

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting

October 28, 1999

7:00 p.m.

- 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 – September 23, 1999 Regular Board meeting and Executive Session Exhibit VI-1
2. Bills Payable, Payrolls for September 24, 1999 and October 8, 1999; Estimated payrolls for October 11, 1999 through December 3, 1999 Exhibit VI-2
3. Bid Awards Exhibit VI-3
4. Purchase Orders Exhibit VI-4
5. Personnel Action Sheets Exhibit VI-5
6. Review of Executive Session Minutes Exhibit VI-6
7. 2000-2001 Academic Calendar Exhibit VI-7
8. Disposal of Obsolete and Unrepairable Property Owned by the College Exhibit VI-8
9. Confirmation of Appointment of New Member to the Harper College Educational Foundation Board of Directors Exhibit VI-9

For Information

10. Financial Statements Exhibit VI-10
11. Committee and Liaison Reports Exhibit VI-11
12. Grants and Gifts Status Report Exhibit VI-12

* 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: Truth in Taxation Resolution and 1999 Estimated Tax Levies Exhibit VII-A
- B. RECOMMENDATION: Annual Financial Audit for Fiscal Year 1998-99 Exhibit VII-B
- C. RECOMMENDATION: Additional Life Safety Project for 2000-2001 Exhibit VII-C
- D. RECOMMENDATION: Annual Authorization to Approve Depositories and Investment Brokers Exhibit VII-D
- E. RECOMMENDATION: Rolling Meadows Municipal Area Network Exhibit VII-E

VIII. President's Report

- Presentation – Dean Elizabeth McKay
- Future Opportunities: Library Services Division
Academic Enrichment and
Language Studies Division

IX. Announcements by the Chair

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

On-Campus Events

- October 29 10:30 a.m. – Lecture – Wole Soyinka – Nobel Laureate and Nigerian Author – Business and Social Science Center, Theatre, J143
- November 3 7:00 p.m. - Board Organizational Meeting - Room A242
- November 5 7:30 p.m. – Concert – Jonatha Brooke with special guest Anne Heaton - Business and Social Science Center, Theatre, J143
- November 10 7:30 p.m. – Lecture/Reading – An Evening with Colette Inez – Business and Social Science Center, Theatre, J143
- November 11-14 8:00 p.m. TH-SAT, 2:00 p.m. SUN – An Italian Straw Hat – Liberal Arts Center, L109 Drama Lab
- November 14 3:30 p.m. - Harper Community/Palatine Concert Band – Cutting Hall, Palatine
- November 18-21 8:00 p.m. TH-SAT, 2:00 p.m. SUN – An Italian Straw Hat – Liberal Arts Center, L109 Drama Lab
- November 21 3:00 p.m. – Concert – Ethos Percussion Group – 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, September 23, 1999

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Kolze on Thursday, September 23, 1999 at 7:02 p.m. in the Student and Administration Center (A-242) of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

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

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; Carol Blotteaux; Steve Catlin; Harley Chapman; Tom Choice; Georgeann Clark; Lori Danaher; Dave Dluger; Julie Fleenor; Robert Getz; Evelyn Hopkins; Bill Howard; Ken Jacobs; Thea Keshavarzi; Linda Kolbusz; Russ Mills; Maria Moten; Arlene O'Leary; Sheryl Otto; Elena Pokot; Sheila Quirk; Phil Robert; Jim Roll; Duane Sell; Karina Srugys; Kathy Steffen; Patricia Traynor and Cheryl Wandambi - Harper. Student: Desmond Lane.

Guests: George Flaherty, Northwest Tax Watch; Priscilla Balistreri, Crista DeBlasio, Barrington High School; Jamie Sotonoff, Daily Herald; Tim Pareti, Chicago Tribune; Alan Bombick, Legat Architects.

Chair Kolze introduced and welcomed new Student Trustee Susan Kazmierczak.

Chair Kolze noted that there were changes made to various exhibits, and they have been distributed as one document entitled, "Changes to Board Exhibit." Copies are available for the audience. He explained each of the changes.

CITIZEN
PARTICIPATION
STUDENT TRUSTEE

Chair Kolze asked if there were any individuals wishing to address the Board. There was no citizen participation. Member Kazmierczak noted that she has set up a

REPORT

roundtable assembly for the clubs and organization members on October 28. She looks forward to getting feedback from the students, and she will share information at the October meeting. Chair Kolze encouraged Student Member Kazmierczak to call on any Board member or administrative staff for assistance.

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 also noted that Exhibit VII-E will be removed from the agenda until further research can be done.

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

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Kazmierczak voted aye.

CONSENT AGENDA

Chair Kolze noted that revised Exhibits VI-3 through VI-5 have been distributed to Board members.

Member Gillette moved, Member Hess seconded, approval of the minutes of the August 26, 1999 Regular Board meeting and executive session; bills payable; payrolls for August 27, 1999 and September 10, 1999; estimated payrolls for September 11, 1999 through November 5, 1999; bid awards; purchase orders; personnel action sheets; and for information: financial statements, committee and liaison reports, and grants and gifts status report, as modified and outlined in revised Exhibits VI-1 through VI-8 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$4,232,821.70
Tuition Refunds	11,921.88

The payrolls of August 27, 1999 in the amount of \$1,412,484.14; September 10, 1999 in the amount of \$1,735,094.09, and estimated payroll of September 11 through November 5, 1999 in the amount of \$6,342,370.13.

Bid Awards	Ex. VI-3a	Award Bid Q00053 for notebook computers for use throughout the College to Ace Computers, the lowest bidder meeting specifications, in an amount not to exceed \$113,900.
	Ex. VI-3b	Award Bid Q00050 for audio visual equipment, on a per item basis to the lowest responsible bidder meeting specifications, to the following companies: Advance Visuals, Inc. in the amount of \$55,126.38; United Visual, Inc. in the amount of \$12,343; Klaus Companies in the amount of \$7,022.29; Columbia Audio/Visual in the amount of \$2,507.20; Midwest Visual Communications in the amount of \$2,064; and Swiderski Electronics, Inc. in the amount of \$500 for a total award of \$79,562.87.
	Ex. VI-3c	Award Bid Q00054 to Conserv FS, the low bidder for Road Salt, in the amount of \$21,672.
	Ex. VI-3d	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.
Purchase Orders	Ex. VI-4a	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.
	Ex. VI-4b	Approve issuance of an after-the-fact purchase order to AMS, Inc. 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 \$57,140 plus Engineer's fees and reimbursables of

\$8,000, and a \$32,198 contingency for a total of \$97,338.

Ex. VI-4c 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.

Personnel Actions

Administrator Appointment

Elena Pokot, Director, Administrative Systems, IT, 10/01/99, \$78,422

Professional/Technical Appointments

Linda Frank, Program Specialist, Women's Program, 08/23/99, \$34,500

William Hengtgen, Achieve! Program Specialist, p/t, Access/Disability Services, 09/20/99, \$22,008

Joel Mankowski, Linguistic Specialist, p/t, Access/Disability Services, 08/30/99, \$28,995

Matthew McLaughlin, Transfer Information Specialist, STU DEV, 09/13/99, \$34,000

Supervisory/Confidential Appointments

Michael Chomiczewski, Senior Graphic Designer, Marketing/Advancement, 09/07/99, \$40,379

Joellen Freeding, Strategic Marketing Specialist, Credit, Marketing/Advancement, 09/07/99, \$36,441

Donna Harwood, Strategic Marketing Specialist, Special Events, 09/07/99, \$47,000

Alice Johnson, Strategic Marketing Specialist, Workforce/Corporate Services, Marketing/Advancement, 09/07/99, \$36,391

