

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

Regular Board Meeting

December 21, 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 – November 23, 1999 Regular Board meeting and Executive Session Exhibit VI-1
- 2. Bills Payable, Payrolls for November 19, 1999 and December 3, 1999; Estimated payrolls for December 4, 1999 through January 28, 2000 Exhibit VI-2
- 3. Bid Awards Exhibit VI-3
- 4. Purchase Orders Exhibit VI-4
- 5. Personnel Action Sheets Exhibit VI-5
- 6. Employee Assistance Program Renewal Agreement Exhibit VI-6
- 7. Financial Statements Exhibit VI-7

For Information

- 8. Committee and Liaison Reports Exhibit VI-8
- 9. Grants and Gifts Status Report Exhibit VI-9

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

- VII. New Business
  - A. RECOMMENDATION: Investment Policy – Second Reading Exhibit VII-A
  - B. RECOMMENDATION: Waste Reduction Plan Exhibit VII-B

- VIII. President's Report
  - Presentation – Tom Johnson BUS/SS
  - Presentation – KPMG

- IX. Announcements by the Chair
  - A. Communications
  - B. Calendar Dates(Note: \* = Required)

On-Campus Events

- \*January 5                    7:00 p.m. – Special Board Meeting – Room A242
- January 27                    Noon – Welcome Back to Harper/Millennium Beach Party –  
Keith Eric and Waterhouse (Reggae Band)
- \*January 27                    7:00 p.m. - Regular Board Meeting – Room A242

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

## BOARD REQUESTS

### NOVEMBER 23, 1999 REGULAR BOARD MEETING

1. Member Shure asked Dr. Dolan if he could meet with him sometime in January to discuss the Career Advisory Appointments further. Dr. Dolan concurred.
2. Chair Kolze asked Board members to contact Dr. Breuder, prior to the December Board meeting, with any questions or concerns regarding the Investment Policy First Reading.

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 Tuesday, November 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 Tuesday, November 23, 1999 at 7:04 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 (7:06 p.m. arrival), Hess, Howard, Kolze and Shure; Student Member Kazmierczak  
Absent: Member Gillette

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; Larry Bielawa; Carol Blotteaux; Harley Chapman; Tom Choice; Vera Davis; Dave Dluger; Julie Fleenor; Robert Getz; Julie Hennig; Bill Howard; Thea Keshavarzi; Dave Macaulay; Liz McKay; Russ Mills; Elena Pokot; Phil Robert; Angela Schwartz; Karina Srugys; Chris Staub and Cheryl Wandambi - Harper.

Guests: George Flaherty and Michael O'Toole, Northwest Tax Watch; Phil Gerner and Michelle Wells, Robbins, Schwartz, Nicholas Lifton and Taylor, Ltd.

Chair Kolze noted that Member Gillette has been traveling and would be arriving very late to the meeting.

CITIZEN  
PARTICIPATION

Chair Kolze asked if there were any individuals wishing to address the Board. George Flaherty of Northwest Tax Watch came forward to speak about the proposed referendum. After Chair Kolze reminded him of the customary five-minute time limit, Mr. Flaherty noted that he had specifically requested ten minutes to speak. Chair Kolze stated that only five minutes would be allowed.

Mr. Flaherty explained his background which includes 45 years of politics and other civic activities. He stated that he and other taxpayers worked very hard to make sure Harper's referendum did not pass in February. He asked the Board to reconsider the amount of the referendum, adding that it

would fail miserably if it remains at \$125M. Although at one point he was ready to support a \$65M referendum, he will now only support a \$33M referendum - just enough to cover the cost of renovating the present structures at Harper College, allowing no money for new construction. He suggested having a private fundraising campaign to solicit contributions by individuals and businesses for Harper.

Chair Kolze stated that the Board has not made any decisions regarding the referendum at this time. The timing, amount and what is to be included have not been determined. Information is being gathered from the public, and a report will be submitted to the Board before any further decisions are made.

### STUDENT TRUSTEE REPORT

Student Member Kazmierczak noted that the Program Board recently attended the National Association of Campus Activities Conference in Springfield, Illinois. All two-year and four-year colleges in Illinois and Indiana were present. The Harper College Program Board was awarded three different awards for items designed for Java Jams. Student Member Kazmierczak also announced that the 1999 Outstanding Award Series was given to the Excel Leadership Program at Harper. The leadership program was created five years ago by Michael Nejman and Kristen Oblinger. Member Kazmierczak noted that she has participated in the Excel Leadership Program, and it is outstanding.

Student Member Kazmierczak reminded everyone that the last day for the food and clothing drive is Wednesday, November 24. Items are collected in the Student Activity Center in the Student and Administration Building and will be donated to the Edgebrook Community Center.

Chair Kolze thanked Member Kazmierczak for her report.

### APPROVAL OF AGENDA

Chair Kolze stated that a public hearing for the levy resolution will take place immediately before item VII-C on the agenda. He added that there will be an executive session at the end of the regular meeting to discuss the appointment, employment and dismissal of personnel, collective bargaining negotiations and possible litigation. Chair Kolze noted that item VII-B, Annual Insurance Renewal, will be deferred until after the executive session.

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

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Kazmierczak voted aye.

### CONSENT AGENDA

Member Shure asked that item VI-7, Career Advisory Appointments, be removed from the Consent Agenda.

