80 percent utilization of science labs cannot be higher. He explained that the figures include only scheduled classes and do not include the set-up and take-down time for the labs, and open lab times. That time must be built in.

Review sessions are also held in classrooms three times per year, but they are not scheduled up front. This suggests that utilization is even higher than what is listed in the handout.

In response to Chair Kolze, Dr. Choice stated that the faculty and deans have done a wonderful job of scheduling sessions earlier in the morning. He listed several classes that are scheduled before 7:00 a.m. They continue to explore more options to satisfy the student population.

Dr. Choice called attention to Notes 3 and 4 on the handout. He noted that some spaces absolutely must be dedicated for certain programs, such as cadaver labs. It is not an appropriate space for any other program. There is also some less than desirable classroom space, such as H111 which used to be a storage room. They try not to schedule classes in H111, but when they have no other choice, they must use it.

Member Gillette expressed his concern that the College is having to turn away students because there is no room for them. Dr. Choice responded that of the 3,100 sections taught, approximately 2,400 are on the main campus, and 700 classes are taught elsewhere. Russ Mills and his staff have explored other sites off the main campus, including Hoffman Estates High School. Additionally, 69 classes are scheduled at the Northeast Center. The College does their best to find alternative space. However, some students do not want to leave the main Harper campus.

Member Howard noted that while the College can rent spaces for classes, they cannot rent space for biology labs and physics labs. Harper College truly needs more space for science and technology on campus. Dr. Choice added that even if the College were to purchase additional space, it would be very costly to create lab spaces and it would be costly to equip them in the same manner as the labs on campus. Harper has gained some of the best chemistry equipment from NSF grants, and it cannot be duplicated.

Dr. Breuder emphasized that space is a major concern today, and is an even bigger concern for the future as marketing efforts become successful and trends from K-12 statistics become a reality. We have no place to grow, and it is a major concern. He added that as the College keeps up with the community demands by adding new programs and services, the College continues to take instructional space

and uses it for other purposes. Dr. Choice added that the College is trying to be innovative, and the faculty has been totally cooperative.

On behalf of the chemistry and biology faculty, Dr. Choice emphasized that they do need more labs, but a more pressing need today is general instructional space. The space they have right now is inadequate. Chair Kolze added that it was very obvious to the Board during the tour that science and biology are in trouble.

In regard to Member Botterman, Member Howard stated she would give this classroom utilization information to Senator Rauschenberger, who suggested that Harper College was not properly scheduling its space. Member Botterman expressed concern that with nearly 100 percent utilization, there was no time to do preventive maintenance in the classrooms. Dr. Breuder emphasized the fact that in order to remodel old space, we would need to build new space to house the programs. On behalf of the Board, Chair Kolze thanked Tom Choice for his presentation.

Presentation:  
Enrollment Update

Steve Catlin was asked to give a brief update on enrollment for the beginning of school. Handouts reflecting enrollment for the first three days of the fall term were distributed to Board members. He noted that the numbers are down in Continuing Education headcount and Credit headcount compared to last year at this time. FTE enrollment is slightly ahead of last year at this time by .15 percent. He pointed out that Continuing Education now measures success by seatcount and by revenue rather than by headcount. In response to Member Barton, Mr. Catlin explained that headcount reflects the number of individual people enrolled (one student taking three courses counts as a headcount of one); seatcount reflects the number of seats that are filled in a class (one student taking three courses counts as a seatcount of three).

Mr. Catlin pointed out that Continuing Education curriculum has been restructured and rescheduled so that more offerings begin after Labor Day. Additionally, 120 sections of credit classes will begin September 13 or later. Therefore, the fall term has not fully begun.

Mr. Catlin called attention to the second graph, a historical perspective of Harper College's total business (including Corporate Services). It shows the annual headcount of credit students, continuing education students and

Corporate Services students (beginning in 1993). He noted that during Fiscal Year 1999, the College reached an all-time high of headcount students served (68,406). From an FTE perspective, growth was at 1.78 percent; from a headcount perspective, growth was at approximately 10 percent.

Dr. Breuder added that the numbers are good on the FTE side and will grow into the semester. On the Continuing Education side, the headcount or seatcount is up 40 basis points. As enrollment begins to escalate and marketing efforts kick in, the College will have a dilemma.

#### Miscellaneous

Dr. Breuder highlighted a letter recently received from the State Board of Education regarding the audit of our Carl D. Perkins Vocational and Applied Technology grants. The College received a sterling review, and it is attributable to many people, especially Julie Hennig. He congratulated Ms. Hennig.

He noted that the Harper College Theater information is in the Board packet. He encouraged everyone to attend the three great performances this year.

KPMG Peat Marwick begins its audit of last year's books. The audit should be brought before the Board at the October meeting.

Associate Vice President Joan Kindle announced that Mike Nejman is preparing for a presentation coming to Harper on September 18. The director of The Blair Witch Project will be giving six presentations across the country, one of which will be at Harper College. She commended Mr. Nejman for bringing excellent programs to Harper College. Dr. Breuder added that The Blair Witch Project is a movie that cost \$15,000 to make and has made over \$200M at the theaters.

