

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting

May 25, 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 – April 27, 2000 Regular Board meeting and executive session Exhibit VI-1
- 2. Bills Payable, Payrolls for April 20, 2000 and May 5, 2000; Estimated payrolls for May 6, 2000 through June 29, 2000 Exhibit VI-2
- 3. Bid Awards Exhibit VI-3
- 4. Purchase Orders Exhibit VI-4
- 5. Personnel Action Sheets Exhibit VI-5

For Information

- 6. Financial Statements Exhibit VI-6
- 7. Committee and Liaison Reports Exhibit VI-7
- 8. Grants and Gifts Status Report Exhibit VI-8

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

- VII. New Business
 - A. RECOMMENDATION: College Protection, Health and Safety: Exhibit VII-A

Energy Conservation, Environmental
Protection and Handicapped Accessibility
Projects

VIII. President's Report

- Presentation: Dave McShane – Disaster Recovery Program as it Relates to IT and IT Related Services at Harper College
- Presentation: Cheryl Wandambi Kisunzu – Space Issues

IX. Announcements by the Chair

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

On-Campus Events

- | | |
|--------------------|------------------------------------------------------------------|
| June 6-7 | 5:30-9:30 p.m. – Discovery I (Community Engagement) – Room A238 |
| June 12 | 6:30-8:30 p.m. – ICCTA North Suburban Regional Meeting |
| *June 28 (Wed.) | 7:00 p.m. – Regular Board Meeting – Room A242 |
| July 13 | 5:30-9:30 p.m. – Discovery II (Community Engagement) – Room A238 |
| *July 26 (Wed.) | 7:00 p.m. – Regular Board Meeting – Room A242 |
| *August 31 (Thur.) | 7:00 p.m. – Regular Board Meeting – Room A242 |
| | NOTE CHANGE OF DATE FROM AUG. 23 TO AUG. 31 |
| *September 28 | 7:00 p.m. – Regular Board Meeting – Room A242 |

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

XI. Adjournment

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

Minutes of the Regular Board Meeting of Thursday, April 27, 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 Thursday, April 27, 2000 at 7:00 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 (7:28 p.m. arrival), Hess, Kolze and Shure;
Student Member Kazmierczak

Absent: Members Gillette and Howard

Also present: Robert Breuder, President; Ed Dolan, V.P. Institutional Advancement; Bonnie Henry, V.P. Human Resources and Internal Affairs; Joan Kindle, V.P. Student Affairs; David McShane, V.P. Information Technology; Judy Thorson, V.P. Administrative Services; Linda Kolbusz, Special Assistant to the President; Mary Azawi; Patrick Beach; Roger Bechtold; Larry Bielawa; Carol Blotteaux; Frances Brantley; Cathy Brod; Mike Brown; Stephanie Burrell-Gettis; Harley Chapman; Tom Choice; Dave Dluger; Jim Edstrom; Bob Fabbrini; John Farris; Julie Fleenor; Robert Getz; Jerry Gotham; Valerie Harley; Julie Hennig; Paul Holdaway; Bill Howard; Peggy Kazkaz; Kevin King; Sylvia Kingsley; Tom Knoff; Marcia Litrenta; Tom McCabe (retired); Liz McKay; Russ Mills; Jacque Mott; Pat Mulcrone; Sue Overland; Jan Phillips; Elena Pokot; Sheila Quirk; Vong Ratts; Becky Santeler; Jay Singelmann (retired); Mary Singelmann; Fred Skorude; Karina Srugys; Chris Staub; Cheryl Wandambi Kisunzu; Pat Wenthold; Mary Jo Willis; Raymond Wroblewski and Mark Zelman. ICOPS: Maureen Koscielak; Joseph Longmeyer; Joe Longmeyer, Jr.; Robert Phillips; Phil Robert; John Warchal; Susan Witt; Russell Young. Students: Deborah Abbott; Bill Crittendor; Rich Daswick; Tracy Fisher; Heather Mumford and James Skyles.

Guests: John Maes, Journal-Topics; Jamie Sotonoff and Mark Welsh, Daily Herald; Tim Pareti, Chicago Tribune; Michael O'Toole, IVCF; Bill and Helen Huley, Northwest Tax Watch; Arlene Edel, Mary Ann Nelson, Mike Podgorski, Dolores Sepaniak, Bill Smead and Laurene Szymkowiak, Cardiac Rehabilitation; Wendy Breuder; Paul Cook; Joan

Cook; Norbert Wojcik; Kay Wojcik, Representative - State Legislature.

CITIZEN
PARTICIPATION

Mr. Joseph Longmeyer addressed the Board on behalf of the Illinois Council of Police and Sheriffs (ICOPS), Local 7 of the International Union of Police Associations, AFL CIO. He noted that they have been negotiating the contract regarding full-time Public Safety personnel at Harper College. Although some progress has been made in the past year of negotiations, their group has found it necessary to bring in a federal mediation affiliation service to help the two sides come to an agreement regarding the following four issues:

1. **Wages** - the ICOPS members believe that their compensation is far below what it should be. They put their lives on the line every day as police/public safety employees. On July 1, 1999 everyone on campus (except the ICOPS group) received a 4.6 percent increase in salary. It was made clear to them that had they not brought in a union, they would have received the 4.6 percent raise. The ICOPS are asking for an eight percent salary increase to catch up from the 4.6 percent increase missed last year.

