

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting

February 24, 2000

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 – January 26, 2000 Regular Board meeting Exhibit VI-1
2. Bills Payable, Payrolls for January 14, 2000, January 28, 2000
and February 10, 2000; Estimated payrolls for February 11,
2000 through March 24, 2000 Exhibit VI-2
3. Bid Awards Exhibit VI-3
4. Purchase Orders Exhibit VI-4
5. Personnel Action Sheets Exhibit VI-5
6. Confirmation of Appointment of New Members to the Harper
College Educational Foundation Board of Directors Exhibit VI-6

For Information

7. Financial Statements Exhibit VI-7
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: Tuition Fiscal Year 00-01 Exhibit VII-A

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| B. RECOMMENDATION: Proposed Fee Changes Fiscal Year 00-01 | Exhibit VII-B |
| C. RECOMMENDATION: Sabbatical Leaves | Exhibit VII-C |
| D. RECOMMENDATION: Notice of Dismissal – Non-Tenured Faculty | Exhibit VII-D |
| E. RECOMMENDATION: Life Safety Project | Exhibit VII-E |
| F. RECOMMENDATION: Site Facility Master Plan | Exhibit VII-F |

VIII. President's Report

- Presentation: Bob Getz – Physical Plant Infrastructure Challenges
- Presentation: Chris Staub – Student Development
- Presentation: Paul Szipiera – Antarctica Expedition

IX. Announcements by the Chair

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

On-Campus Events

- | | |
|-----------------------------|---|
| February 25 | 4:15 p.m. – Mid-Suburban Scholastic Bowl - Black Box Theater |
| February 26 | 6:15 p.m. – Dinner
8:00 p.m. – Theatre – Chicago Bar Association's "A Virtual Legality" – Business and Social Science Center, J143 |
| March 3 | 7:30 p.m. – Java Jams Uncommon Ground Showcase featuring Verbow and Kepano Green – Student and Administration Center |
| March 7 | 7:30 p.m. – Reception for Prospective Distinguished Scholars and Parents – Cockrell Dining Hall |
| March 10 | 6:30 p.m. – Reception – Wellness and Sports Center
7:30 p.m. – Lecture – Anne Lamott (best-selling author) "Creation Station: Life in Process" |
| March 17 | 7:30 p.m. – Java Jams Featuring Lonnie and Wayne Brooks and Peter Mulvey – Student and Administration Center |
| March 17, 18, 24, 25 and 26 | 8:00 p.m. – Harper Theatre – "A Midsummer Night's Dream - Business and Social Science Center, J143 |
| March 20 | 7:30 p.m. – Lecture – Lowell Bergman " 'The Insider' View of 60 Minutes and Frontline" – Business and Social Science Center, J143 |
| *March 23 | 7:00 p.m. – Regular Board Meeting – Room A242 |
| *April 27 | 7:00 p.m. – Regular Board Meeting – Room A242 |
| May 10 | 7:00 p.m. - Academic Convocation – J143 |

May 12 6:30 p.m. – Student Awards Banquet – Cafeteria

May 21 Graduation

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

XI. Adjournment

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

Minutes of the Regular Board Meeting of Wednesday, January 26, 2000

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Kolze on Wednesday, January 26, 2000 at 7:03 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), Gillette, Hess, Howard (7:08 p.m. arrival), Kolze and Shure; Student Member Kazmierczak
Absent: None

Also present: Robert Breuder, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Human Resources and Internal Affairs; Joan Kindle, V.P. Student Affairs; David McShane, V.P. Information Technology; Colleen Murphy, V.P. Marketing; Judy Thorson, V.P. Administrative Services; Linda Kolbusz, Special Assistant to the President; Carol Blotteaux; Bruce Bohrer; Steve Catlin; Harley Chapman; Tom Choice; Lori Danaher; Dave Dluger; John Ferris; Julie Fleenor; Robert Getz; Julie Hennig; Evelyn Hopkins; Bill Howard; Thea Keshavarzi; Tom Knoff; Roberta Lindenthaler; Dave Macaulay; Liz McKay; Russ Mills; Elena Pokot; Sheila Quirk; Fred Skorude; Chris Staub; Pat Traynor; Richard Will and Mary Jo Willis. Student: Rich Droick .

Guests: Robin Hoffer, Harper College Educational Foundation; George Flaherty, William and Helen Huley, George and Judy Kotzamanis, Paul Wickland, Northwest Tax Watch; Jamie Sotonoff, Daily Herald; Brad Keoun, Chicago Tribune; Mike Murphy, Burnidge Cassell Associates; Gary Abbott, Les Abbott, Abbott and Associates; Rod Wright, Attitude Research Company; Bob Huff, F. H. Paschoe; R. O. Swanson; Sally Scaman.

Chair Kolze noted that the Harper College community suffered several losses this week. Faculty member Dennis Brennen died of cancer on Sunday, January 23. Two Harper College students (John Hampton and Sung Jun Kwon) were killed and one student (William McLenahan) was critically injured when their cars collided on Euclid Avenue on

Tuesday, January 25. Chair Kolze asked for a moment of silence in honor of these individuals.

CITIZEN
PARTICIPATION

Chair Kolze asked if there were any individuals wishing to address the Board. Faculty Senate President Julie Fleenor spoke about Dennis Brennen's contributions to Harper College students and faculty. A man of compassion and courage, he was a committed employee of Harper for 22 years. Dr. Fleenor noted that donations can be made for a scholarship set up for Mr. Brennen's four-year-old daughter, and a tree will be planted on campus in memory of Dennis Brennen. Chair Kolze thanked Dr. Fleenor for her tribute.