Dr. Breuder apologized for the length of the meeting. He thanked his colleagues for their thoughtful presentations. On behalf of the Board, Chair Kolze thanked everyone for their hard work and efforts that went into making the presentations. The Board appreciates receiving the information.

#### ANNOUNCEMENTS BY CHAIR

#### Communications

Chair Kolze noted there were no communications.

## Calendar Dates

Calendar dates are printed on the agenda for Board information. He stated that the October 6 meeting for Board self-evaluation needed to be formalized. He asked Member Shure to Chair a group to form an agenda for the meeting. He asked Member Howard to serve on the group and stated he would ask Member Hess to serve, as well. He would like the group to determine how to make the self-evaluation meeting as productive as possible.

Member Howard moved, Member Shure seconded, that the Board self-evaluation meeting be held October 6, 1999 at 5:30 p.m. \_

Upon roll call, the vote was as follows:

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

Motion carried.

## EXECUTIVE SESSION

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

Chair Kolze noted that there would not be any action taken following executive session.

Upon roll call, the vote was as follows:

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

The motion carried at 9:15 p.m.

Following executive session, the Board reconvened the Regular meeting at 9:51p.m.

## ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 9:52 p.m.

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Chair

Secretary Pro Tem

## BOARD REQUESTS

### AUGUST 26, 1999 REGULAR BOARD MEETING

1. In regard to Exhibit VII-F, First Reading: Revision to the Board of Trustees Policy Manual on the Ethics Policy, Chair Kolze asked Board members to direct questions or comments to Dr. Breuder.
2. Member Gillette suggested that Board members be able to give input to the Annual Plan before it is developed for the next fiscal year. For example, he would add "accountability to taxpayers" as a core value, even though it may be implied throughout the document.
3. Member Howard suggested Corporate Services add consulting on "maximizing technology for efficiency" to their product line.
4. Mercedes McGowen asked Board members to contact her if they had any questions regarding the recent grant received for teacher preparation.
5. Chair Kolze asked Member Shure to Chair a group to form an agenda for the Board self-evaluation meeting. He asked Member Howard to serve on the group and stated he would ask Member Hess to serve, as well. He would like the group to determine how to make the self-evaluation meeting as productive as possible.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

SEPTEMBER 23, 1999

SUMMARY OF BIDS

- EXHIBIT VI-3a      The administration recommends that the Board award Q00053 for notebook computers for use throughout the College to Ace Computers, the lowest responsible bidder meeting specifications, in an amount not to exceed \$113,900.
- EXHIBIT VI-3b      The administration recommends that the Board split the award of Q00050 for audio visual equipment, on a per item basis to the lowest responsible bidder meeting specifications, to Advance Visuals, Inc. in the amount of \$55,126.38; to United Visual, Inc. in the amount of \$12,343; to Klaus Companies in the amount of \$7,022.29; to Columbia Audio/Visual in the amount of \$2,507.20; to Midwest Visual Communications in the amount of \$2,064; and to Swiderski Electronics, Inc. in the amount of \$500 for a total award of \$79,562.87.
- EXHIBIT VI-3c      The administration recommends that the Board award Q00055 to Conserve FS, the low bidder for Road Salt, in the amount of \$21,672.
- EXHIBIT VI-3d      The administration recommends that the Board award bid Q00055 to Hagg Press, Inc., the low bidder for printing of the Spring 2000 Extension booklet, which contains course listings for the three major extension centers, in the amount of \$16,219.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00053 for notebook computers as requested by Academic Affairs, Student Affairs, Administrative Services, and Information Technology for various applications throughout the College.

II. BUDGET STATUS

Funds in the amount of \$113,900 are provided as part of the Technology Plan, Project D1, in the 1999/2000 Restricted Purposes Fund budget, under account number 0695-245-586.10.

III. INFORMATION

A legal bid notice was published and 31 bids solicited. Nine responses were received. The following is a recap of the bid tab sheet:

PC Systems Design	\$107,250
Ace Computers	113,900
PCM, Inc.	123,200
Omni Tech Corporation	132,700
Daly Computers, Inc.	143,350
RMS Business Systems	152,400
Comark Corporate Sales, Inc.	161,450
Sapphire Systems, Inc.	165,500
Gateway Companies, Inc.	Incomplete

The bid submitted by PC Systems Design does not meet the mandatory specifications. They do not have a presence in the Midwest and their bid was incomplete.

The requested notebook computers have been planned and approved for use in instructional and administrative functions throughout the College. Projects are in concert with the Technology Plan, D1, approved by the Board of Trustees. The bid also provides that College faculty, staff, and students will be granted the same purchase price as the College on all products bid.

IV. RECOMMENDATION

The administration recommends that the Board award Q00053 for notebook computers for use throughout the College to Ace Computers, the lowest responsible bidder meeting specifications, in an amount not to exceed \$ 113,900.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00050 for audio visual equipment to be used throughout the College as requested by Media Services.