2. **Five-Day Work Week vs. Four-Day Work Week** - for the past 12 years, everyone on campus has enjoyed Fridays off in the summer, which creates a four-day work week. The College proposal is a five-day work week.

3. **40-Hour Work Week vs. 37.5-Hour Work Week** - for approximately 12 years, campus employees have enjoyed a 37.5 hour work week. During these negotiations, the College proposal is for a 40-hour work week.

4. **Retroactive Pay** - the ICOPS members are requesting that the salary increase (eight percent) be retroactive. Contract negotiations began April 26, 1999.

This negotiation process makes it clear to ICOPS members that they are thought of as being at the bottom of the organizational totem pole in this institution. They are people who are considered "Andy Frain Ushers," when they are truly police officers who are sworn, trained and competent. The dispatchers and security officers do everything they would normally do in other police departments. They cannot be readily replaced. Mr. Longmeyer noted that the ICOPS members have the

support of teachers' union, the technical union and the IEA/NEA group on campus. He introduced Mary Azawi, President of the Harper College Professional/Technical Union (Pro/Tech).

Dr. Azawi stated that the Pro/Tech workers support ICOPS in their current negotiations. All employees recognize ICOPS' skilled and professional efforts to make the campus a safe and welcoming haven to students, teachers, staff and visitors. They provide an invaluable service. The Pro/Tech group was disappointed with the administration's low salary offer to ICOPS and concerned with the effort to lengthen their work week. All employees enjoy Fridays off in the summer and gladly work additional hours all year. Having Fridays off is also an economic benefit to the College because buildings do not need to be cooled during this time. Dr. Azawi noted that the Pro/Tech group supports ICOPS in their proposed eight percent increase with retroactivity.

On behalf of ICOPS, John Warchal reiterated the four key issues holding up the contract. With regard to the new five-day work week in the summer, he noted that the reasoning of the Harper College team is that the campus will be open for more and more activities with the new construction and renovation of the facilities. The Public Safety department currently operates seven days per week, 24 hours per day. Our department has a modified schedule which includes an extra 15 minutes per day to allow for the current four-day summer schedule. An employee of the department during the summer schedule may work Monday through Thursday, Tuesday through Friday, Wednesday through Saturday, regardless of the schedule. Mr. Warchal noted that the real issue is the need for more full-time personnel, which is a management responsibility. A change in work schedule is not needed.

Mr. Warchal reiterated that although the department's official title is Public Safety, it is a police department. Officers and dispatchers receive the same training required of other departments, including city and county agencies. Any police officer will tell you that 80-90 percent of their job is community relations. However, a police officer must be able to respond and react to any situation in a split second. Dispatchers are the lifeline for both officers and guards. They must provide the information they receive accurately. They constantly interact with the public. Guards must also be trained to respond

and react in any situation. In many cases, they are the individuals who may first come upon a situation which, if not handled properly, could jeopardize their safety, the safety of the public, the safety of the officers or the security of College property. There is crime on Harper's campus; regardless of how it is reported, it does exist.

He noted that ICOPS members have been offered a "signing bonus" of possibly a couple hundred dollars. This is considered an insult, because ICOPS members have gone almost one year without a salary increase. The pay must be retroactive.

Rich Daswick, a student at Harper College and a member of the Harbinger Editorial Board, addressed the Board as a student in support of ICOPS. He spoke of the importance of Public Safety when he leaves the campus very late in the evening. There is always a Public Safety squad truck visible in the parking lots. They are trained and proficient professionals. This group of men and women come to work every day and say, "No matter what, I will protect this campus, the students, the staff, the administration and anybody on this campus." He noted that their dedication is amazing, and they are very important to this campus.

On behalf of the Faculty Senate, Dr. Julie Fleenor addressed the Board in support of ICOPS. She noted how much more safe the faculty feel when they leave the buildings at different hours of the day and night. The ICOPS individuals are willing to help and are very generous with their time. She noted that she has sent the Board a letter expressing the faculty's support of ICOPS. She is disturbed that the pay package offered to ICOPS members is less than what other employees were offered. She encouraged them to have a successful conclusion to the negotiations.

Dr. Fleenor addressed the Board regarding the issue of implementing an administrative evaluation process, in the spirit of shared governance and to improve the overall educational experience for our students. She noted that the faculty recently proposed to the administration a process of administrative evaluation. A pilot procedure was being tested successfully three years ago, but it was never put into place. Dr. Fleenor stated that faculty believe that all employees do a better job when they are evaluated systematically, by those with whom they work. Just as faculty are regularly evaluated by students, colleagues and

administrators, so too should administrators see the same opportunity for feedback. In addition, it is common practice in business.