Mr. Paul Wickland came forward to address the Board. After explaining his financial background, Mr. Wickland expressed his dissatisfaction with Harper's recent \$10,000 "Maintenance Expense Study." In his opinion, the survey was done as an attempt to distort the facts and mislead the public. He reviewed comments that were made by Mr. William Huley of Northwest Tax Watch in January 1999 regarding an increase in Harper's operating expenses as a result of the proposed 44 percent increase to Harper's campus size. At the time, Mr. Huley had asked the Board and Dr. Breuder if a 44 percent increase in size would result in a comparable increase in staff, which is typically the major part of operating costs. Mr. Wickland explained that the concern of Northwest Tax Watch was the possible need for another referendum to cover increased faculty costs and other operating costs.

Mr. Wickland stated that after asking the Board whether a post-referendum operating plan had been prepared, he realized the issue had not been addressed. He played back a tape recording of Dr. Breuder's February and March 1999 responses to the issue of post-referendum operating costs. On the recording, Dr. Breuder quoted the average operating cost per square foot on a college campus is \$4.17 (as found in April 1998 data from the Association of Colleges and Universities). He explained that a 335,000 square foot increase multiplied by \$4.17 would equal \$1.4M or a 1.6 percent increase in overall operating budget. Mr. Wickland pointed out that Dr. Breuder did not say increase in "maintenance costs," but he said increase in "overall operating budget."

Mr. Wickland illustrated an example of Harper's current \$60M budget divided by the current square footage of 833,000, deriving a total operating budget per square foot of \$72.00, which is 17 times greater than the \$4.17 figure Dr.

Breuder had used. In Mr. Wickland's opinion, Dr. Breuder realized his error and hired an international accounting firm to analyze the College's maintenance costs, while trying to position his previous comments as relating strictly to maintenance costs. He feels Dr. Breuder has lowered his credibility.

Member Gillette asked if he could say a few words. Chair Kolze stated he could not at this time.

STUDENT TRUSTEE REPORT

Chair Kolze congratulated Student Member Kazmierczak for being among the Student Service Award recipients.

With the help of Linda Kolbusz, Student Member Kazmierczak has organized a Children's Book Drive which will begin on February 14 and continue through March 1, 2000. Books will be collected in the Business and Social Science Center, Liberal Arts Center and the Student and Administration Center. They will be donated to the Children's Home and Aid Society of Illinois and the Chartered Foundation. Children ranging in age from infancy to 18-years-old will be receiving the books. Her goal is to collect 500 books. Flyers will be distributed soon.

Student Member Kazmierczak has written an article in the first issue of the Harper Harbinger for this semester, and she plans to submit one for each issue. She hopes the next trustee will continue to do that as well.

APPROVAL OF AGENDA

Chair Kolze noted that changes to Exhibit VI-1, December 21, 1999 meeting minutes, have been distributed. He explained each of the corrections which have been highlighted in bold print in the revised version. Revised Exhibit VI-5, Personnel Action Sheets, has also been distributed.

Chair Kolze announced that there will be an executive session following the meeting for the purpose of discussing collective bargaining matters, and the appointment, employment and dismissal of personnel. Exhibits VII-B and VII-C will be discussed during executive session; therefore, action on those items will take place following executive session. He noted that Exhibit VII-A has been removed from the agenda and information has been distributed regarding Exhibit VII-D, an addition to the agenda. Also, the order of the presentations has been reversed in Item VIII, President's Report. The presentation from Attitude Research Company will occur before the Liberal Arts Division presentation.

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

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Kazmierczak voted aye.

CONSENT AGENDA

Member Gillette requested that item VI-3a and VI-3b be removed from the Consent Agenda.

Member Howard moved, Member Hess seconded, approval of the revised minutes for the December 21, 1999 regular board meeting and January 5, 2000 special board meeting; bills payable; payrolls for December 17, 1999 and December 31, 1999; estimated payrolls for January 1, 2000 through February 25, 2000; bid award VI-3c; purchase orders; revised personnel action sheets; student service awards; and for information: financial statements, committee and liaison reports, and grants and gifts status report, as outlined in Exhibits VI-1 through VI-9 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,812,486.07
Tuition Refunds	51,073.36

The payrolls of December 17, 1999 in the amount of \$1,723,645.04; December 31, 1999 in the amount of \$1,384,709.04, and estimated payroll of January 11, 2000 through February 25, 2000 in the amount of \$6,263,333.47.

Bid Award	Ex. VI-3c	Award bid Q00065 for personal computer components to be used by the A+ Certification classes to Ace Computers, Inc., the low bidder, in the amount of \$70,400.00.
Purchase Order	Ex. VI-4a	Approve issuance of a purchase order to Kreuger International, Inc., for computer laboratory furniture for the TECH program at the Northeast Center, in the amount of \$26,026.26.
Personnel Actions	<u>Administrator Adjustments</u>	

Thomas Johnson, Dean Business and Social Science, Hire Date: 7/26/76, BUS/SS, 02/01/00, \$92,322/yr.
Elizabeth McKay, Dean, Academic Enrichment/Language Studies, Hire Date: 08/18/70, AE/LS, 02/01/00, \$91,895/yr.