II. BUDGET

Funds in the amount of \$104,000 are provided in the 1999/00 Education Fund budget, under account number 0122-025-586.

III INFORMATION

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

Columbia Audio/Visual	\$11,932.26
	No bid 14 items
United Visual, Inc.	12,343.00
	No bid 5 items
Roscor Corp.	20,349.00
	No bid 8 items
Advance Visuals, Inc.	68,986.97
	No bid 4 items
Klaus Companies	72,096.88
	No bid 1 item
Midwest Visual Communications	87,207.00
Swiderski Electronics, Inc.	89,277.00
	No bid 6 items
Educational & Institutional Cooperative Service, Inc.	108,291.00

This request falls into three categories of equipment. First, the College is increasing its inventory of TV monitors. The TV monitors will be used in classrooms and for portable setups for events across campus. The second category, video/data projectors, makes up the largest portion of the budgeted equipment and will be used mostly for permanent mounting in classrooms. The projectors will be used to cast large images from computer or video sources for use in instruction. The third category is the continued replacement of older equipment with the purchase of VCR's, overhead projectors, cassette recorders, etc.

In order to obtain the lowest cost for the College, the award will be split on a per item basis to the lowest bidder meeting specifications. The video/data projectors and the overhead projectors will be awarded to Advance Visuals, Inc. in the amount of \$55,126.38; the laserdisk players, scan converter, multimedia carts, slide projectors, TV carts, and overhead projector carts to United Visual, Inc. in the amount of \$12,343; the TV monitors, adjustable carts, CD/cassette player, audiocassette player/recorders, and the CD/cassette player/recorders to Klaus Companies in the amount of \$7,022.29; the VHS VCRs and the DVD players to Columbia Audio/Visual in the amount of \$2,507.20; the professional audiocassette recorder and the microscope cameras to Midwest Visual Communications in the amount of \$2,064; and the dual-well auto-reverse cassette recorder to Swiderski Electronics, Inc. in the amount of \$500 for a total award of \$79,562.87.

IV. RECOMMENDATION

The administration recommends that the Board split the award of Q00050 for audio visual equipment, on a per item basis to the lowest responsible bidder meeting specifications, to Advance Visuals, Inc. in the amount of \$55,126.38; to United Visual, Inc. in the amount of \$12,343; to Klaus Companies in the amount of \$7,022.29; to Columbia Audio/Visual in the amount of \$2,507.20; to Midwest Visual Communications in the amount of \$2,064; and to Swiderski Electronics, Inc. in the amount of \$500 for a total award of \$79,562.87.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00054 for Road Salt as requested by Physical Plant.

II. BUDGET

Funds in the amount of \$21,672 are provided in the 1999/00 Building Fund budget, under account number 0273-065-544.03.

III. INFORMATION

A legal bid notice was published and 9 bids solicited. Two responses were received. The following is a recap of the bid tab sheet:

Conserve FS	\$21,672.00
Arthur Clesen, Inc.	24,000.00

Of the six vendors that did not bid, one salesperson did not feel it would be possible to be competitive in pricing, one thought that a bid was mailed but sounded unsure, one stated that their salesperson has left the company and our bid was found too late by someone else, and one stated that their salesperson passed away and the replacement salesperson had not found the bid request.

IV. RECOMMENDATION

The administration recommends that the Board award Q00055 to Conserve FS, the low bidder for Road Salt, in the amount of \$21,672.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00055 for printing of the Spring 2000 Extension booklet which contains course listings for the three major extension centers as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$17,000 are provided in the 1999/2000 Education Fund budget, under account number 0193-039-547.

III. INFORMATION

A legal bid notice was published and 14 bids solicited. Five responses were received. The following is a recap of the bid tab sheet for 93M copies of a 20-page booklet:

Hagg Press, Inc.	\$16,219.00
Creekside Printing	17,986.00
Strathmore Printing	18,084.00
VCP Printing	25,319.00
Vis-O-Graphic, Inc.	29,569.00

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

IV. RECOMMENDATION

The administration recommends that the Board award bid Q00055 to Hagg Press, Inc., the low bidder for printing of the Spring 2000 Extension booklet, which contains course listings for the three major extension centers, in the amount of \$16,219.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

SEPTEMBER 23, 1999

SUMMARY OF PURCHASE ORDERS

- EXHIBIT VI-4a      The administration recommends that the Board approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year, in an amount not to exceed \$59,142.12.
- EXHIBIT VI-4b      The administration recommends issuance of an after-the-fact purchase order for emergency repairs to the condensate line, and possibly the steam line, that services the heating system for the Liberal Arts Center, the Business and Social Science Center, and the Engineering and Applied Technology Center. The administration will present to the Board the final details as to the vendor and the actual dollar amount at the September 23, 1999 meeting of the Board of Trustees.
- EXHIBIT VI-4c      The administration recommends that the Board approve issuance of a purchase order to Kreuger International, Inc., for computer laboratory furniture for the new 3COM Lab, in the amount of \$32,099.40.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year as requested by Library Services.