Carol McClement, Workforce Development Manager, CORP SRV, 09/27/99, \$47,430

Denise Yurik, Nurse Practitioner, Health Services, 09/21/99, \$38,000

Classified Staff Appointments

Veronica Beltran, Food Service Worker II, FD SER, 09/07/99, \$15,951

Gianna Botica, Clerk/Receptionist, p/t, INF CTR, 08/31/99, \$10,748

Tony Chriscoe, Library Assistant I, p/t, LIB SER, 09/11/99, \$3,749

Ellen Fumarolo, Clerk Typist II, p/t, PERS, 09/14/99, \$17,191

Rita Gregory, Executive Assistant, Marketing/Advancement,
09/07/99, \$33,711
David Noto, Laboratory Assistant-PST/PGM, p/t, LS/HS,
08/30/99, \$16,679
Nanako Okubo, Library Assistant I, p/t, LIB SER, 08/31/99,
\$10,774
Shirley Pruyn, Administrative Secretary, STU ACT, 09/13/99,
\$30,654
Sumeet Singh, Library Assistant I, p/t, LIB SER, 08/23/99,
\$10,367

Harper #512 - IEA-NEA Appointments

Mary Andersen, Weekend Custodian, p/t, PHY PLT,
08/28/99, \$5,024
Eduardo Montiel, Custodian, PHY PLT, 08/30/99, \$21,278

Professional/Technical Reclassifications

Geraldine Goncher, Scheduling/Curriculum Specialist, ACA
AFF, 07/03/99, \$48,554
Kelly Jones, Chemical Hygiene Officer, TM/PS, 07/03/99,
\$44,351
Suzanne Sons, Student Records Coordinator, REG OFF,
07/03/99, \$50,925

Supervisory/Confidential Reclassifications

Paula Blacker, Telecommunications Supervisor, IT,
07/03/99, \$57,855
Teresa Karow, Events Information Specialist, STU ACT,
07/03/99, \$23,091
Darlene Niebuhr, Academic Division Specialist, BUS/SS,
07/03/99, \$37,905

Classified Staff Reclassifications

Christine Burkhart, Administrative Assistant, Strategic
Alliances, 07/03/99, \$32,824
Nancy Desruisseaux, Senior Records Clerk, REG OFF,
07/03/99, \$31,872
Joanne Gorecki, Receptionist, p/t, REG OFF, 07/03/99,
\$13,600
Adella Muncey, Administrative Assistant, REG OFF,
07/03/99, \$37,046
Nicole Simoni, Records Clerk, Transcripts, REG OFF,
07/03/99, \$25,301
Susan Skora, Registration Assistant, Support Services, REG
OFF, 07/03/99, \$29,651
Beth Younglove, Operations Assistant, BKST, 07/03/99,
\$32,464

Classified Staff Retirements

Alice Galvin, Library Assistant I, p/t, LIB SER, 09/10/99, 14 years

Sahar Mikhail, Program Assistant, Media/Distance Learning, 09/30/99, 10 yrs. 1 mth.

Administrator Resignation

Dennis Sienko, Director of Applied Technology, TM/PS, 09/15/99, 10 months

Professional/Technical Resignations

John Callahan, Photographer, Marketing/Advancement, 09/07/99, 26 years

Shelly Fisher, Corporate Services Coordinator, CORP SRV, 09/03/99, 5 months

Anne Frost, Editorial Supervisor, Marketing/Advancement, 09/07/99, 13 yrs. 5 mths.

Supervisory/Confidential Resignations

Karen Hale, Supervisor, Support Services, Access/Disability Services, 08/21/99, 17 yrs. 7 mths.

Anthony Ruiz, Assistant Manager Laboratory Support, IT/CS, 08/13/99, 2 years

Classified Staff Resignations

Patricia Carney, Development/Foundation, p/t, DEV OFF, 08/26/99, 4 yrs. 7 mths.

Stacy DeVoney, Information Receptionist, p/t, CNS, 08/17/99, 1 year

Catherine Gillespie, Clerk/Receptionist, p/t, Assessment/Testing, 08/12/99, 6 months

Michael Knudsen, Graphic Designer, Marketing/Advancement, 08/12/99, 11 yrs. 10 mths.

Leila Pepper, Graphic Designer, Marketing/Advancement, 09/07/99, 13 yrs. 2 mths.

Christine Powell, Production Assistant, Marketing/Advancement, 09/07/99, 10 yrs. 1 mth.

Heather Reizner, Applications Clerk, p/t, Admissions, 09/02/99, 4 months

Harper #512 IEA-NEA Resignations

Darrell Phillips, Weekend Custodian, p/t, PHY PLT, 07/29/99, 3 yrs. 11 mths.

Sara Phillips, Weekend Custodian, p/t, PHY PLT, 07/29/99, 1 yr. 11 mths.

Public Safety - ICOPS Resignation

Frank Marino, Security Guard, PUB SAF, 09/10/99, 3 yrs. 2 mths.

Member Gillette commented that there was a lack of interest from bidders with regard to Exhibit VI-3c. He suggested that next year the College join with a municipal body when it goes out for bid for road salt to make the amount more attractive to bidders. For example, join with the Village of Palatine and get a bid for \$40,000 as opposed to \$20,000.

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

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

Motion carried. Student Member Kazmierczak voted aye.

NEW BUSINESS:

Gift Ban/Ethics Policy
(Second Reading)

Member Howard moved, Member Botterman seconded, adoption of the Revision to the Board of Trustees Policy Manual on the Ethics Policy as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Botterman noted that Harper's original gift ban (as well as this revised policy) was much stronger than the state requirement.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Kazmierczak abstained.

Community Engagement

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

Member Gillette noted that he thought this had been approved at the August Board meeting. Chair Kolze stated that this is a different Board action.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Kazmierczak voted aye.

Resolution Designating
Person to Prepare
Tentative Budget for
2000-2001

Member Barton moved, Member Hess seconded, adoption of the resolution designating a person or persons to prepare a tentative budget for 2000-2001, as outlined in Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze noted that this action is taken annually. Both Dr. Breuder and Vice President Judy Thorson have been named to prepare the budget for next year.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Kazmierczak voted aye.

Life Safety Projects
for 2000-2001

Member Howard moved, Member Barton seconded, adoption of the resolution for approval of projects to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Community College Act. Additionally, approval of 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, as outlined in revised Exhibit VII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Thorson stated that these projects will be accomplished with the Life Safety Tax Levy. Dr. Breuder pointed out that the emergency condensate pipe replacement was added to the list, which bumped other projects further down the list.

Member Howard noted that Harper is maintaining its facilities on this very large campus.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Kazmierczak voted aye.

College Depositories

Exhibit VII-E was removed from the agenda for further review.

Sabbatical Leave

Member Barton moved, Member Howard seconded, approval of sabbatical leave for faculty member James Roll during the Spring 2000 semester at full salary, as outlined in Exhibit VII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze noted that the proposal describing Dr. Roll's studies during his sabbatical is very impressive. He emphasized the importance of sabbaticals.

Member Howard noted that when computers are used in abnormal psychology classrooms, this reflects the extensive use of computers throughout campus.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Kazmierczak abstained.

Payment to Great Lakes Restoration and Action Fire Restoration

Member Barton moved, Member Hess seconded, approval of 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 theater in the Business and Social Center. Additionally, approval for the payment of the remainder of the claim as approved by the insurance company, as outlined in Exhibit VII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Barton, Dr. Breuder stated that the Capital Development Board (CDB) does not normally pay

without Harper's knowledge. Vice President Thorson noted that the College has not had much experience with CDB.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Kazmierczak voted aye.

PRESIDENT'S REPORT

Presentation:

Vice President Ed Dolan introduced Georgeann Clark from the Life Science Division.