Profession/Technical Appointments

David Broucek, Desktop Integration Analyst, IT/CS, 01/18/00, \$41,500/yr.
Joseph Greten, Technical Installation Specialist II, IT/TS, 01/03/00, \$35,200/yr.
Karen Puleo, Animation Art Program Specialist, LIB ARTS, 01/03/00, \$44,100/yr.

Classified Staff Appointments

Christina Awad, Clerk/Receptionist, p/t, INF CTR, 01/10/00, \$10,748/yr.
Maribel Belen, Cashier/Receptionist, BKST, 01/15/00, \$18,525/yr.
Tony Chriscoe, Library Assistant I, p/t, LIB SER, 01/18/00, \$11,088/yr.
Kathryn Hermreck, Administrative Secretary, LIB ARTS, 01/03/00, \$34,112/yr.
Sharon Kirmse, CE Registration Assistant II, CE and Special Projects, 01/03/00, \$27,105/yr.
Janet LoCoco, Purchasing Assistant, PURCH, 01/05/00, \$26,800/yr.
Catherine Martin, Information Receptionist, p/t, CNS & Orientation, 01/03/00, \$5,541/yr.
Gail Moran, Program Specialist, TECH, 01/14/00, \$32,312/yr.
Ron Serio, CE Program Information Assistant, CE and Special Projects, 12/20/99, \$25,500/yr.

Faculty Resignation

Thomas Hanlon, Assistant Professor, BUS/SS, 05/20/00, 3 yrs. 9 mths.

Supervisory/Confidential Resignations

Christopher Kranz, Coordinator, Career Center, STU DEV-Career Center, 01/14/00, 11 yrs. 4 mths.
Leslie Langton, Manager of Lab Operations, IT/CS, 01/07/00, 4 yrs. 3 mths.

Classified Staff Resignations

Varshaben Patel, Library Assistant, p/t, LIB SER, 12/19/99, 1 yr. 4 mths.

Linda Rouse, Registration Assistant, Registrar's Office,
01/28/00, 3 months
Bridgett Weatherly, Financial Aid Assistant, OSFA, 01/14/00,
9 months

Approval of the Fall 1999 Student Service Awards in the amount of \$4,320.00 from Account No. 0538-858-59900-0000 and \$3,645.00 from Account No. 0134-125-592.4.

Chair Kolze noted that item VI-4, purchase order for the computer lab equipment for the Northeast Center, is done as a joint purchase with the State of Illinois in order to acquire better pricing.

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.

Bid Awards

Member Barton moved, Member Hess seconded, approval of the following bid awards, as outlined in Exhibit VI-3a and VI-3b (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VI-3a Award bid Q00064 to T.C. Furlong, Inc., the low bidder for a sound system to be used for shows and other activities in the gym, in the amount of \$31,254.

Ex. VI-3b Award bid Q00067 to Reed Rigging, Inc., the only bidder for stage rigging that will be used to support the sound system in the gym in the Wellness and Sports Center, in the amount of \$13,185.20.

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

Motion carried. Student Member Kazmierczak voted aye.

NEW BUSINESS:

Resolution: Additional
Funding for CDB

Member Barton moved, Member Gillette seconded, approval of the Resolution and Amendment to Trust Agreement, as outlined in Exhibit VII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Judy Thorson explained that as a result of bids coming in for the Instructional Conference Center and Performing Arts Center with amounts higher than the budget, the College must put in additional money in order for the bidding process to move forward. This resolution authorizes the Capital Development Board (CDB) to proceed with acceptance of the current bids, and it amends the trust agreement to reflect the additional money needed. She explained that the amendment to the trust adds \$6,637,079 immediately and additional monies after July 1, 2000 during the next budget year.

Chair Kolze thanked Members Barton and Gillette for being involved with the discussions regarding this item. Both Trustees stated they agreed with this action. Member Howard stated that she strongly supports this decision.

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

Motion carried. Student Member Kazmierczak voted aye.

PRESIDENT'S REPORT

Presentation: Attitude
Research Company

Harper College Educational Foundation member Robin Hoffer explained that, in support of long range planning goals, the Foundation commissioned Attitude Research Company (ARC) to conduct a survey of district residents to determine public perceptions of the College and program and facility needs. Dr. Rod Wright, President of ARC, will be presenting the results of the survey. Mr. Hoffer explained that Dr. Wright founded the firm in 1986 and has since conducted countless market research projects, with special emphasis on educational institutions, including work with more than 100 school districts and community colleges throughout the United States.

Dr. Wright explained that the overall results of the survey are extremely positive for the College. A random sample of 501

surveys were conducted (with a margin of error of ± 4.4 percent).

General Findings

- People are complimentary of the performance of the College.
- They are very accepting of the mission of community colleges in general, and of this particular college.
- Very large numbers in the community think that this College has been good stewards of their tax dollars.
- People are supportive of various ideas for improving the College.
- There is little, if any, lingering effect from the April 1999 election loss.
- The College could improve their communication regarding high-tech job training programs.

He highlighted several survey questions and their results. A question regarding a possible \$88M proposal (arbitrary dollar amount) to renovate campus buildings produced a response of 61.7 percent in favor of such a proposal, 32.2 percent opposed, and a small percentage of undecided. When asked a question regarding the last time Harper had a bond proposal on the ballot, only one-third remembered 1999. Some thought the last proposal took place prior to that, and many did not know.