II. BUDGET STATUS

Funds of \$59,142.12 are provided in the 1999/00 Education Fund budget, under account number 0121-024-546.01.

III. INFORMATION

This purchase complies with State Statute and Board Policy.

Subscription costs for periodicals are set by publishers and would be the same no matter which subscription agent is used. By using a periodicals subscription agent, the College saves an average of 50 percent per title, and saves the processing cost of approximately \$30.00 per purchase order for the 738 subscriptions. Also, Library has nowhere near sufficient staffing to maintain such a sizable subscription base.

In choosing a subscription agent, Library Services staff consider the following:

1. Whether the vendor addresses the needs of an academic library, both general and specialized.

2. The number of titles to which the vendor provides access.
3. The vendor's fees.
4. The vendor's reputation and longevity of service.
5. The quality of customer service.

Because of the ongoing subscription process involved with periodicals, the quality of the vendor that manages the ordering, delivery and claiming is of great importance.

EBSCO has been the Library periodicals subscription agent for the College for 16 years. During this time, they have provided reliable, efficient and economical service.

As one of the largest periodical agents in the United States, EBSCO is able to provide for most subscription needs, including foreign publications. They also provide a "periodicals bank" which assists in obtaining missing issues at no cost. They are working with Voyager, the library automation company used by the College, on a serials interface. The EBSCO electronic ordering and claiming functions are compatible with Voyager.

This recommendation is to issue a purchase order to EBSCO Subscription Services in the amount of \$56,893.28 for the subscriptions plus a \$2,248.84 handling charge, resulting in an amount not to exceed \$59,142.12 for the period of July 1, 1999 through June 30, 2000.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year, in an amount not to exceed \$59,142.12.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of an after-the-fact purchase order for emergency repairs to the condensate line that services the heating system for the Liberal Arts Center, the Business and Social Science Center, and the Engineering and Applied Technology Center as requested by Physical Plant.

II. BUDGET

Funds are provided in the 1999/00 Operations and Maintenance Fund Restricted Fund Life Safety projects.

III. INFORMATION

In order to complete the emergency repairs before the heating season, it was mandatory to hire a company to begin repairs immediately. This purchase order falls under the emergency expenditure exception of the Illinois Community College Act, to waive bidding requirements and instead award the repair to one of several contractors submitting cost proposals.

Proposals were solicited and received. The request includes repair of the condensate line at an approximate cost of \$97,000 which will include the costs from the contractor, the engineering fees, and the contingency.

A poll of Board members was made to authorize this expenditure before formal Board approval. Six Board members voted yes.

IV, RECOMMENDATION

The administration recommends issuance of an after-the-fact purchase order to \* for emergency repairs to the condensate line that services the heating system for the Liberal Arts Center, the Business and Social Science Center, and the Engineering and Applied Technology Center in the amount of \* .

\*The administration will present the Board the name of the vendor and the exact amount at the September 23, 1999 meeting of the Board of Trustees.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Kreuger International, Inc. for computer laboratory furniture to be used in the new 3COM Lab as requested by the Business and Social Science Division.

II. BUDGET

Funds in the amount of \$22,220 are provided in the 1999/00 Operation and Maintenance Fund budget, under account number 0292-039-586, and funds in the amount of \$9,880 are provided in the 1999/00 Restricted Purposes Fund budget, under account number 0648-912-586.

III. INFORMATION

3Com, a Santa Clara, California-based manufacturer of modems and other computer products, with local operations in Rolling Meadows and Mt. Prospect, has allied with the Business and Social Science Division of Harper College to design a dual credit Net Prep Program. This Net Prep specialization, with eight new courses, begins in the Spring, 2000 semester and is part of the AAS degree in Computer Information Systems. Offerings will include both on-campus and web-based courses.

Harper College will be the Regional Training Center for the Net Prep Program, with the responsibility of training other instructors in the region, which will respond to the serious shortage of IT professionals.

This request is for the furniture needed to set up the 3COM Lab. It will consist of 23 student workstations and one teacher workstation. In addition there will be standing height workstations to accommodate each student.

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 for the new 3COM Lab, in the amount of \$32,099.40.

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

#### IV. RECOMMENDATION

The administration recommends that the Board of Trustees ratify the Professional/Technical, the Supervisory/Confidential, the Classified Staff and the Harper # 512 IEA-NEA Appointments; the Professional/Technical, the Supervisory/Confidential and the Classified Staff Reclassifications; the Classified Staff Retirements; the Administrator, the Professional/Technical the Supervisory/Confidential, the Classified Staff, the Harper # 512 IEA-NEA and the Public Safety - ICOPS 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: September 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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<b>MANAGER</b>			
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
Excellence in Teacher Preparation TM/PS Division M. McGowen	Collaborative to strengthen teaching in Mathematics for K-12 teachers A three year project	NSF UIC \$7,200	07/01/99 06/30/00