Member Howard moved, Member Botterman seconded, approval of the minutes of the October 28, 1999 Regular Board meeting and executive session and November 3, 1999 Board Organization Meeting; bills payable; payrolls for October 22, 1999 and November 5, 1999; estimated payrolls for November 6, 1999 through December 31, 1999; bid awards; purchase orders; personnel action sheets; confirmation of appointment of new members to the Harper College Educational Foundation board of directors; and for information: financial statements, committee and liaison reports, and grants and gifts status report, as modified and outlined in Exhibits VI-1 through VI-10, excluding item VI-7, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,221,033.29
Tuition Refunds	186,466.99

The payrolls of October 22, 1999 in the amount of \$1,748,042.03; November 5, 1999 in the amount of \$1,789,230.12, and estimated payroll of November 6 through December 31, 1999 in the amount of \$7,148,197.42.

### Bid Awards

Ex. VI-3a                      Award Bid Q00057 for a self-propelled articulated boom lift to Horizon High Reach and Equipment Co., the low bidder, in the amount of \$42,750.

Ex. VI-3b                      Award Bid Q00056 to Webcom Ltd., the low bidder for printing of the 2000/2001 College Catalog which provides official

information about the College, and the option to have the 2001/2002 College Catalog printed at the same or lower price, in the amount of \$29,640.

Purchase Orders                      Ex. VI-4a                      Approve issuance of a purchase order to Ameritech - Advanced Data Services, for the purchase of, and related upgrades to, Cisco Systems routing equipment in the amount of \$165,988.20.

Personnel Actions                      Supervisory/Confidential Appointment  
Scott Thompson, Assistant Production Supervisor, FD SER,  
11/08/99, \$43,500

Classified Staff Appointments

Barbara Cierny, Open Entry Laboratory Assistant, p/t,  
BUS/SS, 11/08/99, \$14,182

Kevin Ferengul, Clerk II, Bookstore Shipping/Receiving,  
BKST, 10/27/99, \$22,500

Frances Hendrickson, Program Assistant, Distance  
Learning/Media Services, 11/01/99, \$33,192

Cecilia Karaganis, Clerk Typist II, WHP, 11/15/99, \$23,000

Julie Krol, Administrative Assistant, Planning & Budgeting,  
11/15/99, \$31,000

Eileen Miller, Cashier, p/t, Bursar's Office, 11/08/99, \$15,314

Linda Rouse, Registration Assistant, p/t, REG OFF,  
11/02/99, \$16,803

Leticia Villaneuva, Accounts Payable Clerk II, ACCT SER,  
11/15/99, \$26,500

Harper #512 - IEA-NEA Appointment

Michael Pizzato, Custodian, PHY PLT, 11/08/99, \$19,469

Classified Staff Retirements

Teresa Bachara, Administrative Secretary, LIB ARTS,  
11/30/99, 21 yrs. 2 mths.

Joyce Schoonover, Administrative Assistant, Planning/  
Budgeting, 11/30/99, 6 yrs. 8 mths.

Administrator Resignation

Arlene O'Leary, Associate Dean, Distance Learning/Media  
Services, Media/Distance Learning, 11/10/99, 5  
months

Classified Staff Resignations

Virginia Kitani, Purchasing Assistant, PURCH, 11/12/99, 5 yrs. 9 mths.

Shanell Washington, Information Receptionist, p/t, STU DEV/CNS, 10/15/99, Did not pass probation, 2 months

Harper #512 IEA-NEA Resignations

Vicki Gratzke, Custodian, p/t, PHY PLT, 10/13/99, 11 days

William Slaton, Custodian, PHY PLT, 10/21/99, 19 years

Steven Stockton, Custodian, PHY PLT, 07/22/99, 2 months

Confirmation of the appointment of Messrs. John Campbell and Stephen J. Topolski as members of the Board of Directors of the Harper College Educational Foundation.

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

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

Nays: None

Motion carried. Student Member Kazmierczak voted aye.

With regard to bid award item VI-3a, Chair Kolze noted that the lift will be used for repairing lights outside in the parking lot, as well as replacing bulbs inside the gym, etc.

He congratulated the new Foundation Board members. He stated that the Board has grown to 29 members and their goal is to reach 45 members in a three-year period. Member Barton stated that the recent Foundation Board retreat was a success. She will have a report at a later time.

Chair Kolze noted that committee and liaison appointments have not been confirmed. He needs to speak to one more Board member.

Chair Kolze stated that he was very impressed with the \$2.65M acquired in grants. He added that the College works hard to acquire those; they do not come easily.

Career Advisory  
Appointments

Member Barton moved, Member Howard seconded, approval of the Career Advisory Committee Appointments for the 1999-2000 academic year, as outlined in Exhibit VI-7 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Shure asked Vice President Ed Dolan why Buffalo Grove was once again greatly underrepresented with advisory committee appointments. He had brought this to his attention last year and was assured more Buffalo Grove professionals would be added to the list. He stated that 4 out of 269 advisors was a very low representation.

Dr. Dolan asked Julie Hennig to explain the process she had gone through to add more advisors to the list. She contacted the Buffalo Grove Chamber of Commerce, and upon their recommendation, she contacted their educational liaison. She sent a letter listing the advisory vacancies at Harper. Ms. Hennig added that they are currently advertising at the Chambers of Commerce in all districts for specific advisory appointments including paralegal, legal secretary and executive secretary. In response to Member Shure, Ms. Hennig stated that the Buffalo Grove Police Department was contacted. Each police department in the Harper district has been asked to send a representative for the criminal justice department. Member Shure asked Dr. Dolan if he could meet with him sometime in January to discuss this further. Dr. Dolan concurred.

Member Howard stated that, although it is important to have representation from different communities, the advisors do not necessarily represent their communities, they represent their particular field. They are selected based on their expertise and what they can bring to the College academically. Member Shure noted that there is a great deal of expertise from professionals in Buffalo Grove. He cannot understand why there would be dozens of advisors from Arlington Heights, Palatine and Mount Prospect, and so few from Buffalo Grove. Member Barton stated that advisors are often recommended by current or past advisors in the field.