In an effort to begin the process, the Faculty Senate Committee met from January to April to discuss different evaluative instruments and completed an early draft. They have been faced with resistance on the part of administration. Dr. Fleenor asked for the Board's support in their efforts to establish a needed and credible evaluation system for administration.

Bill Smead addressed the Board on behalf of 100 members of the Cardiac Rehabilitation program at Harper. He has sent a letter of their concerns regarding what they feel is a deteriorating program. The program concerns the health and well-being of many people, and it has gone from a program they were very proud of, to one that has slipped into the doldrums. Four or five years ago, the members would brag to their friends about the camaraderie, the employees, the friendship and the attention they were given regarding their workout and routines. These members have life-threatening illnesses and need the support and concern of the employees in Cardiac Rehab. They feel they are not getting the attention they need and desire to make the program successful. Mr. Smead asked for the support of the Board to help bring the Cardiac Rehab program back to where it should be. The members network with other cardiac patients and would like to bring others into the program if it is a successful one.

Chair Kolze thanked everyone for their comments.

STUDENT TRUSTEE
REPORT

Student Member Kazmierczak announced that the Honor Society and Phi Beta Kappa are sponsoring a food drive to supply lunches in the summer for children in need. All food will be donated to the Palatine Food Pantry. She encouraged everyone to donate items such as macaroni and cheese, peanut butter and jelly and canned fruit. The drop-off sights are located in Buildings A, D, I, L or in the Honors/Phi Beta Kappa office, L334. The food drive will end on May 6.

Student Member Kazmierczak introduced newly-elected Student Senate President James Skyles. Chair Kolze congratulated and welcomed Mr. Skyles. Mr. Skyles thanked the students for their support and thanked his opponent for caring about what happens to student and campus issues. His goal is to encourage more student involvement on campus.

He will be gathering people this summer to organize a Homecoming event and will be asking for support from the Board for this effort.

Student Member Kazmierczak announced that this would be her last meeting as Student Trustee. She thanked everyone for giving her the opportunity to serve on the Board of Trustees. It has been a wonderful learning experience for her. She introduced newly-elected Student Trustee Tracy Fisher and wished her well. She noted that Tracy has wonderful leadership skills and will do a great job.

On behalf of the Board, Chair Kolze expressed appreciation for Student Member Kazmierczak's efforts as a Trustee. He noted that she served with enthusiasm and dedication. He read a Resolution outlining Student Member Kazmierczak's accomplishments, her campus involvement, exemplary manner, leadership skills and community volunteer work.

Member Barton moved, Member Hess seconded, approval of the Resolution expressing appreciation for the dedication, loyalty and service given by Susan Kazmierczak during her term as Student Trustee.

In a voice vote, the motion carried.

Chair Kolze presented Ms. Kazmierczak with a plaque of the Resolution and wished her the best at the University of Illinois next year.

Chair Kolze asked new Student Trustee Tracy Fisher to come forward. He read a short summary of Tracy's background. After fulfilling a Dental Assistant Certification and being employed by an oral surgeon, she decided to return to college full-time at Harper to work toward a bachelor's degree in the medical field. During the short time she has been at Harper, Tracy has participated in the Excel Leadership Program, she is a member of the Student Senate and is active in the Chemistry Club, Juggling Club and is on the Honors List. Chair Kolze noted that the Board is looking forward to working with Tracy and getting to know her. He is confident she will do a fine job. He asked Tracy to be sure to ask Board members to help her. Chair Kolze gave Ms. Fisher a policy book outlining the responsibilities of the Student Trustee.

Student Member Fisher noted that she is very honored to be elected by the Student body, and that she has made a promise to her peers and to herself that she will do the best job that she possibly can. She thanked Susan Kazmierczak for her help and support.

APPROVAL OF AGENDA

Chair Kolze noted that there will be an executive session for the purpose of discussing collective bargaining and to discuss appointment, employment and dismissal of personnel. He noted that in the Communications section of the meeting, they will vote to accept the management letter received from the auditor, KPMG, for the fiscal year ending June 30. He noted that the management letter was complimentary, and there are no material weaknesses described in it. Chair Kolze also noted that they will vote to change the date of the August Regular Board meeting.

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

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Fisher voted aye.

CONSENT AGENDA

Member Barton moved, Member Hess seconded, approval of the minutes for the March 23, 2000 regular board meeting and executive session; bills payable; payrolls for March 24, 2000 and April 7, 2000; estimated payrolls for May 6, 2000 through June 2, 2000; bid awards; purchase orders; personnel action sheets; review of executive session minutes; 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 \$3,377,795.57

Tuition Refunds 152,415.76

The payrolls of March 24, 2000 in the amount of \$1,762,339.28; April 7, 2000 in the amount of

\$1,767,873.85; and estimated payroll of April 21, 2000 through June 2, 2000 in the amount of \$5,348,272.89.

BID AWARDS

Ex. VI-3a Award bid Q00078 for a combination steamer/oven for the kitchen in Food Service to U.S. Food Service, the low bidder, in the amount of \$17,052. A \$5,000 grant from Northern Illinois Gas and a \$4,855 rebate from the manufacturer will be credited against the purchase amount, for a total expenditure by the College of \$7,195.