FY 1999 – 2000

Reported as of September 10, 1999

**\$2,415,754**

# 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  
August 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	2	\$0.00	\$3.00	\$3.00
01-3101004-R	(E)Carol Zack Memorial Fine Ar	2	\$0.00	\$1.00	\$1.00
01-3101005-R	(E)Harold Cunningham Mathemati	3	\$3,000.00	\$0.00	\$3,000.00
01-3101006-R	(E)Midge C. Smith Memorial End	4	\$0.00	\$23.00	\$23.00
01-3101008-R	(E)Roy G. Kearns Memorial Endo	12	\$0.00	\$24.00	\$24.00
01-3101013-R	(E)John Louis Papandrea Libera	6	\$0.00	\$26.00	\$26.00
01-3101015-R	(E)Cheryl M. Dwyer Memorial En	2	\$0.00	\$10.00	\$10.00
01-3101016-R	(E)Walter and Elizabeth Schroe	2	\$0.00	\$14.00	\$14.00
01-3101017-R	(E)Dr. Charles Shaner Memorial	2	\$0.00	\$6.00	\$6.00
01-3101019-R	(E)Diane Tomcheff Callin Endow	2	\$0.00	\$20.00	\$20.00
01-3101303-R	(E)Nils Andrew Johnson Memoria	1	\$0.00	\$6,500.00	\$6,500.00
01-3101401-R	(E)General Scholarship Endowme	5	\$0.00	\$457.00	\$457.00
01-3101404-R	(E)Harper Nursing Student Endo	4	\$0.00	\$7.00	\$7.00
01-3101408-R	(E)Business/ Social Science St	2	\$0.00	\$2.00	\$2.00
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	11	\$1.00	\$53.00	\$54.00
01-3101414-R	(E)Education to Careers Endowm	2	\$0.00	\$20.00	\$20.00
01-3101421-R	(E)Criminal Justice Scholarshi	2	\$0.00	\$10.00	\$10.00
01-3101604-R	(E)Otter Chemistry Endowment	2	\$0.00	\$10.00	\$10.00
01-3101608-R	(E)Endowment for Student Succe	6	\$0.00	\$57.70	\$57.70
01-3101610-R	(E)Kathy Johnson Award for Exc	2	\$0.00	\$2.00	\$2.00
01-3202006-R	Edward Moran Memorial Computer	2	\$0.00	\$2.00	\$2.00
01-3202007-R	Gene & Hildegarde Evans Memor	8	\$0.00	\$62.00	\$62.00
01-3202012-R	James E. Finke Memorial Schola	4	\$0.00	\$16.00	\$16.00
01-3202014-R	Kathleen N. Graber Scholarship	4	\$0.00	\$3.00	\$3.00
01-3202409-R	Displaced Homemakers	6	\$0.00	\$14.00	\$14.00
01-3202415-R	Minority Access to Higher Ed	1	\$100.00	\$0.00	\$100.00
01-3202416-R	GED Graduate Scholarship	16	\$0.00	\$32.00	\$32.00
01-3202426-R	Heidenhain Corporation Scholar	2	\$0.00	\$4.00	\$4.00
01-3202435-R	Latinos Unidos Student Organiz	6	\$0.00	\$95.00	\$95.00
01-3202437-R	Harper 512 IEA-NEA Assoc	6	\$0.00	\$14.00	\$14.00
01-3202439-R	Craft Show Promotions Art Scho	1	\$1,000.00	\$0.00	\$1,000.00
01-3202446-R	International Student Scholars	6	\$0.00	\$13.00	\$13.00
01-3202450-R	Schaumburg Area AAUW Scholarsh	2	\$0.00	\$10.00	\$10.00
01-3202451-R	ICCB Foundation Scholarship	1	\$2,000.00	\$0.00	\$2,000.00
01-3202455-R	Joan R. Young Scholarship	19	\$100.00	\$48.70	\$148.70
01-3202598-R	General Scholarship Fund	4	\$0.00	\$70.00	\$70.00
01-3202602-R	Meteorite and Planetary Studie	4	\$0.00	\$34.00	\$34.00
01-3202605-R	Women's History Week	6	\$0.00	\$12.00	\$12.00
01-3202606-R	Wellness Program	6	\$0.00	\$5.00	\$5.00
01-3202609-R	Music Academy	4	\$0.00	\$22.00	\$22.00
01-3202611-R	Business/Social Science Fund	7	\$3.00	\$11.00	\$14.00
01-3202618-R	Women's Program	2	\$0.00	\$2.00	\$2.00
01-3202622-R	Public Safety Program	10	\$0.00	\$13.00	\$13.00
01-3202623-R	Educational Mentor Program	1	\$0.00	\$7,000.00	\$7,000.00
01-3202704-R	Student Career Services	2	\$0.00	\$4.00	\$4.00