In response to Chair Kolze, Member Shure stated that he would be able to suggest some names; however, he feels Harper staff needs to actively seek Buffalo Grove individuals as well.

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

Motion carried. Student Member Kazmierczak voted aye.

NEW BUSINESS:

Investment Policy -  
First Reading

Chair Kolze noted that this is a first reading; therefore, no action is required. In response to Member Barton, Vice President Judy Thorson stated that minor changes were added to make the policy consistent with new state rules and regulations. She added that the regulations required the College to put on paper many of the things it was already doing. The attorney has reviewed the changes. Chair Kolze asked Board members to contact Dr. Breuder, prior to the December Board meeting, with any questions or concerns regarding the Investment Policy First Reading.

Public Hearing for  
Levy Resolution

At 7:24 p.m., Chair Kolze recessed the regular meeting and called to order the public hearing on the levy resolution.

Member Howard noted that this item was discussed at the October meeting, and it has been available for public scrutiny for the required period of time. Chair Kolze noted that it is slightly over five percent, but the College will receive only what the tax cap will allow.

In response to Member Barton, Vice President Thorson stated that the levy hearing was advertised in the *Daily Herald* and *Journal Topics*. It could be advertised in the *Chicago Tribune*; however, it would be more costly. The requirement is that the College advertise in a paper of general circulation in the district.

Inasmuch as there were no other persons present who desired to speak regarding the levy resolution, Chair Kolze declared the hearing closed and reconvened the regular Board meeting at 7:26 p.m.

Adoption of Levy  
Resolution

Member Howard moved, Member Barton seconded, adoption of the Levy Resolution for 1999, as outlined in Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Kazmierczak voted aye.

Abatement of Taxes  
and Authorization for  
Transfer of Funds

Member Barton moved, Member Hess seconded, approval of the resolution abating the tax levied for 1999 to pay the debt service on the \$1,700,000 General Obligation Bonds, Series 1992 (Alternate Revenue Source) and authorization for the transfer of \$220,500 from the Bookstore profits in the Auxiliary Fund to the Bond and Interest Fund, as outlined in Exhibit VII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze noted that this method was devised by a prior Board (Members Howard and Barton were trustees at the time) to finance the construction of the bookstore. Using the bookstore profits to pay for the bookstore was an excellent plan. In response to Chair Kolze, Vice President Thorson stated that the last payment is December 1, 2001. Member Howard emphasized the fact that the College did not take money from the taxpayers for the construction of this building. This alternative method of financing works when it is something that will produce a profit; it is not something the College can use for the construction of new classroom or lab space that is so desperately needed.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Kazmierczak voted aye.

PRESIDENT'S  
REPORT

Presentation:  
Life Science and  
Human Services

Dr. Karina Srugys gave a presentation regarding the offerings and future vision for each of the programs in the Life Science and Human Services Division.

Nursing

There are four programs within nursing: Certified Nurse Assistant (CNA), Licensed Practical Nurse (LPN); associate degree program; and transition program for LPNs to become associate degree nurses. The College is continuing to expand its high school offerings, as well as training opportunities at long-term care facilities. One course in pharmacology is being administered through distance learning. The goal is to identify and create varying distance learning modules for additional courses. For the first time this year, Harper is offering the Legal Nurse Consultant option for registered nurses.

### Dental Hygiene

The faculty is working to achieve reaccreditation. In addition, they are revamping the curriculum to reflect case-based competency. A major initiative is to achieve corporate sponsorship for specialized equipment such as an intra-oral camera and radiography equipment. This will help Harper incorporate state-of-the-art technology into the program.

### Dietetic Technician

Dr. Srugys announced that they recently received a full ten-year reaccreditation from the American Dietetic Association. Harper is one of two fully accredited programs in the state of Illinois. Unfortunately, the laboratory space needs additional attention. They are hoping to find external funding to remodel the facility and to obtain additional equipment to replace some very dated equipment and appliances. At present, the Dietetic Technician program uses a great deal of instructional technology within the curriculum. The direction of the program is to create a virtual program through the internet. There is the potential to reach a large market using the virtual modality. In addition, the College is offering a Dietary Manager program.

### Pharmacy Technician

The program is undergoing some major curriculum revision because the courses are very outdated. Internship courses are being added that will focus on retail pharmacy and hospital-based pharmacy. Internet versions are being offered to corporate partners and a distance learning module is offered with consortium partners. The corporate partnership training could also provide external funding.

### Medical Office Assistant and Healthcare Office Manager

These associated degree programs are undergoing curriculum revamping. In response to the healthcare community needs and the directors of the advisory board, four fast track certificates are being developed. These can be completed in a year or less.

### Biology Program

This is a very large program servicing almost 1,400 students this semester. The focus of the faculty has been to update the curriculum and incorporate new laboratory activities within the curriculum. They are continuing the integration of instructional technology. A fast track 12-week course will be offered at the NEC campus next semester. In addition, a biology course will be offered on-site at Allstate in the spring

as part of the associate degree partnership between Harper College and Allstate.

#### Criminal Justice Program

The program has seen a decline in enrollment over the past year. It is a national trend. Ironically, there is a national identified shortage of law enforcement personnel in the industry; yet colleges cannot recruit students and law enforcement agencies cannot hire them. It appears that the shortage is due to low pay and a lack of positive self-image in the area. The advisory committee suggested that the College develop short-term fast track module certificates. They have created six of them. Instructional technology will be incorporated into the curriculum. They will lean towards distance learning to extend the offerings to further meet the needs of the College and the community.