Ms. Clark showed a PowerPoint presentation regarding continuing education offerings for senior citizens. Harper College offers the following types of programs for seniors:

- Senior dedicated credit courses
- Senior lecture series - one or two meetings of two hours or less
- Ageless exploration - an expansion of the lecture series when there is more of an interest in a certain topic
- Wellness programs - nutrition and/or exercise program off-site; Aquasize, fitness and cardio rehabilitation on-site (offered under Wellness and Human Performance division)

Ms. Clark noted that there were 868 attendees involved in the senior-dedicated credit classes, ageless exploration courses and senior lecture series; 74 people have been enrolled in the senior nutrition and exercise class offered at Mt. Prospect Senior Center and Northeast Center; and 695 were enrolled in Aquasize and fitness classes. Ms. Clark works with the Senior Advisory Committee for program development and marketing. They meet twice per year to share ideas. Two extension sites have been added for the senior programs -- Barrington Library and Friendship Village Senior Residence Facility.

Ms. Clark spoke about Initiatives for FY 2000. They plan to maintain and expand relationships with residential facilities (for example: Friendship Village) and expand relationships with senior centers. In response to Member Gillette, Ms. Clark stated that it takes time to build relationships with senior centers and have them make decisions. They are hoping to supplement the offerings of senior centers, such

as senior day trips. For example, if seniors are going to see the architecture in Chicago, Harper would offer someone to come in and discuss the architecture to enhance their knowledge prior to their trip.

They recently implemented "First Thursdays" which is a series by one speaker or presenter that will occur on the first Thursday of every month for that semester. The College will market senior programming by offering a concert/presentation at no charge to introduce seniors to the program.

They plan to research the availability of computer lab space, develop curriculum and hire computer instructors who are sensitive to the needs of older adults. Ms. Clark explained that they are researching the possibility of collaborative programming with a health care provider, a retailer and other senior program providers. They are also looking into the availability of grants for senior programming.

In summary, Ms. Clark noted that senior programming has increased attendance, increased the number of offerings and added diverse programs.

In response to Member Shure, Ms. Clark stated that they currently have a partnership with Barrington Area Library, and they are working with Schaumburg Area Library. In response to Member Hess, Ms. Clark stated that the College does not offer transportation to the programs; however, some of the senior groups (for example, the Moorings) bring their van full of seniors to the programs at Harper College.

There was discussion regarding competitive pricing for senior programs. It was noted that Harper's Aquasize class is \$25.00 for two hours per week for eight weeks; the nutrition class is also \$25.00 for two hours per week for eight weeks.

Presentation: FY 2000
TM/PS Plans

Dr. Breuder introduced Dr. Pat Traynor, Dean of TM/PS Division. She gave a PowerPoint presentation regarding the division's vision for the Year 2000 and demonstrated various software packages that will be used in classrooms throughout campus.

With regard to credit programs, Dr. Traynor noted that math comprises 47 percent of the courses, sciences comprise 29.3 percent, and technology comprises 23.7 percent.

She noted that they have added three more sections of basic math, and they are completely filled. Of the total math students enrolled in all classes, all terms, there are approximately 11 percent in the math lab; 31 percent in developmental math; 57 percent in regular math and 1 percent in TECH math.

They have recently embarked on a massive curriculum reform project that centers around trying to better serve the needs of the students. For example, they focused on doing a better job teaching students who are pursuing degrees other than mathematics, engineering and sciences. They have increased their focus on teacher preparation, as well. They are pursuing web-based Math 101 courses and are integrating 3-dimensional modeling software applications into the programs.

Dr. Traynor demonstrated computerized modeling software that will be used in chemistry classrooms. It is currently in the Beta test stage. She noted that the more visualization students have, the better the students can understand and learn.

Their division is finalizing some NSF grants from last year and starting new ones. NSF grants are very competitive and difficult to get.

She described new learning approaches and activities in geology, physics, and astronomy. She noted that while the Board has been great about providing her division with hardware and software, the issue they are struggling with is space to accommodate the more automated processes for the labs. They are trying to cram in the stations and equipment. She explained that they can only put one computer in each of the labs, and they have 20 students in the classes. Space limitations really restrict what they do. She emphasized that they have very inadequate space and design.

With regard to career technology, she demonstrated computer animation software for architecture, which is of great value to the students. They are adapting LabView into more, higher level courses of electronics technology. They are using adjunct faculty to bring expertise from the industry.

Dr. Traynor explained that they are working with the advisory committee to put together an automated integration system, which is a combination of electronics and mechanical engineering, resulting in computer-aided manufacturing. Mechanical engineering and engineering technologies are becoming very software based. They are currently working out some bugs with SDR software.

The division is putting in some Fast Track eight-week options for refrigeration and air conditioning. They have added special sections just for Motorola. Dr. Traynor explained that a former Harper student who currently works for Motorola has donated time to the program in an effort to "give back" to the program that gave him the best start.

The overall directions for the Year 2000 include the following: increase enrollment, expand program options and test out non-traditional deliveries. The TM/PS division might have the opportunity to become a pilot test site to develop telecommunications technology curriculum in relationship with Springfield Technical Community College in Springfield, Massachusetts. Springfield Technical was awarded a \$3M grant for this purpose.

In response to Member Barton, Dr. Traynor stated that transferable courses (to four-year universities) are predominantly the regular mathematics courses, the chemistry, physics and physical sciences. Architecture is designed to be a career program, but some courses are transferable. She noted that high school students are exposed to different types of career programs offered at Harper College during a "high school night" where students visit the campus. Career sheets are also sent out through the Education to Careers partnership. High school teachers have been involved with the curriculum reform.

In response to Member Gillette, Dr. Traynor stated that they have had discussions regarding partnerships with unions. Nothing has been formalized.

Presentation: Y2K,
E911, NT Rollout
Update

Vice President Dave McShane gave a brief presentation regarding Y2K compliance, E911 compliance and NT rollout. He distributed handouts to Board members. He emphasized that he is confident Harper College is prepared for the Year 2000.

Member Gillette noted that he is not concerned about Harper "messing up," but he is concerned about external circumstances that could interfere with Harper. He hopes that there is a contingency plan in place. Vice President McShane noted that there is a contingency plan for power and the utilities. There might be a few minor glitches, but the College is prepared. He congratulated the whole campus for helping in the preparation, which began with the NT rollout. Individuals took the time to take classes, and they have been patient with the IT division. The process has gone very smoothly. Several labs need to be upgraded, but that has been an issue of timing. There is only a certain window of opportunity to replace a lab.

In response to Member Barton, Mr. McShane explained that the power supply demand has far exceeded what the College has. They need down-time to upgrade the power in the computer room.

Vice President McShane explained that Harper College is now E911 compliant, which is a state requirement by law. Member Gillette explained that before the campus was compliant, when a person dialed 9-1-1 from a building at Harper, the operator was only able to see that the call was coming from Harper. It did not show the exact location, building and room number. The new state requirement allows the direct extension information to show. Mr. McShane noted that it is still somewhat difficult for the emergency systems to find the buildings on campus; however, the features have been designed so that the call will also go to Public Safety on campus. The handouts explain this further. He recognized Greg Rogers, Paula Blacker and their team for their efforts with regard to E911.

Enrollment Update

Steve Catlin gave a brief update on Fall enrollment. He distributed a report to Board members. Credit, Continuing Education and Corporate Services enrollment for Summer, Fall and Spring Term 1999 is at 68,000+. Fall FTE enrollment on the tenth day of classes was up 1.4 percent; and to date it is up 1.6 percent. Harper is comparing favorably with other metro-suburban community colleges.

In response to Member Gillette, Mr. Catlin noted that the Office of Research each fall term solicits data from the school districts. The projected enrollment information from District 211 will feed into Harper's projected enrollment figures. Member Gillette emphasized that an article in the Daily Herald projected ten years of continuing growth, and

stated that three of the five high schools will be overloaded. Mr. Catlin added that Harper College is standing ready to serve.