**Harper College Educational Foundation  
Gift Summary by Fund  
August 1999**

<b>Fund</b>	<b>Description</b>	<b>#Gifts</b>	<b>Cash</b>	<b>Pledge Payments</b>	<b>Total</b>
01-3202706-R	Excellence in Teaching/Learnin	2	\$0.00	\$40.00	\$40.00
01-3202709-R	Child Care Fund	2	\$0.00	\$6.00	\$6.00
01-3202720-R	Young Artists Competition	2	\$0.00	\$4.00	\$4.00
01-3202722-R	Harper Observatory	1	\$1,000.00	\$0.00	\$1,000.00
01-3202723-R	New Technologies	8	\$0.00	\$30.00	\$30.00
01-3202725-R	Art Gallery	2	\$0.00	\$10.00	\$10.00
01-3202729-R	New Construction	2	\$0.00	\$10.00	\$10.00
01-3202733-R	Friends of the LRC	6	\$0.00	\$21.00	\$21.00
01-3303002-R	Capital/Performing Arts Center	14	\$0.00	\$67.00	\$67.00
01-3303005-R	General Unrestricted Fund	28	\$200.00	\$124.00	\$324.00
01-3303201-R	Harper Annual Golf Outing	7	\$200.00	\$1,806.92	\$2,006.92
01-3303202-R	Annual Gala	13	\$6,900.00	\$15.38	\$6,915.38
01-3303203-R	Major Gifts Campaign	2	\$0.00	\$19.24	\$19.24
<b>TOTAL</b>		<b>297</b>	<b>\$14,504.00</b>	<b>\$16,895.94</b>	<b>\$31,399.94</b>

**Harper College Educational Foundation  
Gift In Kind Report  
August 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

Second reading and adoption: 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 employees of the College and 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 second reading and adoption by the Board of Trustees.

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 profit. The use of the above for personal convenience or benefit shall be decided on a case by case basis by the employee's immediate supervisor or other appropriate administrative officer of the College.
  - 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 Board member or 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 ACTION

I. SUBJECT

Community Engagement

II. REASON FOR CONSIDERATION

The College believes it is necessary to retain an outside firm to assist with developing linkages throughout the community.

III. BACKGROUND INFORMATION

The administration has reviewed the needs of the College and determined that it is necessary to identify and develop the linkages between the College and the community it serves. These linkages will provide for continuous feedback on how the College can better identify the changing needs of district residents. Established linkages will also provide feedback on how best to communicate with the community at large.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board approve a contract with Unicom at a retainer rate of \$3,000 per month, plus reimbursable expenses, not to exceed \$62,500. If services extend beyond the limit, the President, in consultation with the Chair, Vice Chair and Secretary

may extend the limit.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution designating a person or persons to prepare a tentative budget for 2000-2001.

II. REASON FOR CONSIDERATION

The Illinois Public Community College Act requires that a person or persons be designated by the Board of Trustees to prepare a budget in tentative form.

III. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the following resolution:

RESOLUTION DESIGNATING A PERSON OR PERSONS  
TO PREPARE TENTATIVE BUDGET

BE IT RESOLVED by the Board of Trustees of Community College District No. 512, in the Counties of Cook, Kane, Lake and McHenry, State of Illinois, that Robert L. Breuder and Judith A. Thorson be and are hereby appointed to prepare a tentative budget for said College district for the fiscal year beginning July 1, 2000 and ending June 30, 2001, which tentative budget shall be filed with the Secretary of this Board and notice of public inspection shall be timely published in accordance with the law.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

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

II. REASON FOR CONSIDERATION

Prior to adopting the 1999 tax levy, Harper College is required to submit to the Illinois Community College Board for approval the 1999 Life Safety projects which will be included in the 1999 tax levy. After the Illinois Community College Board reviews the requested Life Safety projects and if the projects qualify and meet their approval requirements, they will provide the certification documents necessary for the tax levy process.

III. BACKGROUND INFORMATION

House Bill 1587 was signed by Governor Thompson in September 1984. This bill, which is now part of Section 3-20.3.01 of the Illinois Community College Act, provides a process for Community College districts to levy a tax or issue bonds for the purpose of altering or repairing their facilities for protection, health or safety; energy conservation; handicapped accessibility; and/or environmental protection reasons.

The following projects are being recommended for 1999 Life Safety Tax Levy funding:

<b>Proposed Work Item</b>	<b>Estimated Project Cost</b>
<b>Pool Lighting Replacement</b>	<b>\$137,170</b>
<b>Roofing Replacement</b>	<b>\$489,305</b>
<b>Sidewalk Repair – Phase 3</b>	<b>\$108,687</b>
<b>NEC Washroom</b>	<b>\$267,500</b>
<b>Condensate Pipe Replacement</b>	<b>\$97,338</b>
<b>Electrical Vaults Upgrade</b>	<b>\$100,000</b>
<b>Total</b>	<b>\$1,200,000</b>

IV. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the attached resolution for approval of the above projects to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Community College Act.

The administrations further recommends that the Board of Trustees approve the employment of Legat Architects, Inc. to provide the architectural services for the 1999 Life Safety repair and renovation projects at a fee of 7.5 percent of the project costs.