#### Park and Golf Management

The faculty and advisory committee have focused on revamping the curriculum over the past several years, and the changes are now being implemented. They hope that the short-term certificate offerings will increase enrollment. Dr. Srugys explained that students come to Harper to pick up a class or two in this program. The idea is that they might take a third or fourth class and get a short-term certificate. Instructional technology is being added to the program. The flower shop is a learning laboratory for the students in the programs of horticulture and floral design. An increase in enrollment in these particular programs means the College will be running out of space shortly.

#### Early Childhood Education

Instructional technology is being integrated into the curriculum. The advisory committee suggested that the College consider developing a Child Development Associate certificate. That is a new initiative. The Child Learning Center serves as a laboratory for early childhood education. It has received some new computers for the children to use. The staff and faculty are currently working on incorporating computer activities into the classroom. The Child Learning Center is at maximum capacity. They will be actively seeking corporate sponsors to build a new center.

#### New Program Options

**Radiological Technology** - Beginning July 1, 2000, Northwest Community Hospital will no longer be offering the radiological technology program. This provides a great opportunity for Harper to pick up the program and offer it on

campus. Feasibility studies are being conducted to confirm that there is a continued need for the program. If there is a need, curriculum will be developed and sent through the necessary channels for approval. This would also give Harper the opportunity to offer advanced certificates in the imaging programs - ultrasound, MRI, CAT and mammography. Graduates from these certificate programs are high in demand. A major concern has been lack of space on campus. Northwest Community Hospital is offering one of their satellite laboratory facilities until Harper can make room and find money to purchase the equipment. There are innumerable options.

**Optician programs** - The College has received calls from optometrists indicating that there is a shortage of opticians in the field. A feasibility study is being conducted to see if there is indeed a shortage, and to determine what programs to offer on campus. If this program is added, there will be a problem regarding space.

**EMT - Paramedic program** - They are currently working with Northwest Community Hospital in terms of developing the curriculum. A feasibility study is being conducted to confirm the need for the program. It is a great opportunity because the students are there and the facility is there. With the involvement of Harper, the paramedics will earn college credit.

**High school student programs** - Students are currently offered criminal justice and nurse assistant programs. Early childhood development and nutrition programs will be offered to high school students in the future. They will be great recruiting tools.

**Health Occupation Opportunities Program (HOOP)** - This is being reactivated. They have met with the appropriate people. Dr. Srugys noted that bringing these students to campus will be a great opportunity for Harper to showcase its programs.

**Continuing education (CE)** - They hope to better serve the community needs by offering more programs and restructuring the CE offerings.

To summarize, Dr. Srugys noted that in her division there is an emphasis on revitalizing current curriculum, integrating instructional technology, exploring new program options,

establishing partnership relationships and seeking external funding.

In response to Member Barton, Dr. Srugys stated that the new emphasis in dental hygiene will be to follow the standards of the accreditation and to focus on the management of the whole soft tissue. It is a different shift. With regard to fast track, Dr. Srugys noted that her previous experience confirms the popularity of these programs. Individuals want to get the training to get them into the field and earn some money. After a while, many of them come back and get their associate degree. Her division is exploring more fast track options, because they believe the market is there.

In response to Member Botterman, Dr. Srugys stated that currently there are 80 children (at varying times) in the Child Learning Center program on campus. At the Northeast Center, there are 20 children, which is maximum capacity. She did not have figures on-hand regarding the number of children on the waiting list. She added that surrounding corporate agencies have wanted to place children in Harper's Child Learning Center, but the College is barely providing its own students, staff and faculty with the services they need. Member Barton suggested that these corporate agencies donate to Harper and the College would name the center after them. Dr. Srugys stated that they are working on that. In response to Member Botterman, Dr. Srugys explained that they are putting more emphasis on exploring grant funding for the Child Learning Center.

In response to Member Botterman's question regarding the criminal justice program, Dr. Srugys explained that there is a negative trickle down effect with the decline in the program. Fewer students enter criminal justice at Harper, fewer classes are offered and fewer students transfer to Western Illinois University and other four-year institutions. There is a decline in criminal justice all over. The fast track options might be a viable solution. Dr. Srugys stated that three years ago, the EMT - paramedics program was at its maximum. Currently, it has stabilized with 35 to 40 students. She noted that there is a lot of media publicity in this area. Faculty are relating that individuals are coming unprepared to handle the skill level that is required in reading and comprehension, so they are struggling in this area.

Member Howard complimented Dr. Srugys on the initiatives to seek external funding. She counted eight different

instances in the presentation where external funding is being sought. Member Howard noted that students start standing in line at 6:00 a.m. to get into the biology class they need. Science majors, as well as many other students, need to take biology due to state requirements. Many students are turned away because Harper does not have sufficient space in the biology labs. There is a need for additional space as well as a need for renovation of the current space. Dr. Srugys noted that approximately 1,400 students are being served and others had to be turned away or be given other options. Biology is critical in transfer areas, and also in nursing and allied health fields.

In response to Member Shure, Dr. Srugys explained that distance learning coursework is being developed in the pharmacology and dietetic programs, and it is being explored in criminal justice.

Chair Kolze thanked Dr. Srugys for her fine presentation.

#### ANNOUNCEMENTS BY CHAIR

Communications                    There were no communications.

Calendar Dates                    Calendar dates are printed on the agenda for Board information.

OTHER BUSINESS                    There was no new business.

EXECUTIVE SESSION                    Member Hess moved, Member Barton seconded, that the meeting adjourn into executive session to discuss the appointment, employment and dismissal of personnel, collective bargaining negotiations and possible litigation.

Upon roll call, the vote was as follows:

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

Nays:                    None

The motion carried at 7:56 p.m. Student Member Kazmierczak voted aye.