PURCHASE ORDERS

There are no purchase orders.

PERSONNEL ACTIONS

Administrator Appointment

Robert Fabbrini, Director of TECH, TECH, 07/01/99, \$81,588/yr.

Faculty Appointments

Carole Bomba, Assistant Professor, Nursing, LS/HS, 08/15/00, \$42,359/yr.

Denise Dudzinski, Instructor, Nursing, LS/HS, 08/15/00, \$39,031/yr.

Mary Gawienowski, Assistant Professor, ESL and Linguistics, AE/LS, 08/15/00, \$39,773/yr.

Kimberly Heinz, Instructor/Librarian, LIB/SER, 08/15/00, \$34,411/yr.

George Hoeltje, Assistant Professor, Electronics, TM/PS, 08/15/00, \$51,172/yr.

Kris Piepenburg, Instructor, English, LIB/ARTS, 08/15/00, \$39,031/yr.

Peter Puleo, Assistant Professor, Criminal Justice, LS/HS, 08/15/00, \$43,714/yr.

David Richmond, Instructor, History, BUS/SS, 08/15/00, \$35,512/yr.

Benjamin Yoder, Instructor, ESL and Linguistics, AE/LS, 08/15/00, \$39,031/yr.

Professional/Technical Appointments

Paul Lemrise, ESL Academic Advisor/Registration Specialist, AE/LS-ESL, 03/27/00, \$39,750/yr.
Michael Martin, Laboratory Assistant, Refrigeration/

Air Conditioning, TM/PS, 04/03/00,
\$32,370/yr.

Supervisory/Confidential Appointments

Sandra Minich, Creative Services Manager,
MSC,
03/31/00, \$50,000/yr.
Bo'Lynne Modzelewski, Manager, Lab
Operations,
IT/CS, 04/03/00, \$49,000/yr.

Classified Staff Appointments

Heather Engel, Development Associate,
DEV/OFF,
03/20/00, \$30,000/yr.
Sylvia Kingsley, Executive Assistant, PR/BD,
07/01/99, \$33,830/yr.
Reginald McClure, Clerk Typist I, p/t,
LS/HS,
04/17/00, \$6,396/yr.
Jodie Olsen, Benefits Clerk, PERS,
04/18/00, \$26,000/yr.
Kerry Tokarz, Textbook Assistant, BKST,
04/10/00, \$20,105/yr.

Harper #512 IEA-NEA Appointment

Araceli Figueroa, Custodian, PHY/PLT
, 04/24/00, \$19,469/yr.

Administrator Retirements

J. Harley Chapman, Dean, Liberal Arts,
LIB/ARTS, 06/30/02, 30 years 10 months
Frank Solano, Director, Multicultural
Affairs,
MCA, 06/30/02, 14 years 9 months

Supervisory/Confidential Retirement

James Hauser, Custodial Foreman, PHY/PLT,
05/31/00, 12 years 8 months

Faculty Resignation

Philip Demarois, Professor, Mathematics,
TM/PS,
08/11/00, 11 years

Professional/Technical Resignation

Tracy Atherton, Senior Programmer/Analyst,
IT/AS, 04/24/00, 3 years

Classified Staff Resignations

Doresa Foots, Weekend College Program
Assistant,
p/t, CE, 03/13/00, 5 months
Ellen Fumarolo, Clerk Typist II, p/t,
Personnel Office, 06/02/00, 8 months
Christi Kunetka, Information Receptionist,
p/t, STU/DEV, 03/24/00, 4 years 7 months
Catherine Martin, Information Receptionist,
p/t, STU/DEV, 03/07/00, 2 months

Public Safety - ICOPS Resignation

Randy Gonzalez, Security Guard, PUB/SAF,
03/23/00, 3 months

Approval for public record the executive
session minutes dated October 28, 1999,
November 3, 1999, January 5, 2000, January
26, 2000 and March 23, 2000. The executive
session minutes of November 23, 1999 and
February 24, 2000 will remain confidential.

Chair Kolze noted that there is only one bid
award and no purchase orders for approval at
this meeting. The cost of the bid award is
approximately \$17,000, but with rebates and
grant funding, the cost will drop down to
approximately \$7,200. He praised the staff
on their efforts for this bid award.

He noted that the Board has asked for a
salary range to be added to the personnel
action sheets when a new person is hired. He
asked that this information be included in
the future.

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

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

Nays: None

Motion carried. Student Member Fisher voted
aye.

NEW BUSINESS

Member Botterman moved, Member Barton seconded,

Second Reading:
Waste Reduction

adoption of the Waste Reduction Policy, as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze noted the only change from the first reading reflects Member Howard's suggested words in the fourth paragraph of the policy. This change was agreed upon during the first reading.

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

Nays: None

Motion carried. Student Member Fisher voted aye.