RESOLUTION FOR APPROVAL BY THE BOARD OF TRUSTEES OF  
PROJECTS TO ALTER AND REPAIR FACILITIES PURSUANT TO SECTION 3-  
20.3.01 OF THE ILLINOIS PUBLIC COMMUNITY COLLEGE ACT

WHEREAS, there is need for the alteration and repair of certain of the facilities of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry: and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to levy a tax to pay for such alterations or repairs upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such alterations or repairs; and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that any Board authorized to levy the aforesaid tax may also, or in the alternative by proper resolution, borrow money for such specifically identified purposes, not to exceed ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000.00) in the aggregate at any one time and as evidence of such indebtedness may issue bonds without referendum, said bonds to mature within twenty (20) years and to bear interest at such rate(s) as is authorized by applicable Illinois law; and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that the Board of Trustees may adopt the aforesaid Resolution(s) to levy tax or to issue bonds in the authorized amount only on the condition that the Board: (a) makes a determination that there are not sufficient funds in the

Operations and Maintenance Fund of the District to permanently pay for such alterations or repairs; (b) secures from a licensed architect or engineer a certified estimate of the amount, not less than TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00), that is necessary to make such alterations or repairs; and (c) secures from the Executive Director of the Illinois Community College Board (hereinafter "ICCB") approval of said project(s) and estimate(s); and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that the county clerks shall extend such tax: (a) on the filing by the Board of Trustees of a certified copy of a Resolution levying said tax; or (b) on the filing by the Board of Trustees of a certified copy of a Resolution fixing the amount of bonds authorized, the date, maturities and interest thereon, provide for the levy and collection of a direct annual tax upon all the taxable property of the District sufficient to pay the principal and interest on such bonds to maturity;

NOW, THEREFORE, be it resolved by the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, as follows:

Section 1: That the Board of Trustees has determined and identified the projects for alteration and repair of facilities of William Rainey Harper College, Community College District No. 512, listed below as necessary for energy conservation, health or safety, environmental protection or handicapped accessibility and has tentatively estimated costs of said projects as follows:

<b>Proposed Work Item</b>	<b>Estimated Project Cost</b>
<b>Pool Lighting Replacement</b>	<b>\$137,170</b>

<b>Roofing Replacement</b>	<b>\$489,305</b>
<b>Sidewalk Repair – Phase 3</b>	<b>\$108,687</b>
<b>NEC Washroom</b>	<b>\$267,500</b>
<b>Condensate Pipe Replacement</b>	<b>\$97,338</b>
<b>Electrical Vaults Upgrade</b>	<b>\$100,000</b>
<b>Total</b>	<b>\$1,200,000</b>

Section 2: That the Board of Trustees has determined that there are not sufficient funds available in the Operations and Maintenance Fund of the District to permanently pay for the alterations and repairs identified in Section 1 above.

Section 3: That the Board of Trustees has secured from a licensed architect or engineer a certified estimate of the costs of completion of the alterations and repairs required for the projects identified in Section 1 above.

Section 4: That the Board of Trustees shall forward the certified estimates of the costs of completion of the alterations and repairs required for the projects identified in Section 1 above to the Executive Director of the Illinois Community College Board for approval.

Passed and Approved the 23<sup>rd</sup> day of September, 1999.

APPROVED:

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Chairman  
Board of Trustees  
William Rainey Harper College  
Community College District No. 512  
Counties of Cook, Kane, Lake and  
McHenry

ATTEST:

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Secretary  
Board of Trustees  
William Rainey Harper College  
Community College District No. 512  
Counties of Cook, Kane, Lake and McHenry

STATE OF ILLINOIS        )  
                                  )     SS  
COUNTY OF COOK         )

RESOLUTION CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and as such official I do further certify that attached hereto is a true, correct and complete copy of the Resolution for approval of Projects to Alter and Repair Facilities Pursuant to Section 3-20.3.01 of the Illinois Public Community College Act which was adopted by the Board of Trustees on the 23<sup>rd</sup> of September 23, 1999.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 23<sup>rd</sup> of September, 1999.

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Secretary, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Annual authorization to approve depositories and investment brokers for College funds.

II. REASON FOR CONSIDERATION

The College depositories and investment brokers are approved annually by the Board of Trustees in accordance with College investment procedures.

III. BACKGROUND INFORMATION

Name changes and consolidations have occurred among previously approved depositories.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the attached updated listing of College depositories and investment brokers.

WILLIAM RAINEY HARPER COLLEGE

RESOLUTION

BE IT RESOLVED, that the following financial institutions and U.S. Treasury Brokers are hereby designated as depositories to which funds of Community College District #512, State of Illinois may be transferred and deposited by the Treasurer of Community College District #512.