Agree/Disagree Statements

When asked "agree/disagree" questions, 50 percent of the respondents agreed with the statement "People like me can't afford to pay higher property taxes no matter how good the cause." (Dr. Wright stated that this figure is lower than normal - most communities reflect anti-tax sentiment with 60 percent agreeing with such a statement.) In addition, 59 percent also agreed with the statement "I am willing to support an increase in property taxes to make sure that our community college measures up in quality to those in other communities." Some people agreed with both statements.

A low 36 percent agreed with the statement "the public school district in my area wastes a lot of tax dollars" and a low 28 percent agreed with that statement regarding the community college. Dr. Wright stated he cannot remember a number being that low for any organization which his company has surveyed. It is easy to agree with that question, yet the percentage for agreement was low. He

commended the Board for doing a good job in spending tax dollars.

Of the 501 respondents, 73 percent agreed with the statement "this is primarily a place to start a four-year college degree program." This reflects limited understanding of the role Harper plays in high-tech job training programs.

Descriptive Statements

A series of statements were read, with the respondents answering how descriptive each statement was of Harper College. Dr. Wright described several of the statements and the percentage of respondents answering that it was descriptive of the College:

- "quality education at an affordable cost" - 90 percent
- "well-funded" - 59 percent
- "in need of additional funding" - roughly the same percentage (showing that there is an open-mindedness to understand that while the College is doing well now, there may be programs and other needs that may exist in the future)
- "buildings are in need of upgrading" - 51 percent (Dr. Wright would have expected this number to be higher; however, he noted that Harper has good curb appeal - from the street, the buildings appear acceptable)
- "overcrowded facilities is an issue at the College" - 31 percent (this shows there is not as much public understanding of the current space situation as they would like)
- "a good place to start a four-year college degree program" - 90 percent (this is a positive result, however, it emphasizes the fact that high-tech job training programs might be overlooked)

Priority Questions

Respondents were asked if Harper had additional money, how should it be spent. They had to assign high/low priority to a series of 15 items. Five of the items were rated as high priority by 75 percent of the respondents. Of the five high priority items, four had to do with technology and/or computers. (Dr. Wright noted that, in general, people are putting a high priority on technology in K-12 schools, as well as colleges.) The fifth item (chosen by 75.9 percent of the respondents as a high priority) was a "modern facility to train students for healthcare careers."

Of the 15 items, 13 were considered a high priority by 66 percent of the respondents, which reflects that people are generally supportive of new directions or improvements that might be major at the College. Items with a lower level of priority were creating a training center for food/hospitality and tourism. Dr. Wright explained that prior to the survey, they held focus groups to understand the community and make sure they worded questions correctly. One thing they discovered in the focus groups was that the more the culinary center was talked about, the more people began to understand it as a job issue. On first reaction, people did not think of it as an important area in today's economy.

When asked about Harper's enrollment trend, 62.7 percent thought that enrollment was increasing, very few said it was staying the same or decreasing, while others responded "don't know." When asked about the need for classes being offered in satellite centers or off-campus centers, 66 percent thought it was greatly needed or moderately needed.

Statements Making Respondent More Likely/Less Likely to Support Proposal

In the final section of the survey, features of a possible bond proposal were read, followed by a series of factual statements. The respondents were to answer whether the statement would make them more likely or less likely to support the proposal. Dr. Wright listed some of the statements and their respective results.

- "one-third of the area's college-bound students attend Harper" - 79 percent answered "more likely"
- "the last successful ballot proposal for building passed in 1975" - 75 percent answered "more likely"
- "the State of Illinois is matching funds" - majority answered "more likely"
- "additional square footage of classroom space will be added" - 75 percent answered "more likely"
- "in April a similar proposal was opposed by a tax watch organization group" - respondents were more likely to support the proposal than less likely

Dr. Wright summarized by stating that the results are very positive for Harper College. He feels there is an opportunity to become identified as *the place* in our community to provide high-tech job training.

Chair Kolze asked Board members to comment. Board members thanked Dr. Wright for his presentation and

thanked the Foundation for proceeding with the research. Member Howard noted that it is important to receive this feedback to help in planning and responding to community perceptions and educational needs. Member Shure added that this gives the College a lot of food for thought. The information will need to be reviewed carefully. Member Barton noted she was pleased with the responses reflecting computers and technology. Member Hess added that the survey should have been done a long time ago. The report was very positive and reflected some of her feelings about the College. She added that this information must be shared with the community.

Presentation:
Liberal Arts

Mr. Harley Chapman, Dean of Liberal Arts Division, gave a presentation regarding its program offerings. Via multimedia, various instructors and students described experiences or illustrated aspects of music, speech, theater, art, literature, fashion design and Children's Institute of Learning and Living (CHILL) programs.

Mr. Chapman reported the following:

- More than 25,000 credit and non-credit students are enrolled each year.
- Harper's speech team is nationally ranked, winning first place in both regional and national tournaments.
- Harper's recent theater production, *Death of A Salesman*, directed by Todd Valentine, won awards for Best Play of the Year, Best Actor, Best Actress and Best Supporting Actor.
- Harper students and faculty, a number of whom have national and international reputations, annually show at art exhibitions. Harper also hosts the annual High School Art Competition.
- Students produce the *Harper Anthology*, a campus-wide student expository writing collection, and provide guidance to the *Point of View*, Harper's literary and visual arts magazine.
- Harper's Music Academy is the only fully certified two-year school in the National Association Schools of Music. It is well received in the community registering more than 500 students each semester.
- Harper's CHILL program enrolls over 1,000 students every summer, offering exciting learning experiences in a variety of classroom field trip formats.
- Harper annually participates in the Paris Competition for Young Designers and the Spring Fashion Show.