PRESIDENT'S REPORT

Presentation: Wellness and Human Performance

Jerry Gotham, Dean of Wellness and Human Performance, presented a short video update on the Wellness and Human Performance (WHP) division. The video highlighted the seven departments within WHP that produce educational programs essential to student learning, student success and community events programming. In the video, various staff members described their areas.

Roger Bechtold announced the reinstatement of men's and women's cross country for the fall semester, which brings Harper sports programs to a total of 60 sports. He spoke of recruiting efforts, academic progress monitoring for athletes and summer basketball programs which bring many people to campus.

Chris Mudd spoke of the cardiac technology program. She noted that the key to student success is hands-on training. Students are well-prepared for the workforce.

Pam Frye highlighted various activities. In 1991, there were only five sports camps with a total of 400 children enrolled. This year, through new ventures and continued growth, the College will offer 20 sports with up to four levels in each sport. Enrollment is expected to reach 2,000. Community water safety and swim classes are offered for a variety of ages. Private lessons are also available. Cardio-kick-boxing and women's weight training will be added. It was noted that

amateur radio and aviation are new to the division.

Health and Psychological Services offers a comprehensive approach to address the health and wellness needs of students. The staff reports there have been 28,000 students, staff and community contacts so far this year. Denise Urik, family nurse practitioner, described Psychological Services at Harper. Everything a person thinks, feels or does affects the physical, spiritual and mental well-being. Her team recognizes the unique healthcare needs of college students, and takes an individualized holistic approach geared toward enhancing the wellness and personal success of students. They assist students in effectively addressing and resolving stressful personal, academic, interpersonal and work-related issues. They coordinate an exciting array of wellness seminars and activities throughout the year, and just recently completed the Wellness Week and Health Fair.

Ron Greenberg, Coordinator of Wellness and Sports Center Facilities, noted that the primary function is to accommodate the needs of college users and coordinate community utilization of facilities. There are a variety of community recreation activities including swimming, open gym, racquetball and fitness center, and major shows and expositions. Each year over 150,000 community members participate in activities, attend events and shows. Through effective scheduling, the Wellness and Sports Center often reaches maximum usage. The Facilities Department oversees the scheduling of roadways, parking lots and athletic facilities. Harper's meeting rooms accommodate the needs of businesses and community groups who wish to use our facilities for various functions. The College works closely with the Greater Woodfield Convention and Visitors Bureau to market these facilities.

Mr. Gotham emphasized the mission statement of the WHP Division: "To provide high quality programs and services that lead to diverse needs of the Harper College community in the areas of wellness, human performance and the facilitation of community events on the campus."

In response to Member Barton, Mr. Gotham stated that Amateur Radio and Aviation moved from the TM/PS division, which is no longer in Continuing Education. It was recently moved over to the WHP

division.

Chair Kolze noted that he was struck by the number of people who use campus facilities. There are community groups using it almost every day of the year. Mr. Gotham responded that the only down time is the week before Christmas. Member Shure observed that the programs are adding to the health and well-being of the individual. Mr. Gotham noted he had handouts for anyone wishing to have one.

Presentation:
Instructional Core
Values

Dr. Breuder introduced Cheryl Wandambi Kisunzu who would be speaking about core values.

Ms. Wandambi Kisunzu noted that Dr. Breuder entrusted the Human Resources Committee last fall with the responsibility of identifying, designing and implementing a system that would result in a set of core values for Harper College. To accomplish that goal, a general survey was sent out to the College community in which employees of all groups were asked to identify current core values and desirous core values for the future of Harper College. Information received formed the context for a January 14 campus-wide workshop retreat designed to reach consensus of these values.

The core values are as follows: integrity and trust, respect and acceptance, humor, excellence and personal best, caring, collaboration and communication, and creative and innovative environment. The core values were proposed and embraced by the college community at large, consistent with shared governance. A follow-up workshop took place in which participants personalized these values, representing the beginning of the implementation process. Ms. Wandambi Kisunzu added that the Human Resource Committee will continue to strive for the implementation and institutionalization of these core values, with the ultimate goal being a strengthened institution which would be able to live its legacy of excellence more fully.

Chair Kolze thanked Ms. Wandambi Kisunzu for her presentation.

Presentation:
Space Issues

Dr. Mark Zelman, Associate Professor of Biology, gave a presentation regarding the opportunities, accomplishments and challenges within his department.

Dr. Zelman noted that Harper has an outstanding faculty group of dedicated, professional educators. Because of this, Harper provides an exceptional educational experience for students. In our programs, students are able to: analyze DNA fingerprints, study human anatomy using five human cadavers (very uncommon in four-year colleges and community colleges), participate in restoration of native Illinois prairie and use it as a classroom. They are able to hold in their hands unique and special specimens, for example the skull of a saber-tooth cat, when they come to our zoology class. They are also able to travel to places like Belize, Cape Cod and the Smoky Mountains to study and learn with our expert faculty. Our educational facilities include laboratories and classrooms (both indoor and outdoor), lecture halls, discussion rooms and natural areas. These facilities served us and our students well since the early 1970's, when they were originally constructed. Since then, our department has adapted and grown within the facilities. We continue to do an excellent job, but we are faced with certain challenges right now. The four challenges include:

1. Lack of seats in the classrooms - there are no additional rooms or labs available to hold additional students. Our lecture halls and labs are full. For example, we currently have a section in our physiology lab every day of the week, mornings, afternoons, evenings and Saturdays.
2. Lack of student workspace - the labs were configured in the 1970s, and their configuration provides limited room for students to work. Students must store their personal belongings in their work areas, on the crowded lab benches where they perform experiments.
3. Lack of storage and preparation space - our storage is strained, full and overflowing. There is a surface area of approximately 2 x 3 feet on which to prepare microbiology materials for as many as 120 students in a semester of microbiology.
4. Lack of computer and audiovisual technology space - since the buildings date from the 1970s, no space exists for our computers. There is extremely limited space for audiovisual technology.

While we face these challenges right now, we must also be preparing for expected increased

enrollment. Our department had a significant enrollment increase in the 1990s alone. From the spring of 1990 to the spring of 1999, we experienced a 14.99 percent increase in student headcount. Although we cannot be sure that rate will continue through the next decade, we can be sure of some increase. On April 20, the Daily Herald published a report suggesting that high school district 214 may have a 25 percent increase in students by 2006. We can expect to experience some of that growth. The demand for health career programs fluctuates along with the state of the economy. If we see a surge again, it will definitely impact our enrollment, because we teach anatomy, physiology and microbiology to those students. A radiology technician program is being added, which will bring new students needing biology courses. The general education requirements have changed recently, adding a life science course for achieving an associates degree. This may have some impact on enrollment. Challenges are occurring right now; additional enrollment, although positive, will unleash more challenges within our facilities.

He shared a video tape that was written, directed and produced by himself to illustrate and highlight what he had described. He noted that he videotaped on Sunday mornings to avoid interrupting any classrooms. The video emphasized the space limitations and crowded, uncomfortable conditions. The video did not feature the outdoor labs. Natural areas on campus include a prairie under restoration, adjacent woods and an abandoned field that are used to demonstrate different types of ecosystems. The students use these areas in many of our classes, and they help to maintain them. It is the desire of the division that these outdoor labs be included in the master plan to ensure their secure place for the future of students. Dr. Zelman reiterated that he is very proud to work with such dedicated and creative people.

Chair Kolze stated that he knows the faculty do a great job of teaching, but he remembers seeing the undesirable teaching conditions during a tour last year. The faculty are doing the best with what they have. He hopes the situation can be improved soon.

ANNOUNCEMENTS
BY CHAIR

Communications

Chair Kolze mentioned that Board members had received and reviewed the management letter from

KPMG. He asked for a motion to accept the letter for filing.

Member Shure moved, Member Hess seconded, to accept the management letter from KPMG dated March 31, 2000 for filing.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Fisher voted aye.

There were no other communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information.

Chair Kolze noted that the August Board meeting date must be changed.

Member Barton moved, Member Botterman seconded, to cancel the August 23 Board meeting and reschedule it for August 31, 2000.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Fisher voted aye.

Chair Kolze reminded Board members to send in an ethics statement before May 1. He highlighted many important events in May on campus. In response to Member Barton, Chair Kolze stated that Board members should keep available the dates of August 16 or 17 for a meeting. The exact date has not been finalized.

Chair Kolze requested a short recess at 8:19 p.m. to await the arrival of a guest speaker.

At 8:35 p.m., Chair Kolze introduced former Harper College student and current Illinois State Representative Kay Wojcik and her husband Norbert.

Chair Kolze noted that Representative Wojcik was elected to serve as the State Representative of the 45th district in 1982 and appointed Assistant House Republican Leader in 1991, which allows her to help shape policy and further advance Northwest Suburban interests, as well as state-wide issues in the State Capitol. Recently she was appointed to serve as Chair of the Economic and Cultural Committee of the National Conference of State Legislators. Representative Wojcik is dedicated to her community, with over 30 years of public service.

Representative Wojcik thanked everyone for waiting. She had many commitments today, including a granddaughter's recital. She noted that she has watched the growth and success of Harper College for years and has wanted to do something. She knew there were going to be member initiatives, and she asked Dr. Breuder a while ago if there was anything she could do for Harper. Representative Wojcik presented the Board with a check in the amount of \$1,100,000. She noted that the State of Illinois and the Governor were very happy to give this to Harper. On behalf of the Board, Chair Kolze thanked Representative Wojcik for all she has done. Member Barton added that Harper was part of her area before the re-districting took place, and we were able to get her more involved. Kay Wojcik has never given up her love for Harper College and her support of it. We cannot thank her enough for her efforts.

Chair Kolze noted that there would be a need for an executive session.

EXECUTIVE SESSION

Member Botterman moved, Member Hess 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, Hess, Kolze and Shure

Nays: None

The motion carried at 8:41p.m. Student Member Fisher voted aye.

Following executive session, the Board reconvened the Regular meeting at 9:47 p.m.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 9:48 p.m.