Dr. Breuder stated he would make sure Board members receive a copy of the document written by the Secretary of Education which highlights trends of enrollment for K-12 and collegiate levels. The very startling numbers continue to affirm Harper's projections. Looking at local, state and national data, it becomes clear that the trends are statewide and nationwide, in addition to local.

Member Gillette pointed out that if Harper does not build and expand to take these new students, the tax burden to the taxpayers is going to be much greater, because it will cost more money to educate these students at other places.

Member Barton noted that they need to keep educating the people in the district with these facts. Member Botterman suggested looking at projected growth at four-year institutions so that people see it is not just Harper projecting growth. Mr. Catlin confirmed that the yield at University of Illinois was 300 greater than they had expected this year.

Classroom Utilization Update

Dr. Tom Choice noted that, as of the first day of the Fall semester, classroom utilization at the Palatine campus was approximately 94 percent during prime time hours and just under 77 percent during non-prime time. Overall average was just over 86 percent, which compared favorably to the 60 percent national average received from the American Association of Community Colleges.

He noted that when Georgeann Clark spoke about senior programming and Pat Traynor spoke about TM/PS earlier in the meeting, they both mentioned specific needs requiring additional space. They would like to find more computer lab space for seniors to have computer training. More software is being added to programs in the TM/PS division; there are new initiatives in telecommunications; there is a desire for a Space Science Theater to improve education; and math enrollments are up—which all leads to the need for more space.

Dr. Choice noted that they are in the process of finalizing next semester's schedule. Each semester, he is handed a list of all the classes that do not have homes. These are classes that begin to fill up with students, but do not have classrooms. They can usually work miracles in finding

homes; however, each semester the list is longer, and it becomes more difficult. The classes are scheduled because they are satisfying the demand of increased enrollment and because they are satisfying the innovative needs of the community. He noted that he would like to give a clearer picture of next semester's schedule at the October meeting. They are currently looking into extension sites and trying to move things around to accommodate needs.

In response to Member Barton, Dr. Choice noted that after an article appeared in the paper last month regarding Harper's space crunch, an individual who rents trailers sent information to President Breuder. Although they are not the best teaching areas, the College is considering the use of mobile units. Member Barton noted that the visibility of mobile units on campus might help get the message across to the community that Harper has indeed run out of space.

In response to Member Gillette, Dr. Choice stated that although many classes are listed before a classroom is assigned, they have never had a class running that did not have a home the day classes started. It is getting more difficult to move things around at the last minute.

Dr. Choice added that Harper has an assessment policy, and if Harper tells a student they must take a certain English or Reading class, Harper better have that class available to students. If more fundamental courses are needed and we do not have space, it might mean that we do not offer something else in an effort to fit in the required courses. His group has to be creative, and the situation gets worse each semester.

There was discussion regarding the fact that Harper students who transfer to four-year schools test better, on the average, than the students who began at the four-year institution. This emphasizes the fact that Harper College has excellent faculty. Dr. Choice noted that Harper faculty have been a part of NSF grant awards, which are highly competitive. Harper faculty are sought out as partners for some of those grants. They write textbooks that become THE textbooks used on four-year college campuses. They are distinguished faculty.

Miscellaneous

Dr. Breuder noted that enrollment impacts the revenue side of the budget. Year-to-date, the revenue side is above the projected amount by \$111,000. This is approximately one-

tenth of one percent off of the projected amount, on the positive side. The College is very much on target.

Dr. Breuder read a letter from the Palatine Chamber of Commerce and Industry, referencing the Taste and Touch of Palatine Committee. They expressed thanks to Harper College for hosting the site of the 1999 Taste and Touch of Palatine. They were able to bring a new dimension to the event, and it surpassed all expectations. As they plan for the 2000 Taste and Touch, they asked permission to use Harper's site once again. Their committee is authorized to enter into negotiations to prepare for the event, and they await Harper's response. Dr. Breuder suggested that the College pursue this opportunity. It is good for the Palatine community and good for Harper College. He said he will respond in the affirmative unless the Board wishes otherwise.

ANNOUNCEMENTS BY CHAIR

Communications

Chair Kolze noted there were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information. It was noted that the Board self-evaluation will be held at the Schaumburg Marriott. Member Shure will submit a memo with directions.

EXECUTIVE SESSION

Member Howard moved, Member Hess 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, Hess, Howard, Kolze and Shure

Nays: None

The motion carried at 8:45 p.m. Student Member Kazmierczak voted aye.

Following executive session, the Board reconvened the Regular meeting at 9:20 p.m.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 9:21p.m.

Chair

Secretary

BOARD REQUESTS

SEPTEMBER 23, 1999 REGULAR BOARD MEETING

1. Member Gillette suggested that next year the College join with a municipal body when it goes out for bid for road salt to make the amount more attractive to bidders. For example, join with the Village of Palatine and get a bid for \$40,000 as opposed to \$20,000.
2. Dr. Breuder stated that he would make sure Board members receive a copy of the document written by the Secretary of Education which highlights trends of enrollment for K-12 and collegiate levels.
3. Member Botterman suggested looking at projected growth at four-year institutions so that people see it is not just Harper projecting growth.
4. Dr. Breuder suggested that the College pursue the opportunity to host the 2000 Taste and Touch of Palatine. He said he will respond in the affirmative unless the Board wishes otherwise.
5. It was noted that the Board self-evaluation will be held at the Schaumburg Marriott. Member Shure will submit a memo with directions.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

OCTOBER 28, 1999

SUMMARY OF BIDS

There are no bids this month.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

OCTOBER 28, 1999

SUMMARY OF PURCHASE ORDERS

- EXHIBIT VI-4a The administration recommends that the Board approve issuance of a purchase order to York International Corporation, for annual winter preventive maintenance work and spring start-up for 13 York chillers, in the amount of \$28,500.
- EXHIBIT VI-4b The administration recommends that the Board approve issuance of a purchase order to RRTC, for courseware for the AutoCAD Program, in an amount not to exceed \$30,000.
- EXHIBIT VI-4c The administration recommends that the Board approve issuance of a purchase order to Cisco Systems, Inc., for the purchase of and related upgrades to Cisco Systems routing equipment in an amount not to exceed of \$180,937.
- EXHIBIT VI-4d The administration recommends that the Board approve issuance of a change order to purchase order #013979 issued to Attitude Research Company, for services to assist in collecting data pertaining to the future development of the College's physical plant, reducing the order from \$30, 250 plus appropriate expenses to \$15,000 plus travel expenses not to exceed \$2,000.

- EXHIBIT VI-4e The administration recommends that the Board approve the issuance of a change order to purchase order #014196 issued to A.M.S. Mechanical Systems, Inc. for the repair of 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, to include replacing the steam heating system piping, in an amount not to exceed \$40,000, plus approval of an additional \$5,000 for engineering fees and reimbursables, for a total not to exceed \$45,000.
- EXHIBIT VI-4f The administration recommends that the Board approve issuance of a purchase order to Information Access Co., for Periodical Index Subscription Service for World Wide Web access, in the amount of \$22,725.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

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

II. BUDGET STATUS

Funds in the amount of \$28,500 are provided in the 1999/00 Building Fund budget, under account number 0276-068-534.

III. INFORMATION

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

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

This purchase complies with State Statute and Board policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to York International Corporation, for annual winter preventive maintenance work and spring start-up for 13 York chillers, in the amount of \$28,500.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to RRTC (Republic Research Training Centers) for courseware for the AutoCAD Program as requested by the Technology, Mathematics and Physical Sciences Division for the Technical Education and Consulting @ Harper (TECH) Program.