Mr. Chapman highlighted various new programs.

- **Animation Art** - provides up-to-date technology for training people to work in the animation industry. This covers a variety of fields including litigation animation, medical field design, web design, video games.
- **Kindermusik** - developed from research done in the late 1980's which showed that children developed more quickly in school when they were engaged in music study. Community parents and children participate in the musical learning experience at Harper.
- **Online courses** - in Music Appreciation and English Composition are being offered to allow students more flexibility and expand their learning experience.
- **Web-based instructional unit on Beowulf** - a grant was received from the Community College Humanity Association, cosponsored by the National Endowment Humanities. They are attempting to bring this 11th century poem up to the 21st century.
- **Performing Arts Center** - upon its completion, it will be the focal point of many divisional interests, with the hope of instructional and performance possibilities. There is an opportunity for recruitment, for development of programs and for servicing students and community.

On behalf of the Liberal Arts Division and the Design Team, Mr. Chapman thanked Dr. Breuder and the Board of Trustees for their leadership regarding the funding of the Instructional Conference Center and Performing Arts Center, and passage of the resolution and amendment to the trust agreement. It brings a certain closure on some efforts and energies that many have been involved with for a number of years. They look forward to the next step.

Mr. Chapman thanked the Liberal Arts staff and faculty for providing input for the presentation, and he thanked Tom Knoff and his staff for providing technological and media support. He noted that a packet of materials has been distributed to Board members. He called attention to one handout regarding enrollment figures in the Liberal Arts Division. Spring 2000 shows over 10,000 students enrolled with a 7.4 percent increase over Spring 1999. Indicators show enrollment will continue to increase, creating serious space needs. He pointed out current landlocked situations reflected in the handouts.

Chair Kolze thanked Mr. Chapman for his excellent presentation. Student Member Kazmierczak complimented Harper's Liberal Arts Department on their great programs

and opportunities for students. She has been very pleased with the Spanish, English and music classes she has taken. She has observed speech tournaments and watched Harper students perform - they are excellent. Dr. Breuder thanked Mr. Chapman and Mr. Knoff for the superb presentation.

Cumulative Update -
1999 Strategic
Long Range Plan

Dr. Breuder noted that binders had been distributed to Board members labeled "Cumulative Update 1999 Strategic Long Range Plan." He explained that this is the third planning document they have received. The first one was the **Strategic Long Range Plan**, which has been updated in order to maintain a three-year window (current generation is 1999-2002). The second document is the **Annual Plan** dated 1999-2000 (the tactical plan which allows incremental attainment of the agenda and the Strategic Long Range Plan). The third document has just been distributed, **Cumulative Long Range Plan Update**. It ensures that we maintain historical perspective on the achievements of the Strategic Long Range Plan. Each year an update will be provided with a series of statements which speak to each of the Task Statements that are incorporated into the Strategic Long Range Plan. This will be maintained for a five-year window, showing the incremental progress that we are making towards the Strategic Long Range Plan. The fourth and final document, the **Fact Book**, will be distributed soon. It contains pivotal, critical data as it relates to the institution, data on which decisions are made on a daily basis. Dr. Breuder noted that all of the planning documents are dynamic and will undergo continuous analysis and revision updates.

ANNOUNCEMENTS BY
CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information. The next Regular Board meeting is scheduled for February 24, 2000.

Chair Kolze noted that there would be an executive session for the purpose of discussing appointment, employment and dismissal of personnel and collective bargaining. He noted that the Board would be taking action following executive session.

EXECUTIVE SESSION

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

Upon roll call, the vote was as follows:

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

Nays: None

The motion carried at 8:11 p.m. Student Member Kazmierczak voted aye.

Following executive session, the Board reconvened the Regular meeting at 9:05 p.m.

Resolution: One-Year
Extension of Three-Year
Probationary Tenure

Member Hess moved, Member Howard seconded, approval of the one-year probationary tenure extension resolution and authorization for the issuance of the notice of the one-year tenure extension, as outlined in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Kazmierczak voted aye.

Non-Renewal of
Administrative
Employment Contracts

Member Barton moved, Member Howard seconded, authorization for the administration to provide notice by February 1, 2000, to individuals whose contracts may not be renewed on July 1, 2000, 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, Gillette, Hess,
Howard, Kolze and Shure

Nays: None

Motion carried. Student Member Kazmierczak voted aye.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

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

Chair

Secretary

BOARD REQUESTS

JANUARY 26, 2000 REGULAR BOARD MEETING

There were no Board requests.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

February 24, 2000

SUMMARY OF BIDS

- Exhibit VI – 3a The administration recommends that the Board award Q00069 for renovation of the Wellness and Sports Center, which includes air-conditioning the gym and Physical Fitness Center; locker room bench and lighting replacement; toilet room renovation and water piping replacement; ventilation improvements in the locker rooms, pool and laundry room; pool lighting replacement; locker room dehumidification; and sidewalk replacement to Fisher Commercial Construction Company, Inc., the low bidder, for a contract amount of \$1,327,372, a contingency amount of \$53,066, 7.5% architectural fees of \$103,533, and \$10,000 in estimated reimbursables for a total of \$1,493,971.
- Exhibit VI – 3b The administration recommends that the Board award Q00071 for a replacement automobile for the President to Marquardt of Barrington, the low bidder, in the amount of \$14,110.
- Exhibit VI – 3c The administration recommends that the Board award Q00072 for a comprehensive fixed asset inventory and valuation to American Appraisal Associates, the low bidder, in the amount of \$23,000.**

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00069 for renovation of the Wellness and Sports Center, which includes air-conditioning the gym and Physical Fitness Center; locker room bench and lighting replacement; toilet room renovation and water piping replacement; ventilation improvements in the locker rooms, pool and laundry room; pool lighting replacement; locker room dehumidification; and sidewalk replacement, as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$1,493,971 are provided in the 1999/00 Operations and Maintenance Restricted Fund budget, under account number 0392-039-584.00-9089. This is a Life Safety project.