Following executive session, the Board reconvened the Regular meeting at 9:40 p.m.

Dismissal of                    Member Barton moved, Member Shure seconded,

## Tenured Faculty

approval of the resolution to dismiss the tenured faculty member and to authorize issuance of the notice of dismissal and hearing rights, as outlined in Exhibit VII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Kazmierczak abstained.

Annual Insurance  
Renewal

Member Botterman moved, Member Howard seconded, acceptance of the proposal of Willis Corroon Corporation of Illinois and the College administration to have Provident Life Insurance Company continue to provide the College with Term Life, not to exceed \$0.28 per \$1,000 of covered payroll; Accidental Death and Dismemberment, not to exceed \$0.024 per \$1,000 of covered payroll; CNA to provide Long-Term Disability insurance coverage, not to exceed \$0.29 per one percent of payroll per month; and CoreSource to provide claims administration, not to exceed \$2.67 for dental and \$1.00 for Short-Term Disability, as outlined in Exhibit VII-B1 (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, Hess, Howard,  
Kolze and Shure

Nays: None

Motion carried. Student Member Kazmierczak voted aye.

Member Howard moved, Member Barton seconded, acceptance of the proposal of Willis Corroon Corporation of Illinois, the College administration and the Contractual Insurance Committee to have BlueCross BlueShield of Illinois and HMO Illinois provide the College with the same medical insurance coverage as provided in calendar year 1999. Additionally, the Board accepts that the Contractual Insurance Committee will consider, on or before December 7, 1999, the additional benefit changes as outlined in the alternate proposal and authorizes the College President to approve and implement the benefit plan changes as may be

recommended by the Contractual Insurance Committee and agreed to by the Faculty Senate, as outlined in Exhibit VII-B2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard stated that the Board is very concerned about the BlueCross BlueShield increase in coverage and how it will affect each employee at Harper College. The Board strongly urges the Insurance Committee to include more alternate proposals before the final contract is signed in order to help employees not experience the degree of out-of-pocket expenses they will experience under the current proposal.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Kazmierczak abstained.

Chair Kolze reiterated that he hopes the Insurance Committee can find a solution for this dilemma.

## ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 9:50 p.m.

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Chair

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Secretary

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

DECEMBER 21, 1999

SUMMARY OF BID

Exhibit VI – 3a      The administration recommends that the Board award Q00060 to Warner Offset, Inc., the low bidder for printing of the Spring 2000 Second Eight Weeks Course Schedule which contains listings for courses offered by the College, in the amount of \$21,386.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00060 for printing of the Spring 2000 Second Eight Weeks Course Schedule, which contains listings for courses offered by the College, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$22,000 are provided in the 1999/2000 Education Fund budget, under account number 0192-039-547.

III. INFORMATION

A legal bid notice was published and eight bids solicited. One response was received. The following is a recap of the bid tab sheet for 248,000 Course Schedules:

Warner Offset, Inc.	\$21,386.00
Des Plaines Publishing Co.	No Bid

Des Plaines Publishing Co. submitted a no bid, realizing that their presses cannot run this job as cost-effectively as the ones that some other vendors have.

One salesperson who did not bid explained that his company does not do this kind of printing anymore, one was a new salesperson who had requested to bid and then found out that the company does not do this kind of printing, one did not personally see the bid request and may be interested in the future, one did not bid because of being ill and is interested for the future, one inadvertently missed the deadline date, and one will be interested in future bid requests after moving to a state of the art facility within the next six months.

The publication is in newspaper form and lists the schedule (times, dates, places, etc.) of courses offered by the College. It is mailed to individual households, distributed to libraries and given to individual students. The course schedule is used by students to select courses and by counselors and faculty to advise students. It also contains registration and admission information, and display ads announcing upcoming events.

IV. RECOMMENDATION

The administration recommends that the Board award Q00060 to Warner Offset, Inc., the low bidder for printing of the Spring 2000 Second Eight Weeks Course Schedule which contains listings for courses offered by the College, in the amount of \$21,386.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

DECEMBER 21, 1999

SUMMARY OF PURCHASE ORDERS

- Exhibit VI – 4a      The administration recommends that the Board approve issuance of a purchase order to Intecom Inc., for a maintenance agreement for the digital phone switch system hardware and software, in the amount of \$25,760.00
- Exhibit VI – 4b      The administration recommends that the Board approve issuance of a purchase order to National Computer Systems for the outsourcing and mailing of Information Returns to students and the Internal Revenue Service as required in the Taxpayer Relief Act of 1997 to National Computer Systems in an amount not to exceed \$19,000 for fiscal year 1999/00 and not to exceed \$19,000 for fiscal year 2000/01 for a total award of \$38,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Intecom Inc., for a maintenance agreement for the digital phone switch system hardware and software as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$25,760.00 are provided in the 1999/2000 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

Intecom provides regular service and maintenance of the digital phone switch system's hardware and software, assuring uninterrupted voice communication for the College. All system components are covered under the maintenance agreement, including all system common control equipment and system peripheral equipment such as printers, terminals, and station devices.

The initial warranty period has expired. This maintenance agreement will provide for the period of January 1, 2000 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 Intecom Inc., for a maintenance agreement for the digital phone switch system hardware and software, in the amount of \$25,760.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to National Computer Systems for the outsourcing and mailing of Information Returns to students and the Internal Revenue Service as required in the Taxpayer Relief Act of 1997.

II. BUDGET STATUS

Funds in the amount of \$19,000 are provided in the 1999/00 Education Fund budget, and funds of \$19,000 will be provided in the 2000/01 Education fund budget, under account number 0192-039-539.