II. BUDGET STATUS

Funds in the amount of \$30,000 are provided in the 1999/2000 Auxiliary Enterprises Fund budget, under account number 0541-503-541.02.

III. INFORMATION

The courseware is for the TECH AutoCAD Program. RRTC Autodesk courseware was selected after a semester review of available Authorized Autodesk Registered Authors/Publishers. The criteria for selection included overall presentation, usability for instructor-led training and practicality for student reference. RRTC had also been the previous choice for instructional materials for the program. It continues to be the best choice for content, effective hands-on student projects, clarity of instructions and instructional support. A licensing agreement with RRTC allows the ordering of pre-printed manuals with binders, or using zipped files for printing the contents of the student manuals through a printing service when needed. RRTC is the sole supplier of its Autodesk courseware.

This purchase order complies with State Statute and Board policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to RRTC, for courseware for the AutoCAD Program, in an amount not to exceed \$30,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Cisco Systems, Inc., for the purchase of and related upgrades to Cisco Systems routing equipment as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$180,937 are provided in the 1999/2000 Operations & Maintenance Fund budget under account number 0295-245-585.10.

III. INFORMATION

The original Technology Plan projects provided the means to acquire network equipment and create the campus network (HCCN) which permits electronic access to campus resources for instructional delivery, administrative support functions and computing and instructional labs. Much of this equipment is now outdated and will experience problems for Year 2000 compliance and in supporting newer methods of electronic delivery such as switched Ethernet. This request is to upgrade, replace and acquire routers hubs and the associated equipment necessary to continue the current level of support needed for network usage. In addition, this equipment will provide some relief on the demands being placed for bandwidth by such applications as e-mail, Internet and Intranet access, and by the growth in additional computer labs.

Harper College has standardized on the use of Cisco Systems, Inc. equipment and the prices supplied are direct from Cisco. This purchase complies with State Statute and Board policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Cisco Systems, Inc., for the purchase of and related upgrades to Cisco Systems routing equipment in an amount not to exceed of \$180,937.

WILLIAM RAINEY HARPER COLLEGE

BOARD EXHIBIT

I. SUBJECT

Recommendation for the issuance of a change order to purchase order #013979 issued to Attitude Research Company for services to assist in collecting data pertaining to the future development of the College's physical plant. This data will be used to (1) help College staff update existing planning documents, and (2) determine from the community first-hand information about college facilities.

II. INFORMATION

The original request, in the amount of \$30,250 plus appropriate expenses, was approved by Board action August 26, 1999. This request is to amend the original contract with Attitude Research Company to reduce the contract amount from \$30,250 plus appropriate expenses to \$15,000 plus travel expenses not to exceed \$2,000 because certain aspects of the contract will be paid for by the Harper College Foundation.

III. RECOMMENDATION

The administration recommends that the Board approve issuance of a change order to purchase order #013979 issued to Attitude Research Company, for services to assist in collecting data pertaining to the future development of the College's physical plant, reducing the order from \$30, 250 plus appropriate expenses to \$15,000 plus travel expenses not to exceed \$2,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a change order to purchase order #014196 issued to A.M.S. Mechanical Systems, Inc. for the repair of 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 in the amount of \$40,000 are provided in the 1999/00 Operations and Maintenance Restricted Fund budget, under account number 0392-039-582.00-9045.

III. INFORMATION

During excavation for the repair of the condensate line, the buried steam heating system piping outside of the Science, Math and Health Careers Center was partially uncovered. The steam piping is composed of a steam carrier (inner) pipe and a concentric conduit (outer) pipe. The conduit pipe provides a protective barrier for the carrier pipe from ground erosion, groundwater, etc. and was found to be broken in two places thus exposing the inner pipe. This piping system is over 20 years old and has served its useful life. Replacing the steam system pipe now, while excavation for the condensate line is complete, will save substantial future costs and will prevent an emergency loss of heating to the associated buildings should the piping fail in the future.

A.M.S. Mechanical Systems, Inc. is the contractor on the job, as approved by Board action September 23, 1999. A.M.S. has provided a proposal of \$40,000 to replace the steam piping.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a change order to purchase order #014196 issued to A.M.S. Mechanical Systems, Inc. for the repair of 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, to include replacing the steam heating system piping, in an amount not to exceed \$40,000, plus approval of an additional \$5,000 for engineering fees and reimbursables, for a total not to exceed \$45,000.

vkitani/doc/exhvi4e1099

vkitani/doc/exhvi4e1099

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Information Access Co. for Periodical Index Subscription Service for World Wide Web access as requested by Library Services.

II. BUDGET STATUS

Funds in the amount of \$22,725 are provided in the 1999/00 Education Fund budget, under account number 0121-024-546.1.

III. INFORMATION

Periodicals provide the basis for a substantial portion of student and faculty research, and thus form a very important part of the Library collections. Library Services has long made it a priority to provide the most detailed access to its periodicals holdings. To this end, in 1997 bids were solicited to provide periodical indexing via the World Wide Web. Library Services faculty considered the following criteria in evaluating the bids:

1. Ease of use for students, faculty, and staff.
2. Extensive coverage of periodical titles held in Library collections across all disciplines.
3. Capacity for networking on the Harper server.

Library Services faculty settled on Expanded Academic ASAP from Information Access Company, in the confidence that this vendor most closely matched the above criteria. This database, which indexes periodicals over a time period spanning 1980 to the

present, provides access to information in a wide variety of disciplines including astronomy, religion, law, history, psychology, humanities, current events, sociology, communications and the general sciences. Users can search by subject, author, title, keyword, date, journal title and a variety of other access points. Expanded Academic ASAP also allows the user to limit searching to full-text articles and to “peer-reviewed” publications.

Because Harper students and faculty have found the access provided to be useful and appropriate, this recommendation is for renewal of the Expanded Academic ASAP periodical index subscription service for the period of July 1, 1999 through June 30, 2000.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Information Access Co., for Periodical Index Subscription Service for World Wide Web access, in the amount of \$22,725.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

- A. Ratification of Administrator Appointments.
- B. Ratification of 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 Faculty Retirement.
- G. Ratification of Professional/Technical Resignation.
- H. Ratification of Classified Staff Resignations.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Review of Executive Session Minutes

II. REASON FOR CONSIDERATION

Public Act 85-1355 requires each Board to review at least every six months the minutes of closed sessions to determine whether the minutes, in whole or in part, may be made part of the public record. The Act became effective January 1, 1989.

III. BACKGROUND INFORMATION

In compliance with Public Act 85-1355, the Board of Trustees has scheduled the review of executive session minutes in April and October of each year. On Thursday, October 28, a review may take place in closed session to be followed by action on disclosure during regular session.

IV. RECOMMENDATION

It is recommended that the Board take the following action:

BE IT RESOLVED that the Board approve for public record the executive session minutes (date[s] of executive session[s])

and/or

BE IT RESOLVED that the executive session minutes of (date[s] of executive session[s]) remain confidential.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

2000-2001 Academic Calendar.

II. REASON FOR CONSIDERATION

Under the authority of the Public Community College Act, the Board of Trustees of the local community college districts shall establish an academic calendar for the college district.

III. BACKGROUND INFORMATION

The Academic Calendar for 2000-2001 has been reviewed and endorsed by the Faculty Senate, Dean's Council and President's Council. Upon approval, the calendar will be published in the College Bulletin, on the Web Site and in other appropriate publications.

IV. RECOMMENDATION

It is recommended that the attached calendar for the 2000-2001 academic year be adopted.