III. INFORMATION

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

Fisher Commercial Construction Company, Inc.	\$1,327,372
Tri-State Management Company	1,385,800
Bergen Construction Corporation	1,389,000
Zurich Construction, Inc.	1,406,000
Central Lakes Construction Company, Inc.	1,604,000
Poulos, Inc.	1,696,000

The Harper College Human Performance Laboratory, in cooperation with Alexian Brothers Medical Center, oversees a medically based therapeutic rehabilitation program for more than 250 patients rehabilitating from cardiac and/or pulmonary disease. The Human Performance Laboratory also serves as a training facility for more than 50 students in the Cardiac Technology program. Students are assigned to work with patients for a portion of their training in Clinical Laboratory Skills. The vast majority of the patients are over the age of 55. All have a history of heart disease and many have undergone angioplasty or bypass surgery.

The therapeutic program at the College involves behavior modification classes, counseling and extensive exercise therapy. There are specific guidelines for exercise therapy published by the American Heart Association and the American Association of Cardiac and Pulmonary Rehabilitation. They agree that exercise in extreme heat is hazardous. During the summer months the heat and humidity in the gym, exercise rooms, and locker rooms is intolerable; the air temperature reaches 95 degrees and over. For these reasons, it is imperative that the gym and adjoining rooms be properly air-conditioned and dehumidified.

In addition, the deterioration of the benches and fixtures in the locker rooms and toilet rooms has caused unsafe conditions and must be rectified. Due to unsafe conditions, the lighting in the pool area and in the locker rooms is in need of replacement.

This recommendation is for a total contract amount of \$1,327,372, a contingency amount of \$53,066, 7.5% architectural fees of \$103,533, and \$10,000 in estimated reimbursables for a total of \$1,493,971.

This recommendation is contingent upon approval of additional Life Safety funds by the Illinois Community College Board. (Refer to Board Exhibit VII – E.)

IV. RECOMMENDATION

The administration recommends that the Board award Q00069 for renovation of the Wellness and Sports Center, which includes air-

conditioning the gym and Physical Fitness Center; locker room bench and lighting replacement; toilet room renovation and water piping replacement; ventilation improvements in the locker rooms, pool and laundry room; pool lighting replacement; locker room dehumidification; and sidewalk replacement to Fisher Commercial Construction Company, Inc., the low bidder, for a contract amount of \$1,327,372, a contingency amount of \$53,066, 7.5% architectural fees of \$103,533, and \$10,000 in estimated reimbursables for a total of \$1,493,971.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00071 for a replacement automobile for the President as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$14,110 are provided in the 1999/00 Operations and Maintenance Fund budget, under account number 0292-039-587.

III. INFORMATION

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

Marquardt of Barrington	\$14,110.00
Joe Mitchell Buick-GMC Trucks, Inc.	17,150.00
EdMurphy Buick	17,505.40

The President's car is replaced periodically. The existing vehicle will be used as a trade-in on the new vehicle.

IV. RECOMMENDATION

The administration recommends that the Board award Q00071 for a replacement automobile for the President to Marquardt of Barrington, the low bidder, in the amount of \$14,110.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00072 for a comprehensive fixed asset inventory and valuation as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$23,000 are provided in the 1999/00 Education Fund budget, under account number 0192-039-532.

III. INFORMATION

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

American Appraisal Associates	\$23,000
Valuation Resource Management, Inc.	25,500
Industrial Appraisal Co.	25,650

In response to the 1998 fiscal year management letter issued to the Board by the College auditors, KPMG, the College made a commitment to have a physical inventory of College assets taken by June 30, 2000. This inventory will be used to satisfy the reporting requirements of our auditors and to identify appropriate limits for the College Liability Insurance coverages.

The College manually records current capital assets over \$5,000 in value. This appraisal process will identify for the College all capital assets acquired in past years and calculate depreciation in preparation for the future implementation of the Governmental Accounting Standards Board Statements 34 and 35 requirements concerning depreciation.

IV. RECOMMENDATION

The administration recommends that the Board award Q00072 for a comprehensive fixed asset inventory and valuation to American Appraisal Associates, the low bidder, in the amount of \$23,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

February 24, 2000

SUMMARY OF PURCHASE ORDER

Exhibit VI – 4a

The administration recommends that the Board approve issuance of a purchase order to USA Group Noel-Levitz, Inc., for enrollment planning consultation and the purchase of state-of-the-art admissions software for use by the Marketing Services Division, in the amount of \$148,480 plus covered expenses.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to USA Group Noel-Levitz, Inc. for enrollment planning consultation and the purchase of state-of-the-art admissions software as requested by the Marketing Services Division.

II. BUDGET STATUS

Funds in the amount of \$148,480 are provided or will be provided in the 1999/00 and 2000/01 budgets.