Chair

Secretary

BOARD REQUESTS

APRIL 27, 2000 REGULAR BOARD MEETING

1. Many groups (Faculty Senate, Pro/Tech, students and ICOPS) requested successful completion of the negotiations regarding the contract for ICOPS at Harper College.
2. Dr. Julie Fleenor asked for the Board's support in the faculty's efforts to establish a needed and credible evaluation system for administration.
3. Mr. Bill Smead asked for the support of the Board to help bring the Cardiac Rehab program back to where it should be.
4. Student Senate President James Skyles will be gathering people this summer to organize a Homecoming event and will be asking for support from the Board for this effort.
5. Chair Kolze noted that the Board has asked for a salary range to be added to the personnel action sheets when a new person is hired. He asked that this information be included in the future.
6. Chair Kolze reminded Board members to send in an ethics statement before May 1.
7. Chair Kolze stated that Board members should keep available the dates of August 16 or 17 for a meeting. The exact date has not been finalized.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

May 25, 2000

SUMMARY OF BIDS

- Exhibit VI – 3a The administration recommends that the Board award Q00081 for two riding mowers for the Roads and Grounds department to Town and Country Equipment, the low bidder, in the amount of \$23,790.00.
- Exhibit VI – 3b The administration recommends that the Board award Q00084 for 24 drafting tables for use by architectural students to Prestige Office Products, Inc., the lowest responsible bidder, in the amount of \$11,018.88.
- Exhibit VI – 3c The administration recommends that the Board award Q00083 for theatre lighting upgrades for the classroom/theatre in the Business and Social Science Center to Chicago Spotlight, Inc., the low bidder, in the amount of \$46,015.00.
- Exhibit VI – 3d The administration recommends that the Board award Q00079 for a Telemetry Monitoring System for use by the Human Performance/Cardiac Rehabilitation department to Quinton Instrument Co., the lowest responsible bidder, in the amount of \$34,467.50.
- Exhibit VI – 3e The administration recommends that the Board award Q00080 for an electrocardiogram for use by the Human Performance/Cardiac Rehabilitation department to Quinton Instrument Co., the only bidder, in the amount of \$11,135.

Exhibit VI – 3f The administration recommends that the Board award Q00086 for office furniture to be used by Corporate Services to **Office Equipment Co.**, the low bidder, in the amount of **\$50,045.59**.

Exhibit VI – 3g The administration recommends that the Board award Q00085 for a Computer Operations Flat Screen Command Center for use in the Main Computer room to **SMC**, the low bidder, in the amount of **\$30,360.90**.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00081 for two riding mowers as requested by Physical Plant for the Roads and Grounds department.

II. BUDGET STATUS

Funds in the amount of \$24,000 are provided in the 1999/2000 Operations and Maintenance Fund budget, under account number 0273-065-587.

III. INFORMATION

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

Town and Country Equipment	\$23,790.00
Buck Brothers, Inc.	24,380.00
Woodstock Power Equipment	26,121.50
Bierman Equipment Company	26,150.00

The requested mowers will be an addition to our current fleet of mowers. The mowers will replace two eight-year-old mowers that will only be used during peak times when all of the mowers are needed or when one of the primary mowers breaks down.

IV. RECOMMENDATION

The administration recommends that the Board award Q00081 for two riding mowers for the Roads and Grounds department to Town and Country Equipment, the low bidder, in the amount of \$23,790.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00084 for 24 drafting tables for use by architectural students as requested by the Technology, Mathematics and Physical Sciences Division for the Architectural Technology department.

II. BUDGET STATUS

Funds in the amount of \$19,000 are provided in the 1999/2000 Operations and Maintenance Fund budget, under account number 0292-039-586.

III. INFORMATION

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

Educational & Institutional Cooperative, Inc.	\$ 9,947.81 (Incomplete Bid)
Prestige Office Products, Inc.	11,018.88
FDC Corporation	12,637.92
Skokie Valley Reproductions	13,351.00

The requested drafting tables will replace old drafting tables that are beyond economical repair. Students in Architectural Technology classes will use the tables.

IV. RECOMMENDATION

The administration recommends that the Board award Q00084 for 24 drafting tables for use by architectural students to Prestige Office Products, Inc., the lowest responsible bidder, in the amount of \$11,018.88.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00083 for theatre lighting upgrades for the classroom/theatre in the Business and Social Science Center as requested by Student Affairs for the Student Activities department.

II. BUDGET STATUS

Funds in the amount of \$50,000 are provided in the 1999/2000 Operations and Maintenance Fund budget, under account number 0292-039-586.

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:

Chicago Spotlight, Inc.	\$46,015.00
Designlab Chicago	50,292.20
Theatrical Lighting Connection	54,506.00

This request is to upgrade the lighting, both stage and classroom, in the College theatre. The classroom and house lighting system is the original system installed when the building was constructed. The stage lighting system was installed approximately 18 years ago. Both of these systems have reached obsolescence, with repair and replacement parts nearly impossible to find.