WILLIAM RAINEY HARPER COLLEGE
ACADEMIC CALENDAR
2000-2001

FIRST SEMESTER - FALL, 2000

Registration as scheduled	May through August 12
Final Registration Week	August 14-19
Faculty Report	August 15
Classes Begin	August 21
Last Day for Refunds*	September 2
Labor Day Observed (Classes Not in Session)	September 4
Midterm	October 14
Veterans Day Observed (Classes Not in Session)	November 10
Last Day for Withdrawals (16 week classes)**	November 11
Thanksgiving Holiday (Classes Not in Session)	November 23 - November 26
Last Week of Fall Term (Final Exams)	December 11-16
Semester Break Begins	December 17

SECOND SEMESTER - SPRING, 2001

Registration as scheduled	November through January 6
Final Registration Week	January 8-13
Faculty Report	January 10
Martin Luther King's Birthday Observed (Classes Not in Session)	January 15
Classes Begin	January 16
Last Day for Refunds*	January 29
Lincoln's Birthday Observed (Classes Not in Session)	February 12
Midterm	March 10
Spring Break	March 26- April 1
Classes Resume	April 2
Reading Day (Classes Not in Session)	April 13
Last Day for Withdrawals (16 week classes)**	April 14
Non Instructional Day (Classes Not in Session)	April 15
Last Week of Spring Term (Final Exams)	May 14-19
Graduation	May 20

SUMMER SESSION, 2001

Registration as scheduled	April through May 26
Final Registration Week	May 28 - June 2
Classes Begin	June 4
Last Day for Refunds*	June 7
Midterm	June 28
Independence Day (Classes Not in Session)	July 4
Last Day for Withdrawals	July 12
Last Week of Summer Term (Final Exams)	July 23-26

* Per institutional policy on page 24
of College catalog

**Per institutional policy deadline varies for non 16-week courses

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Disposal of obsolete and unrepairable personal property owned by the College.

II. REASON FOR CONSIDERATION

Under the Illinois Public Community College Act, the Board of Trustees has the authority to sell personal property and must approve the sale or disposal of all such property.

III. BACKGROUND INFORMATION

An inventory has been taken of College property which is obsolete or beyond economical repair. According to the procedures for disposal of College property, it is recommended that:

- A) Donations be made to nonprofit institutions unable to purchase equipment needed to carry out their missions.
- B) The public be notified, through a public notice in the newspaper, of the intent to accept sealed bids for the remaining personal property. Bids will be accepted from anyone, except the College Board of Trustees.
- C) Items not disposed of by donation or the bid process be advertised as available for sale to the public, except the College Board of Trustees. This can be accomplished either through a direct sale handled by the College or by an auction, whichever best fits the needs of the College.
- D) Items which are left over be offered for sale to a scrap dealer.
- E) Items not purchased by the scrap dealer be disposed of in the most appropriate manner.

IV. RECOMMENDATION

The administration recommends that the Board approve the disposal of obsolete and unrepairable personal property owned by the College through donation, a sealed bid sale, an open sale or an auction, sale to a scrap dealer, or other appropriate means for disposal of the property.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Confirmation of appointment of new members to the Harper College Educational Foundation Board of Directors.

II. REASON FOR CONSIDERATION

In accordance with the Board *Policy Manual*, Chapter 6, Section 6.6, and Educational Foundation Bylaws, Article VI, Section 5, confirmation by the Board of Trustees is required for appointment of new members to the Educational Foundation Board of Directors.

III. BACKGROUND INFORMATION

Via fax vote on October 15, 1999 and October 19, 1999, the Nominating Committee of the Educational Foundation appointed Mr. Gerald J. Smoller and Mr. Joseph J. Legat to the Educational Foundation Board of Directors.

Biosketches of the newly-appointed directors are attached.

IV. RECOMMENDATION

The administration recommends confirmation of the appointment of Messrs. Gerald J. Smoller and Joseph J. Legat as members of the Board of Directors of the Harper College Educational Foundation.

Gerald J. Smoller

Gerald J. Smoller has been a practicing attorney for over 31 years and is a shareholder in the Buffalo Grove law firm of Kovitz Shifrin & Waitzman. Mr. Smoller graduated from the University of Illinois in 1965 with a bachelor of arts degree and from Chicago Kent College of Law with a juris doctor, with high honors in 1968. While in law school, Mr. Smoller was editor in chief of the *Law Review* and achieved various awards for his academic excellence. Mr. Smoller concentrates his law practice in matters of corporate, real estate and estate planning law. He regularly counsels business clients in the purchase and sale of their businesses and represents them through the complexities of the transaction as well as structuring the family's estate plan. He serves as an arbitrator in Cook County's Mandatory Arbitration Program and has lectured in the field of estate planning.

Gerald J. Smoller is a member of the Illinois State Bar Association, American Bar Association, Chicago Bar Association, Northwest Suburban Bar Association, Chicago Estate Planning Council, and the Greater North Shore Estate Planning Council. He has served on the Board of Trustees of the Erikson Institute, an early childhood training center.

Mr. Smoller was also President of Temple Chai and served on their Board of Directors.

Mr. Smoller has published articles on buy/sell agreements, commercial leases, and employee benefit programs.

Mr. Smoller resides in Northbrook with his wife, Mary, and has two children, both are practicing attorneys.

10/14/99

Joseph J. Legat

Joseph J. Legat is Chairman of the Board of Legat Architects. He supervises the areas of professional policy, business development, client relations, and contract negotiations.

Mr. Legat received his Bachelor of Architecture degree from the University of Illinois and is a licensed architect in Illinois. Mr. Legat has been active in the architecture/construction profession since June of 1955 and founded the company in 1964. As an advocate for better architecture and to further the awareness of the role of the architect in the community, Mr. Legat has contributed his time and expertise to public service and enlightenment.

During the years of his diversified architectural experience, Mr. Legat has been widely recognized as an innovator of bold ideas and new solutions in the design and planning of interior spaces and significant buildings. His knowledge of financing methods, cost control and building efficiency has resulted in cost-effective building programs.

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: October 10, 1999

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
Minority Student Transfer Center Student Development F. Solano	Provide counseling & advising services to minority students Continuation Project	IBHE \$67,500	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

GRANT NAME DIVISION/DEPARTMENT	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
---	--------------------------	--	--------------------------------

MANAGER			
Federal Tech Prep Education to Careers S. Griffith	Continuation of FY99 Grant Comprehensive Career Development Program	ISBE \$106,240	07/01/99 06/30/00
State Tech Prep Education to Careers S. Griffith	Continuation of FY99 Grant Comprehensive Career Development Program	ISBE \$162,694	07/01/99 06/30/00
Perkins III Workforce Development J. Hennig	Continuation of FY99 Grant Education to Careers Career & Technical Education	ISBE \$197,012	07/01/99 06/30/00
Program Improvement Workforce Development J. Hennig	Continuation of FY99 Grant Education to Careers Career & Technical Education	ISBE \$23,228	07/01/99 06/30/00
Single Parent Program Women's Program K. Hanahan	One-time grant for services provided to women who are single parents	ISBE \$10,000	07/01/99 06/30/00
Gender Equity Project Women's Program K. Hanahan	One-time grant for services for preparation for nontraditional careers	ISBE \$10,000	07/01/99 06/30/00
Safe Harbor Program Student Development C. Levington	Provide leadership in conflict resolution Continuation of project	Northwest Community Healthcare \$48,871	04/01/99 03/31/00
Student Support Services Student Development Access & Disability Services T. Thompson	Third Year of Grant* To provide services to students with disabilities *Second year continues until 09/30/99	USDE/TRIO \$194,688*	10/01/99 09/30/00
Title III Eligibility Off. Stud. Fin. Assistance M. Moten	Provision for waiver of required matching funds for federal financial aid received by the College *Eliminates \$40,000 in match requirements associated with federal financial aid programs.	USDE/Title III No funds awarded*	07/01/99 06/30/00
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 October 10, 1999