III. INFORMATION

Throughout the strategic planning process during the past year, a projected increase in in-district high school students and the projected need for additional career training and education for adults were identified. To most effectively maximize these emerging growth opportunities, the administration recommends the purchase of a state-of-the-art software system, as well as enrollment planning consultation, from USA Group Noel-Levitz, Inc., a nationally known company specializing in higher education enrollment management.

This recommendation is for the purchase of EMASPlus Admissions Software. This system will help the College track the results of each recruiting contact, improve the handling of inquiries, communicate more effectively with applicants throughout the full recruiting cycle, personalize the recruiting process through ongoing telephone contact with prospective students at strategic decision intervals, and analyze the cost effectiveness and success of communication efforts.

The cost includes telephone consultation to prepare for installation, on-campus installation and system consultation, system navigation training for staff including persons who will be supervising use of the system and those responsible for uploads to the College's data base, identification of ways to increase productivity, and assistance in tracking results using normative benchmark data and critical report specifications.

In addition, the College will utilize this company to assist us in focusing on enrollment goals as we enter an era of increased demand from our students. The consultant will help the College identify obstacles, ensure more effective use of existing resources, and assess responsibility, accountability and scheduling of work throughout the enrollment management area. The consultation work will culminate in Harper College's first integrated enrollment plan.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to USA Group Noel-Levitz, Inc., for enrollment planning consultation and the purchase of state-of-the-art admissions software for use by the Marketing Services Division, in the amount of \$148,480 plus covered expenses.

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 Professional/Technical Appointments.

B. Ratification of Supervisory/Confidential Appointment.

C. Ratification of Classified Staff Appointments.

D. Ratification of Incentive Compensation.

E. Ratification of Administrator Retirement.

F. Ratification of Administrator Resignation.

G. Ratification of Faculty Resignation.

H. Ratification of Professional/Technical Resignations.

I. Ratification of Classified Staff Resignations.

J. Ratification of Harper #512 IEA-NEA Resignation.

IV. RECOMMENDATION

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

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 February 10, 2000, the Nominating Committee of the Educational Foundation appointed Ms. Sam Oliver and Mr. Rob Brumbaugh 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 Ms. Sam Oliver and Mr. Rob Brumbaugh as members of the Board of Directors of the Harper College Educational Foundation.

Rob Brumbaugh

Rob Brumbaugh is the owner and founder of Omnibus Advertising in Arlington Heights, a full-service advertising agency that primarily serves the retail-to-consumer advertising community.

A lifelong Chicago area resident and a graduate of Northwestern University's School of Speech, Rob began his career as a radio station Program Director at Chicago area radio station WYEN. He founded Omnibus Advertising in 1979, which has grown to \$29 million in billings. In addition to full-service advertising agency creative and media placement, the company owns and operates a complete digital video production and graphics facility and employs 30 people.

Rob was recently named the first-ever recipient of the Village of Arlington Heights' "Good Neighbor" corporate business award for his company's involvement in the community, including Shelter, The Bridge, ABC Foundation, and various other civic organizations.

He and his wife, Aline, have been married for 20 years and have two daughters, ages 16 and 18.

Sam Oliver

Sam Oliver attended Graceland College in Iowa, a family tradition, and graduated from Drake University in 1956 with majors in music and social science. She taught kindergarten and first grade in Minneapolis and the territory of Hawaii, traveled in the Orient, married Robert Oliver and lived in Massachusetts where she taught in public and independent schools.

The Olivers live in Barrington, have four grown children, two sons and two daughters, with careers in television, interior design and technology. The family has hosted a number of international youths for varying periods of time, two for their senior years in Barrington High School.

In 1977, she designed and co-chaired an area-wide effort to train one in every four residents in the lifesaving skills of CPR. Since 1984, she has served as staff director of Citizens for Conversation and is president of The Non-Prof's Prof., which provides services for not-for-profit organizations.

She is a member of the board of directors of the following: American Heart Association, Midwest Affiliate; American Heart Association, Chicago Metro Division, Hospice Foundation of Northeastern Illinois, Family Service of the Barrington Area, Volunteer Center of Greater Barrington, Drake University Chicago Advisory Board, Barrington Area Historical Society, Elgin Academy, and Barrington Bank and Trust.

She serves on her church's Administrative Council and co-chairs its Mission Commission. She is president of the Auxiliary of Good Shepherd Hospital and serves as an ex-officio member of its Governing and Development Councils. She serves on the advisory board of New Generations (Youth) and the steering committees of Healthier Community Project of the Barrington Area, Community Task Force on Youth, Buehler YMCA Capital Campaign, Art in the Barn, and the Host Committee for the 11th World Conference on Tobacco or Health.

She enjoys participating in short-term volunteer mission projects in developing countries and Appalachia as a member of construction or medical teams and serves as a counselor of Hospice's Camp Courage for bereaved children.

Most importantly, she enjoys spending time with her children, grandchildren and extended family.

The Points of Light Foundation named her The Daily Point of Light for October 7, 1999.