III. INFORMATION

The Taxpayer Relief Act of 1997 includes the Hope Scholarship Credit (Hope) which targets the first two years of postsecondary education and the lifelong Learning Credit which targets those beyond the first two years.

Eligible higher education institutions are required to file Information Returns with the IRS and furnish statements to all students for whom they receive tuition and fee payments. In order to comply with the law, the College is estimating it will be issuing between 40,000 and 50,000 copies for Form 1098-T. Outsourcing the tax reporting will consist of printing and mailing of Information Returns to students and submitting them to the IRS.

A bid in the amount of not to exceed \$20,000 was awarded in December, 1998 to National Computer Systems for one year with the option to renew at the same or lower rate for two additional years. This request is for the second year, 1999/00, and the third year, 2000/01.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to National Computer Systems for the outsourcing and mailing of Information Returns to students and the Internal Revenue Service as required in the Taxpayer Relief Act of 1997 to National Computer Systems in an amount not to exceed \$19,000 for fiscal year 1999/00 and not to exceed \$19,000 for fiscal year 2000/01 for a total award of \$38,000.

WILLIAM RAINEY HARPER COLLEGE  
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

- A. Ratification of Administrator Appointments.
- B. Ratification of Faculty Appointments.
- C. Ratification of Supervisory/Confidential Appointments.
- D. Ratification of Classified Staff Appointments.
- E. Ratification of Public Safety-ICOPS Appointments.
- F. Ratification of Supervisory/Confidential 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 Faculty, the Supervisory/Confidential, the Classified Staff and the Public Safety-ICOPS Appointments; the Supervisory/Confidential 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

Employee Assistance Program--Renewal Agreement

II. REASON FOR CONSIDERATION

A renewal agreement with Workplace Solutions is necessary for continuation of the professional services provided in connection with the Employee Assistance Program (EAP).

III. BACKGROUND INFORMATION

Harper College initiated its Employee Assistance Program in cooperation with Alexian Brothers Medical Center in October 1984 to provide confidential referral for the diagnosis and treatment of persistent behavioral problems. For purposes of employee assistance programs, Alexian Brothers Medical Center joined forces with the Kenneth W. Young Centers to establish Workplace Solutions which has been providing professional services for Harper for the EAP since 1990. On July 1, 1996 Workplace Solutions, L.L.C. merged with the Human Resources Consulting Group which allows them to provide a broader range of services.

For contract year 1998-99, the cost to Harper College for the EAP program was \$16.00 per employee. Workplace Solutions, L.L.C. has increased the per-employee cost to \$16.80 for contract year 1999-2000 for the 740 employees served by the EAP. Total cost for the contract year is \$12,432.

The administration has discussed EAP services with other providers and has determined that Workplace Solutions, L.L.C. offers the most competitive costs for providing the services Harper requires.

The Employee Assistance Program at Harper College has proved to be a benefit that is being utilized by all employee groups.

IV. RECOMMENDATION

The administration recommends that the Employee Assistance Program renewal agreement between William Rainey Harper College and Workplace Solutions, L.L.C. be approved as proposed.

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: December 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 \$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

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

Federal Tech Prep Education to Careers S. Griffith	Continuation of FY99 Grant Comprehensive Career Development Program	ISBE \$106,240	07/01/99 06/30/00
State Tech Prep Education to Careers S. Griffith	Continuation of FY99 Grant Comprehensive Career Development Program	ISBE \$162,694	07/01/99 06/30/00
Perkins III Workforce Development J. Hennig	Continuation of FY99 Grant Education to Careers Career & Technical Education	ISBE \$197,012	07/01/99 06/30/00
Program Improvement Workforce Development J. Hennig	Continuation of FY99 Grant Education to Careers Career & Technical Education	ISBE \$23,228	07/01/99 06/30/00
Single Parent Program Women's Program K. Hanahan	One-time grant for services provided to women who are single parents	ISBE \$10,000	07/01/99 06/30/00
Gender Equity Project Women's Program K. Hanahan	One-time grant for services for preparation for nontraditional careers	ISBE \$10,000	07/01/99 06/30/00
Safe Harbor Program Student Development C. Levington	Provide leadership in conflict resolution Continuation of project	Northwest Community Healthcare \$48,871	04/01/99 03/31/00
Student Support Services Student Development Access & Disability Services T. Thompson	Third Year of Grant* To provide services to students with disabilities *Second year continues until 09/30/99	USDE/TRIO \$194,688*	10/01/99 09/30/00
Title III Eligibility Off. Stud. Fin. Assistance M. Moten	Provision for waiver of required matching funds for federal financial aid received by the College *Eliminates \$40,000 in match requirements associated with federal financial aid programs.	USDE/Title III No funds awarded*	07/01/99 06/30/00
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
ITP Corporate Services L. Danaher	Training for IMA Member Companies	Illinois Manufacturer's Association (IMA) \$236,136	10/22/99 09/30/00
Core Values Human Resources B. Henry	Implementation of a Leadership and Core Values Workshop Program	ICCB \$7,500	11/01/99 06/30/00

<b>GRANT NAME</b> DIVISION/DEPARTMENT MANAGER	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE</b> AWARD AMOUNT	<b>DATES</b> STARTS-ENDS
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Special Initiatives Workforce Development S.Griffith/J.Hennig	To support innovative programs increasing IT student certification rates of completion	ICCB \$40,500	11/01/99 06/30/00
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FY 1999 – 2000	Reported as of December 10, 1999	<b><u>\$2,701,390</u></b>
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## 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
IMA	Illinois Manufacturer's Association
ISBE	Illinois State Board of Education
NSF	National Science Foundation
USDE	United States Department of Education