\$2,417,254

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
September 1999

Description	#Gifts	Cash	Pledge Payments	Total
(E)Glenda F. Nuccio Memorial Scholarship	2	\$0.00	\$3.00	\$3.00
(E)Carol Zack Memorial Fine Arts	2	\$0.00	\$1.00	\$1.00
(E)Harold Cunningham Mathematics	2	\$0.00	\$0.00	\$0.00
(E)Midge C. Smith Memorial Endowment	4	\$0.00	\$23.00	\$23.00
(E)Roy G. Kearns Memorial Endowment	12	\$0.00	\$24.00	\$24.00
(E)John Louis Papandrea Liberal Arts	6	\$0.00	\$28.00	\$28.00
(E)Cheryl M. Dwyer Memorial Endowment	2	\$0.00	\$10.00	\$10.00
(E)Walter and Elizabeth Schroeder	2	\$0.00	\$14.00	\$14.00
(E)Dr. Charles Shaner Memorial	2	\$0.00	\$6.00	\$6.00
(E)Diane Tomcheff Callin Endowment	2	\$0.00	\$20.00	\$20.00
(E)General Scholarship Endowment	4	\$0.00	\$7.00	\$7.00
(E)Harper Nursing Student Endowment	4	\$0.00	\$12.00	\$12.00
(E)Business/ Social Science Staff	2	\$0.00	\$2.00	\$2.00
(E)Doriann E. Thompson Endowed	2	\$0.00	\$0.00	\$0.00
(E)Architectural Technology Endowment	2	\$0.00	\$10.00	\$10.00
(E)GED Graduate Scholarship Endowment	10	\$0.00	\$54.00	\$54.00
(E)Education to Careers Endowment	2	\$0.00	\$20.00	\$20.00
(E)Criminal Justice Scholarship	2	\$0.00	\$10.00	\$10.00
(E)Otter Chemistry Endowment	3	\$5,000.00	\$20.00	\$5,020.00
(E)Endowment for Student Success	6	\$0.00	\$57.70	\$57.70
(E)Women Make History Endowment	1	\$100.00	\$0.00	\$100.00
(E)Kathy Johnson Award for Excellence	2	\$0.00	\$2.00	\$2.00
Edward Moran Memorial Computer	2	\$0.00	\$4.00	\$4.00
Gene & Hildegard Evans Memorial	8	\$0.00	\$62.00	\$62.00
James E. Finke Memorial Scholarship	4	\$0.00	\$16.00	\$16.00
Kathleen N. Graber Scholarship	4	\$0.00	\$3.00	\$3.00
Displaced Homemakers	6	\$0.00	\$14.00	\$14.00
GED Graduate Scholarship	16	\$0.00	\$52.00	\$52.00
Heidenhain Corporation Scholar	2	\$0.00	\$4.00	\$4.00
Latinos Unidos Student Organization	6	\$0.00	\$95.00	\$95.00
Harper 512 IEA-NEA Association	7	\$4.00	\$10.00	\$14.00
International Student Scholarship	6	\$0.00	\$14.00	\$14.00
Schaumburg Area AAUW Scholarship	2	\$0.00	\$10.00	\$10.00
Joan R. Young Scholarship	19	\$100.00	\$39.20	\$139.20
General Scholarship Fund	4	\$0.00	\$70.00	\$70.00
Meteorite and Planetary Studies	4	\$0.00	\$34.00	\$34.00
Women's History Week	6	\$0.00	\$12.00	\$12.00
Wellness Program	6	\$0.00	\$5.00	\$5.00
Music Academy	4	\$0.00	\$22.00	\$22.00
Business/Social Science Fund	6	\$0.00	\$14.00	\$14.00
Women's Program	2	\$0.00	\$2.00	\$2.00

Harper College Educational Foundation
Gift Summary by Fund
September 1999

Description	#Gifts	Cash	Pledge Payments	Total
Public Safety Program	10	\$0.00	\$13.00	\$13.00
Customer Service Certificate P	1	\$5,000.00	\$0.00	\$5,000.00
RAC Program – Refrigeration/Ai	1	\$250.00	\$0.00	\$250.00
Student Career Services	2	\$0.00	\$4.00	\$4.00
Excellence in Teaching/Learning	3	\$0.00	\$290.00	\$290.00
Child Care Fund	2	\$0.00	\$6.00	\$6.00
Young Artists Competition	2	\$0.00	\$4.00	\$4.00
New Technologies	8	\$0.00	\$30.00	\$30.00
Art Gallery	2	\$0.00	\$10.00	\$10.00
New Construction	2	\$0.00	\$10.00	\$10.00
Friends of the LRC	7	\$50.00	\$21.00	\$71.00
Capital/Performing Arts Center	15	\$0.00	\$3,315.50	\$3,315.50
General Unrestricted Fund	26	\$0.00	\$86.00	\$86.00
Harper Annual Golf Outing	7	\$0.00	\$5,406.92	\$5,406.92
Annual Gala	57	\$18,130.00	\$15.38	\$18,145.38
Major Gifts Campaign	2	\$0.00	\$19.24	\$19.24
TOTAL	337	\$28,634.00	\$10,036.94	\$38,670.94

Harper College Educational Foundation
Gift In Kind Report
September 1999

Date	Constituent Name	Fund	Gift Value	Reference
9/14/99	Zanie's Comedy Club	01-3303202-R*	\$200.00	8 Gift Cert/Show & Beverages
9/15/99	Holiday Inn Schaumburg-Hoffman Estates	01-3303202-R	\$225.00	Gift Cert/Overnight Getaway
9/16/99	Hyatt Regency Woodfield	01-3303202-R	\$108.90	Bed & Breakfast for Two
9/17/99	BP Amoco Chemicals	In-kind donation	\$8,000.00	Lab glassware & equipment
9/24/99	Cendant	01-3303202-R	\$1,200.00	Dinner for Two in Paris
9/24/99	Sears, Roebuck and Co.	01-3303202-R	\$120.00	Sharp 4-Head VCR
9/24/99	Sears, Roebuck and Co.	01-3303202-R	\$699.99	Craftsman Tool Storage Chest
9/24/99	Sears, Roebuck and Co.	01-3303202-R	\$129.99	138 Piece Mechanic Tool Set
9/24/99	Cendant	01-3303202-R	\$1,300.00	London Theatre Week End for 2
9/24/99	Memberworks	01-3303202-R	\$950.00	San Francisco Holiday for 4
9/24/99	E. V. Pennebaker	01-3303202-R	\$7,800.00	Winter Vacation in Naples, FL
9/24/99	E. V. Pennebaker	01-3303202-R	\$1,300.00	Colorado Ski Vacation for Four
9/27/99	Robert L. Breuder	01-3303202-R	\$125.00	1994 Pinot Noir (1 bottle)
9/27/99	California Cafe Bar and Grill	01-3303202-R	\$0.00	Dinner for four
9/27/99	Dobby's World Wide Liquors and Wines	01-3303202-R	\$100.00	1 bottle of 1988 Vintage Brut
9/30/99	Hilton Arlington Park	01-3303202-R	\$300.00	Overnight Wknd Stay & Dinner-2
9/30/99	Rita J. Canning	01-3303202-R	\$700.00	12 Blackhawks Skybox Tickets
	TOTAL		<u>\$23,258.88</u>	

*Fund #01-3303202-R (Annual Gala)

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution for 1999 Estimated Tax Levies

II. REASON FOR CONSIDERATION

In accordance with the Truth in Taxation Act, a resolution must be adopted showing the 1999 estimated tax levies.

III. BACKGROUND INFORMATION

The Truth in Taxation Act requires that the Board of Trustees determine the estimated amounts of taxes necessary to be levied for the year at least twenty (20) days before the official adoption of the tax levies. If the tax levies exceed the tax extension for the previous year by more than five percent, a public notice shall be given and a public hearing shall be held.