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: February 12, 2000

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
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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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
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
Music Department M. Mrozinski	To support music program	Wurlitzer Foundation \$2,000	12/14/99 12/31/00
FY 1999 – 2000	Reported as of February 12, 2000	<u>\$2,703,390</u>	

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
January 2000

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 Memorial	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 Memorial	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)Nils Andrew Johnson Memorial	13	\$1,375.00	\$200.00	\$1,575.00
(E)General Scholarship Endowment	4	\$5.00	\$2.00	\$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 & 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
Ronald Dourlet Memorial Scholarship	3	\$330.00	\$0.00	\$330.00
Displaced Homemakers	6	\$0.00	\$14.00	\$14.00
GED Graduate Scholarship	17	\$800.00	\$42.00	\$842.00
Doriann E. Thompson for Women	2	\$0.00	\$0.00	\$0.00
Heidenhain Corporation Scholarship	2	\$0.00	\$4.00	\$4.00
Palatine Garden Club	1	\$500.00	\$0.00	\$500.00
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 Scholarship	7	\$0.00	\$64.00	\$64.00
Schaumburg Area AAUW Scholarship	2	\$0.00	\$10.00	\$10.00
Joan R. Young Scholarship	12	\$0.00	\$32.70	\$32.70
General Scholarship Fund	4	\$0.00	\$65.00	\$65.00
Meteorite and Planetary Studies	4	\$0.00	\$34.00	\$34.00
Women's History Week	4	\$0.00	\$12.00	\$12.00
Wellness Program	6	\$0.00	\$5.00	\$5.00
Music Academy	6	\$270.00	\$22.00	\$292.00

Harper College Educational Foundation
Gift Summary by Fund
January 2000

Description	#Gifts	Cash	Pledge Payments	Total
Business/Social Science Fund	6	\$0.00	\$14.00	\$14.00
Women's Program	3	\$9,121.69	\$2.00	\$9,123.69
Public Safety Program	8	\$0.00	\$13.00	\$13.00
Student Career Services	1	\$0.00	\$2.00	\$2.00
Excellence in Teaching/Learning	2	\$0.00	\$40.00	\$40.00
Child Care Fund	2	\$0.00	\$6.00	\$6.00
Young Artists Competition	3	\$800.00	\$4.00	\$804.00
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	12	\$0.00	\$140.92	\$140.92
General Unrestricted Fund	34	\$455.00	\$74.00	\$529.00
Harper Annual Golf Outing	4	\$0.00	\$56.92	\$56.92
Annual Gala	3	\$200.00	\$15.38	\$215.38
Major Gifts Campaign	2	\$0.00	\$19.24	\$19.24
Total	289	\$13,866.69	\$1,465.86	\$15,332.55

Harper College Educational Foundation
Gift In Kind Report
January 2000

Date	Constituent Name	Fund	Gift Value	Reference
	None			

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Tuition (In-District) Fiscal Year 2000-2001

II. REASON FOR CONSIDERATION

Board Policy 3.3 states that tuition rates will be established by action of the Board of Trustees.

III. BACKGROUND INFORMATION

The College has reviewed its resource and budget requirements. It has also examined comparative data for regional community colleges. Review of all data has led the College to recommend no change in the current \$54 per credit hour rate beginning with summer semester 2000.

IV. RECOMMENDATION

It is the recommendation of the Administration that the in-district tuition for Fiscal Year 2000-2001 be set at \$54 per credit hour.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Proposed Fee Changes for the 2000-01 academic year.

II. REASON FOR CONSIDERATION

The Board is to establish a fee schedule per section 3.3 of the Board Policy Manual. These fees are to cover various costs and services in addition to those covered by the regular tuition rate.

III. BACKGROUND INFORMATION

These fee changes will be incorporated into the on-line registration system. Therefore, fee changes must be acted upon prior to April, 2000 when early registration begins for the summer 2000 semester.

Fee changes for credit courses and a complete schedule of fees for Education Fund Services are listed on the attachment.

IV. RECOMMENDATION

The administration recommends approval of the Proposed Fee Changes for 2000-01, effective with the 2000 summer session.

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 2000 tax levy, Harper College is required to submit to the Illinois Community College Board for approval the 2000 Life Safety projects which will be included in the 2000 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 2000 Life Safety Tax Levy funding:

<u>Proposed Work Item</u>	<u>Estimated Project Cost</u>
Air Conditioning/Dehumidification in Wellness and Sports Center	\$599,203
Total	\$599,203

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 Legat Architects to provide the architectural services specified for the 2000 Life Safety repair and renovation project listed above.

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 FIVE HUNDRED THOUSAND DOLLARS (\$4,500,000.00) in the aggregate at any one time, and as evidence of such indebtedness may issue bonds without referendum, said bonds to mature within twenty (20) years and to bear interest at such rate(s) as is authorized by applicable Illinois law; and

WHEREAS, 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:

<u>Proposed Work Item</u>	<u>Estimated Project Cost</u>
Air Conditioning/Dehumidification in Wellness and Sports Center	\$599,203
Total	\$599,203

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 a certified estimate of the costs of completion of the alterations and repairs required for the projects identified in Section 1 above.

Exhibit VII-E
February 24, 2000

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 24th day of February 24, 2000.

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

Exhibit VII-E
February 24, 2000

STATE OF ILLINOIS)
)
COUNTY OF COOK) SS

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 24th of February, 2000.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 24th of February, 2000.

Secretary, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Site and Facility Master Plan

II. REASON FOR CONSIDERATION

The College needs to have a comprehensive site and facility master plan to guide its future growth over the next ten years.

III. BACKGROUND INFORMATION

The College has reviewed the credentials of firms who provide this service. It was decided that the partnership of HOK/Legat will provide the best combination of expertise and current knowledge of the campus. Legat is the College architect and has a vast amount of data and personnel who are familiar with our campus and its needs. HOK has a national expertise in campus master planning at the college level.

IV. RECOMMENDATION

It is the recommendation of the Administration that the College contract with HOK/Legat to provide this service at a cost not to exceed \$89,000.