ABN AMRO Chicago Corporation  
Bank of America NA  
Bank One Corporation  
Illinois School District Liquid Asset Fund Plus  
LaSalle Bank NA  
LaSalle Bank FSB  
Northern Trust Company  
PMA Financial Network, Inc.  
Raymond James & Associates, Inc.  
The Illinois Funds

Dated this 23rd day of September, 1999

WILLIAM RAINEY HARPER COLLEGE  
Community College District #512

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

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Secretary  
Board of Trustees

September 23, 1999

**WILLIAM RAINEY HARPER COLLEGE  
DEPOSITORIES**

**Indicating Total Capital Stock and  
Surplus or Net Worth**

<u>DEPOSITORY BANKS</u>	<u>TOTAL</u>
Bank of America NA	\$28,723,000,000
Bank One Corporation	\$21,050,000,000
Northern Trust Company	\$ 1,566,640,000
LaSalle Bank FSB	\$ 936,696,000
LaSalle Bank NA	\$ 2,333,168,000

**FINANCIAL INVESTMENT SERVICE COMPANIES  
AND U.S. TREASURY BROKERS**

ABN AMRO Chicago Corporation  
Illinois School District Liquid Asset Fund Plus  
PMA Financial Network, Inc.  
Raymond James & Associates, Inc.  
The Illinois Funds

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Consideration of sabbatical leaves for faculty during the spring, 2000 term of the 1999-00 academic year.

II. REASON FOR CONSIDERATION

Article IV-J of the Collective Bargaining Agreement provides for sabbatical leaves to be given upon approval by the Board of Trustees provided such leaves would add to the effectiveness of the faculty member and benefit the College.

III. BACKGROUND INFORMATION

The application of Dr. James Roll has been recommended by the Sabbatical Leave Committee and by appropriate administrators. A summary of Dr. Roll's proposal is attached.

IV. RECOMMENDATION

It is recommended that the following faculty member be granted a sabbatical leave for the period of time and salary amount indicated.

James Roll	Spring, 2000 Semester	Full Salary
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WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for payment to Great Lakes Restoration, Inc. and Action Fire Restoration, Inc., vendors who did repair work needed as a result of multiple incidents of roof leakage in the theatre in the Business and Social Science Center, as requested by Administrative Services.

II. INFORMATION

During August, 1998 Mastership Construction, hired by the Capital Development Board to replace the roof over the theatre in the Business and Social Science Center, failed to properly cover the roof during construction. As a result of several heavy rains, the theatre suffered major damage to the ceiling, walls, carpeting, seating, stage, stage curtains, and the piano. A claim was filed with the carrier of the College insurance, CNA. As this was just prior to the opening of the fall semester, the claim adjuster from CNA authorized emergency dehumidification and cleaning. Repair work was scheduled to be completed during the Christmas break.

Mastership Construction had contacted their insurance carrier but they were not responding in a fashion that would allow the College to use the facility at the beginning of the fall semester. It was the decision of the College to use our carrier, CNA, and have CNA subrogate back to Mastership's carrier, Oak Hills Associates.

After numerous contacts between CNA, our carrier, R. J. Galla, Inc., and Oak Hills Associates, very little progress was made in resolving this claim. On November 30, 1998 Great Lakes Restoration, who had been authorized by CNA, contacted the College to notify us that repair was scheduled to be complete over the Christmas break. This was done by Action Fire Restoration and included installing a new stage floor and repairs to both the walls and the entire ceiling.

The College was advised on December 1, 1998 that a new adjuster for CNA had been assigned to this case. On December 8, 1998 the new adjuster met with the College and Action Fire Restoration to authorize the repair work over the Christmas break. On December 11, 1998 the CNA adjuster advised the College that since the roof had not been properly covered, CNA was not liable for the repairs and were forwarding the entire file to Oak Hills Associates.

During this time the College had refused to sign off on this project and refused to authorize the final payout to the Capital Development Board. The Capital Development Board, without our knowledge, paid Mastership Construction all monies due them for the roof construction.

In mid March the College sought advice from the College attorneys regarding the resolution of this claim. The attorney contacted the Capital Development Board and Oak Hills. In early August, 1999 Oak Hills Associates, Inc. notified the College that all monies due would be paid directly to the College and not to the specified vendors. At this time both Great Lakes Restoration, Inc. and Action Fire Restoration demanded payment for the work they had done to restore the theatre. In order to head off a very likely lawsuit against the College, the attorneys have advised the College to pay 75% of the current claim to Great Lakes Restoration, Inc. and 50% to Action Fire Restoration, Inc. The attorney has agreement from Oak Hills Associates, Inc. that the claim will be settled but have not yet agreed upon the exact dollar amount. We have also been advised that any litigation on our part against CNA will not result in any payment, as the damage is not covered by our policy. The bill from Great Lakes Restoration, Inc. is \$34,011.79, 75% of which is \$25,508.84. The bill from Action Fire Restoration, Inc. is \$105,096.00, 50% of which is \$52,548.

### III. RECOMMENDATION

The administration recommends that the Board approve payment to Great Lakes Restoration, Inc. in the amount of \$25,508.84 and to Action Fire Restoration, Inc. in the amount of \$52,548 for a total of \$78,056.84 for repair work needed as a result of multiple roof leakage in the theatre in the Business and Social Center. And recommends approval for the payment of the remainder of the claim as approved by the insurance company.

Paymentins