The College tax levies for 1999 will exceed the 1998 extension by more than five percent.

IV. RECOMMENDATION

The administration recommends that the attached resolution providing for the estimated tax levies, required publication, and hearing date for 1999 be adopted.

**RESOLUTION REGARDING ESTIMATED AMOUNTS
NECESSARY TO BE LEVIED FOR THE YEAR 1999**

WHEREAS, the Truth in Taxation Law requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, the aggregate amount of property taxes extended or estimated to be extended for 1998 was:

Education Purposes	\$21,357,244
Operations and Maintenance Purposes	9,153,105
Liability Insurance, Workers' Compensation, Unemployment Insurance	716,880
Social Security	486,160
Audit	61,804
Life Safety	1,285,462
[OTHER]	
TOTAL	\$ 33,060,655

; and

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 1999 is as follows:

Education Purposes	\$23,500,000
Operations and Maintenance Purposes	9,800,000
Liability Insurance, Workers' Compensation, Unemployment Insurance	650,000
Social Security	475,000
Audit	60,000
Life Safety	2,450,000
[OTHER]	
TOTAL	\$36,935,000

WHEREAS, the Truth in Taxation Law, as amended, requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service made pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the aggregate amount of property taxes extended for the bond and interest purposes for **1998** was **\$2,663,678**; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for **1999** is **\$2,224,927**.

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

Section 1: The aggregate amount of taxes estimated to be levied for the year 1999 is **\$36,935,000**.

Section 2: The aggregate amount of taxes estimated to be levied for the year 1999 does exceed 105% of the taxes extended by the district in the year 1998.

Section 3: The aggregate amount of taxes estimated to be levied for the year 1999 for debt service and building commission leases is a decrease of **(16.5)%** of the taxes extended for debt service for 1998.

Section 4: Public notice shall be given in the ***Daily Herald*** and ***The Journal & Topics Newspapers***, being newspapers of general circulation in said district, and a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall be not less than 1/8 page in size, with type no smaller than 12 point, enclosed in a black border not less than 1/4 inch wide and in substantially the following form:

**NOTICE OF PROPOSED PROPERTY TAX INCREASE FOR
William Rainey Harper Community College District
No. 512, Cook, Kane, Lake and McHenry Counties**

- I. A public hearing to approve a proposed property tax increase for William Rainey Harper Community College District No. 512 for 1999 will be held on November 23, 1999, at 7 p.m. at the Student and Administration Center, Palatine, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact **Carol Blotteau, Senior Executive Assistant to the President at 847.925.6390.**

- II. The corporate and special purpose property taxes extended or abated for the year 1998 were **\$33,060,655.**

The proposed corporate and special purpose property taxes to be levied for **1999** are **\$36,935,000.** This represents an **11.7%** increase over the previous year.

- III. The property taxes extended for debt service for 1998 were **\$2,663,678.**

The estimated property taxes to be levied for debt service for 1999 are **\$2,224,927.** This represents a **(16.5%) decrease** over the previous year.

- IV. The total property taxes extended or abated for 1998 were **\$35,724,333.** The estimated total property taxes to be levied for 1999 are **\$39,159,927.** This represents a **9.6% increase** over the previous year.

(NOTE: THIS MUST BE IN AT LEAST 12 POINT TYPE, THE BLACK BORDER MUST BE NOT LESS THAN 1/4 INCH WIDE, AND THIS NOTICE MUST BE 1/8 PAGE IN SIZE.) **NOT IN LEGAL SECTION OF PAPER.**

Section 5. This resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 28th day of October, 1999.

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

By: _____
President

ATTEST:

Secretary

**CERTIFICATE OF COMPLIANCE WITH
THE TRUTH IN TAXATION LAW**

I, the undersigned, do hereby certify that I am President of the Board of Trustees of William Rainey Harper Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois; and

I do further certify that the Board of Trustees of said district adopted a "Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 1999," at a regularly convened meeting held on the **28th day of October 1999**, said date being at least twenty (20) days preceding the adoption of the aggregate tax levy of the district; and

I do further certify that public notice of the intention of the district to levy taxes in excess of 105% of the amount of taxes extended or estimated to be extended or abated, exclusive of election costs and bond and interest costs, upon the levy of the district for 1998 was published on **November 10, 1999**, in accordance with the provisions of the Truth in Taxation Law, in newspapers of general circulation in the ***Daily Herald*** and ***The Journal & Topics Newspapers***, a copy of which published certificates are attached hereto; and

I do further certify that a public hearing on proposed tax levy was held in said district on **November 23, 1999**; and

I do further certify that the aggregate tax levy of the district was adopted on **November 23, 1999** after public notice and a hearing, all in accordance with the Truth in Taxation Law.

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

The annual financial audit for Fiscal Year 1998-99.

II. REASON FOR CONSIDERATION

The Board of Trustees approved the appointment of the firm of KPMG Peat Marwick to conduct the annual financial audit for Fiscal Year 1998-99 as required by the Illinois Public Community College Act.

III. BACKGROUND INFORMATION

Each year a certified public accounting firm conducts an audit of the College financial records and transactions and issues a report. Submitted herewith is the audit as prepared by the firm of KPMG Peat Marwick.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees accept the annual financial audit for Fiscal Year 1998-99.

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 Public 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:

Proposed Work Item	Estimated Project Cost
Life Safety Renovation to the Northeast Center	\$1,278,500
Steam Pipe Replacement	45,000
TOTAL	\$1,323,500

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 administration further recommends that the Board of Trustees approve the employment of Stanley Consultants, Inc. to provide the engineering services specified for the 1999 Life Safety repair and renovation project listed above and the projects listed below at a fee of 7 percent of the project costs.

Proposed Work Item	Estimated Project Cost	Board Approval Date
NEC Washroom	\$267,500	September 23, 1999
Condensate Pipe Replacement	\$97,338	September 23, 1999
Electrical Vaults Upgrade	\$100,000	September 23, 1999

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 FOUR MILLION DOLLARS (\$4,000,000.00) 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, the Board of Trustees may adopt the aforesaid Resolution(s) to levy a 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 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. Section 3-20.3.01 of the Illinois Public Community College Act provides that the 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:

Proposed Work Item	Estimated Project Cost
Life Safety Renovation to the Northeast Center	\$1,278,500
Steam Pipe Replacement	\$45,000
Total	\$1,323,500

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 28th day of October, 1999.

APPROVED:

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

ATTEST:

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 28th of October, 1999.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 28th of October, 1999.

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
Harris Bank, Palatine
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 28th day of October, 1999

WILLIAM RAINEY HARPER COLLEGE
Community College District #512

Chairman
Board of Trustees

Secretary
Board of Trustees

**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	\$27,318,000,000
Bank One Corporation	\$21,050,000,000
Harris Bank, Palatine	\$ 34,605,000
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

Rolling Meadows Metropolitan Area Network

II. REASON FOR CONSIDERATION

The Board needs to approve Harper College's involvement in the project to ensure a seat on the governing Board.

III. BACKGROUND INFORMATION

This project is a partnership between the Village of Rolling Meadows, 3COM, AT&T, the Rolling Meadows Park District, Library and the educational institutions serving Rolling Meadows. The purpose of the project is to develop a Metropolitan Area Network to expand the use of technology by residents of the community in order to improve communication and maximize benefits associated with appropriate uses of the Internet.

Project Goals:

- Create an opportunity for all households in Rolling Meadows to have access to the Internet through the most cost effective and reliable means.
- Enhance communication between agencies of local government and residents.
- Look for opportunities for local government agencies to share resources and eliminate duplication of efforts.

A \$10,000 in kind donation of training services will be made to the project.

IV. RECOMMENDATION

The administration recommends that the Board approve this program.