**Harper College Educational Foundation**  
**Gift Summary by Fund**  
**November 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 Scholarship	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)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	2	\$0.00	\$20.00	\$20.00
(E)Endowment for Student Success	6	\$0.00	\$57.70	\$57.70
(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 & Hildegarde Evans Memorial	8	\$0.00	\$62.00	\$62.00
James E. Finke Memorial Scholarship	4	\$0.00	\$16.00	\$16.00
Jacob & Iris Wolf Sign Language	2	\$320.00	\$0.00	\$320.00
Kathleen N. Graber Scholarship	5	\$0.00	\$503.00	\$503.00
Nils Johnson Memorial Scholarship	42	\$6,260.00	\$0.00	\$6,260.00
Ronald Dourlet Memorial Scholarship	8	\$590.00	\$0.00	\$590.00
Displaced Homemakers	6	\$0.00	\$14.00	\$14.00
GED Graduate Scholarship	16	\$0.00	\$52.00	\$52.00
Doriann E. Thompson for Women	2	\$0.00	\$0.00	\$0.00
Heidenhain Corporation Scholarship	2	\$0.00	\$4.00	\$4.00
Latinos Unidos Student Organization	6	\$0.00	\$95.00	\$95.00
Harper 512 IEA-NEA Association	6	\$10.00	\$4.00	\$14.00
International Student Scholars	6	\$0.00	\$14.00	\$14.00
Schaumburg Area AAUW Scholarship	2	\$0.00	\$10.00	\$10.00
Joan R. Young Scholarship	18	\$0.00	\$32.70	\$32.70
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

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

Description	#Gifts	Cash	Pledge Payments	Total
Music Academy	108	\$4,979.16	\$22.00	\$5,001.16
Business/Social Science Fund	6	\$0.00	\$14.00	\$14.00
Women's Program	2	\$0.00	\$2.00	\$2.00
Public Safety Program	10	\$0.00	\$13.00	\$13.00
Student Career Services	2	\$0.00	\$4.00	\$4.00
Excellence in Teaching/Learning	2	\$0.00	\$40.00	\$40.00
Child Care Fund	2	\$0.00	\$6.00	\$6.00
Young Artists Competition	24	\$260.00	\$4.00	\$264.00
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	6	\$0.00	\$21.00	\$21.00
Capital/Performing Arts Center	14	\$0.00	\$140.92	\$140.92
General Unrestricted Fund	50	\$6,821.00	\$186.00	\$7,007.00
Harper Annual Golf Outing	4	\$0.00	\$56.92	\$56.92
Annual Gala	13	\$12,450.00	\$15.38	\$12,465.38
Major Gifts Campaign	2	\$0.00	\$19.24	\$19.24
<b>TOTAL</b>	<b>484</b>	<b>\$31,690.16</b>	<b>\$1,849.86</b>	<b>\$33,540.02</b>

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

<b>Date</b>	<b>Constituent Name</b>	<b>Fund</b>	<b>Gift Value</b>	<b>Reference</b>
11/11/99	Allstate Print Communications Center	01-3303202-R *	<u>\$1,465.00</u>	Printing for Ball
	<b>Total</b>		<u>\$1,465.00</u>	

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Second Reading: Revision to the Board of Trustees Policy Manual on the Investment Policy for College Funds.

II. REASON FOR CONSIDERATION

The legislature recently passed a new law related to investment policies for all units of government. This law prescribes the content of Board policy on investments.

III. BACKGROUND INFORMATION

The College has reviewed its current investment policy and finds it does not meet all of the requirements of the new law. The College has worked with professionals in the field and other colleges to craft the revised policy. This revised policy was sent to legal review to ensure it meets the requirements of the new law.

IV. RECOMMENDATION

The administration recommends the adoption of the attached Investment Policy for College Funds.

WILLIAM RAINEY HARPER COLLEGE  
Policy Statement

Title: Investment Policy for College Funds

No: 4.1.8

Approved:

Revised:

Investment of Funds

This policy provides for direction to the College Treasurer on investment of College funds.

All investments shall be made in accordance with the Illinois Public Funds Investment Act (30 ILCS 235/1 et seq.), as may be amended from time to time (hereinafter referred to as the "Act"). All transactions involving College funds and related activity of any funds shall be administered in accordance with the provisions of this policy and the canons of the "prudent person rule."

Objectives

1. Safety of Principal - Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective only appropriate investment instruments will be purchased and insurance or collateral may be required to ensure the return of principal.
2. Liquidity - The College's investment portfolio shall be structured in such manner as to provide sufficient liquidity to pay obligations as they come due.
3. Return on Investments - The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the risk constraints, the cash flow characteristics of the portfolio and legal restrictions for return on investments.
4. Maintaining the Public's Trust - The investment officers shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the College, the Board of Trustees or the College Treasurer.

Investment Instruments

The College may invest in any type of security allowed by the Act, but the College Treasurer shall not invest in derivatives of authorized investments.

### Diversification

The College shall diversify its investment portfolio to eliminate the risk of loss resulting in over concentration in a specific maturity, issuer, or class of securities. Diversification strategies shall be determined and revised periodically by the College Treasurer.

### Collateralization

It is the policy of the College to require that time deposits in excess of FDIC insurable limits be secured by collateral or private insurance to protect public deposits in a single financial institution if it were to default.

Eligible collateral instruments are any investment instruments acceptable under 30ILCS 235. The collateral must be placed in safekeeping at or before the time the College acquires the investments so that it is evident that the purchase of the investment is predicated on the securing of collateral.

### Safekeeping of Collateral

Third party safekeeping is required for all collateral. To accomplish this, the securities can be held at the following locations:

- A Federal Reserve Bank or its branch office
- At another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve
- by an escrow agent of the pledging institution
- by the trust department of the issuing bank

Substitution or exchange of securities held in safekeeping for the College can be approved exclusively by the College Treasurer, provided the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.

### Safekeeping of Securities

Third party safekeeping is required for all securities and commercial paper. To accomplish this, the securities can be held at the following locations:

- A Federal Reserve Bank or its branch office
- At another custodial facility - generally in a trust or safekeeping department through book-entry at the Federal Reserve unless physical securities are involved.
- In an insured account at a primary reporting dealer.

Original certificates of deposits will be held by the originating bank.

### Qualified Financial Institutions and Intermediaries

#### 1. Depositories - Demand Deposits

Any financial institution selected by the College shall provide normal banking services, including, but not limited to: checking accounts, wire transfers and safekeeping services.

The College will not maintain funds in any financial institution that is not a member of the FDIC system. In addition, the College will not maintain funds in any institution not willing nor capable of posting required collateral for funds or purchasing private insurance in excess of FDIC insurable limits.

#### 2. Banks and Savings and Loans - Certificates of Deposit

Any financial institution selected to be eligible for the College's competitive certificate of deposit purchase program must meet the following requirements:

- Shall provide wire transfer and certificate of deposit safekeeping services.
- Shall be a member of FDIC system and shall be willing and capable of posting required collateral or private insurance for funds in excess of FDIC insurable limits.
- Shall have met the financial criteria as established in the investment procedures of the College.

#### 3. Intermediaries

Any financial intermediary selected to be eligible for the College's competitive investment program must meet the following requirements:

- Shall provide wire transfer and deposit safekeeping services.
- Shall be a member of a recognized U.S. Securities and Exchange Commission Self Regulatory Organization such as the New York Stock Exchange, National Association of Securities Dealers, Municipal Securities Rule Making Board, etc.
- Shall provide an annual audit upon request.
- Shall have an office of Supervisory Jurisdiction within the State of Illinois and be licensed to conduct business in this State.
- Shall be familiar with the College's investment policy and accept financial responsibility for any inappropriate investment.

### Management of Program

The College Treasurer is authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and to execute any documents required under this procedure. These documents include, but are not limited to, wire transfer agreements, depository agreements, safekeeping agreements and custody agreements.

The Treasurer is responsible for management of the College's investment program, and shall establish a system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the entity. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions: check signing, check reconciliation, deposits, bond payments, report preparation and wire transfers. No person may engage in any investment transaction except as provided for under the terms of this policy and the corresponding procedures.

The Treasurer may use financial intermediaries, brokers, and/or financial institutions to solicit bids for securities and certificates of deposit. These intermediaries shall be approved by the Board of Trustees.

### Performance

The Treasurer will seek to earn a rate of return appropriate for the type of investments being managed in accordance with the objectives established in this document. In general, the Treasurer will strive to earn an average rate of return equal to or greater than the Illinois Funds rate.

### Ethics and Conflicts of Interest

Officers and employees of the College involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

### Indemnification

Investment officers and employees of the College acting in accordance with this investment policy and written operational procedures as have been or may be established, and exercising due diligence, shall be relieved of personal liability for an individual security's credit risk or market changes.

## Reporting

The Treasurer shall submit to the College's Board of Trustees and the President, a monthly investment report which shall include information regarding securities in the portfolio by class or type, book value, income earned, and market values as of the report date. Generally accepted accounting principles shall be used for valuation purposes. The report shall indicate any areas of policy concern and planned revision of investment strategies, including its effectiveness, meeting the College's need for safety, liquidity, return on investment, diversity and general performance.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

William Rainey Harper College Waste Reduction Plan.

II. REASON FOR CONSIDERATION

The Waste Reduction Plan provides the College direction and goals for its waste reduction program.

III. BACKGROUND INFORMATION

Public Act 83-1363 requires that each publicly funded institution of higher education in the state submit a comprehensive waste reduction plan by January 1, 2000. This plan is designed to achieve, by January 1, 2000, a 40% reduction in the amount of solid waste that is generated by the institution and identified in the waste reduction plan as being subject to landfill disposal. The act further requires that the plan be updated every five years. This is the second plan submitted by the College to the State.

IV. RECOMMENDATION

The administration recommends that the Board approve the forwarding of the Waste Reduction Plan, in compliance to Public Act 83-1363, to the State of Illinois.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Board Budget Guidelines.

II. REASON FOR CONSIDERATION

The Board would like to provide a general statement related to Budget Development to the entire college community.

III. BACKGROUND INFORMATION

The Board of Trustees adopted the Board Budget Guidelines on February 27, 1997. There have been many changes at the College since that time and it is desirable to revise the Board Budget Guidelines.

IV. RECOMMENDATION

The Board Budget Guidelines are attached for approval by the Board.

## **BOARD BUDGET GUIDELINES**

1. The Board recognizes that the impact of tax caps became an economic reality for Harper College in 1994. Since that time the College has lost an average of \$1,300,000 per year to tax caps.
2. The Board is committed to producing a balanced educational fund budget each year.
3. The Board is committed to linking the funding plan (budget) of the College to its Strategic Long Range Plan, and its Annual Plan.
4. The Board fund balance target is 33%, or four months, of the total revenue for the College.
5. The Board recognizes that the impact of the property tax cap will mean that students will have to assume a larger share of increased expenses than in the past.
6. The Board recognizes that a tuition philosophy that defines the student share is necessary and has decided that the target should be 25% of per capita costs.
7. The Board recognizes that referendum(s) are in the College's future.
8. The Board recognizes that continued work with legislators for funding of major capital projects is necessary. The Board will work to seek Harper's fair share of state funds for operations.
9. The Board expects that the College will end each fiscal year with an excess of revenue over expense of 2% or greater.