The classroom system will be completely replaced with digital dimmers and programmable wall controls that can also be integrated into the stage lighting system as performances require. The stage lighting system will be upgraded to digital signal. All of

the control cards will be replaced under a new warranty, extending the life of this system by approximately 10 years. The current control console is three generations of software behind and cannot be upgraded. The new console is designed to deal with the new designs in lighting instruments.

The additional dimmers and lighting instruments on the request will be used as part of a permanent light hang that will eliminate some labor between set-ups.

IV. RECOMMENDATION

The administration recommends that the Board award Q00083 for theatre lighting upgrades for the classroom/theatre in the Business and Social Science Center to Chicago Spotlight, Inc., the low bidder, in the amount of \$46,015.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00079 for a Telemetry Monitoring System as requested by the Wellness and Human Performance Division for use by the Human Performance/Cardiac Rehabilitation department.

II. BUDGET STATUS

Funds in the amount of \$35,000 are provided in the 1999/2000 Education Fund budget, under account number 0100-039-139.16.

III. INFORMATION

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

Miller Marketing Group, Inc.	\$26,695.00
Quinton Instrument Co.	34,467.50

Miller Marketing Group, Inc. bid a telemetry monitoring system that does not meet the mandatory specifications. Quinton Instrument Co. does not market through distributors and is the only source for their equipment. None of the other vendors contacted could meet the mandatory specifications.

The Harper College cardiac rehabilitation program is run in partnership with Alexian Brothers Medical Center. Alexian Brothers recently purchased telemetry equipment from Quinton Instruments. It is important that the equipment used by the College is compatible with that used by Alexian Brothers so our records and physician reports are compatible with theirs. In addition, the Quinton equipment is currently the only system that uses digital technology.

This is an important feature since there is less signal interference and fewer “false alarms” which makes patient monitoring more error free.

The funds for this purchase are provided from proceeds from the 1999 Harper College Foundation Golf Outing.

IV. RECOMMENDATION

The administration recommends that the Board award Q00079 for a Telemetry Monitoring System for use by the Human Performance/Cardiac Rehabilitation department to Quinton Instrument Co., the lowest responsible bidder, in the amount of \$34,467.50.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00080 for an electrocardiogram as requested by the Wellness and Human Performance Division for use by the Human Performance/Cardiac Rehabilitation department.

II. BUDGET STATUS

Funds in the amount of \$12,000 are provided in the 1999/2000 Education Fund budget, under account number 011-039-139.16.

III. INFORMATION

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

Quinton Instrument Co.	\$11,135
GE Marquette Medical Systems Co.	No Bid

This electrocardiograph must interface with a Quinton treadmill. It is not possible to interface the Quinton treadmill with a non-Quinton electrocardiograph. Quinton Instrument Co. does not market through distributors and is the only source for their equipment.

The Harper College cardiac rehabilitation program is run in partnership with Alexian Brothers Medical Center. The equipment used at the College must be compatible with the equipment used by Alexian Brothers, Quinton Instruments equipment.

The funds for this purchase are provided from proceeds from the 1999 Harper College Foundation Golf Outing.

This purchase complies with State Statute and Board policy.

IV. RECOMMENDATION

The administration recommends that the Board award Q00080 for an electrocardiogram for use by the Human Performance/Cardiac Rehabilitation department to Quinton Instrument Co., the only bidder, in the amount of \$11,135.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00086 for office furniture to be used by Corporate Services as Requested by Strategic Alliances.

II. BUDGET STATUS

Funds in the amount of **\$50,597.95** are provided in the 1999/2000 Operations and Maintenance Fund budget, under account number 0292-039-586.

III. INFORMATION

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

Office Equipment Co.	\$ 50,597.95
Educational & Institutional Cooperative, Inc.	53,135.18
Johnson & Associates Business Interiors, Inc.	55,045.59
Office Concepts, Inc.	55,540.16

The third bay of the Harper Dining Room is being renovated to house the Corporate Services sales team. The current team is spread among all three floors of the Student and Administration Center. This situation has made the coordination of the sales effort extremely difficult. Currently a new business development manager and two new sales consultants have joined the team and another sales consultant and a telemarketer are planned for next fiscal year. The number of new employees on the sales team has forced the space issue for Corporate Services. The team needs to be together if their fiscal year 2001 goals are to be achieved. After

evaluating all options, the third bay of the dining room was identified as the space that could be made available with the least impact on other College programs. Seven workstations will be created in this area.

IV. RECOMMENDATION

The administration recommends that the Board award Q00086 for office furniture to be used by Corporate Services to **Office Equipment Co.**, the low bidder, in the amount of **\$50,045.59**.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00085 for a Computer Operations Flat Screen Command Center as requested by Information Technology for use in the Main Computer room.

II. BUDGET STATUS

Funds in the amount of **\$30,360.90** are provided in the 1999/2000 Operations and Maintenance Fund budget, under account number 0295-256-585.

INFORMATION

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

SMC	\$ 30,360.90
Wrightline, Inc.	30,880.51

A third vendor declined to bid because they could not meet the specifications. They do not manufacture a flat screen command center.

Significant changes have occurred in the Main Computer Room environment over the past several years. The primary change has been to move to server based computing from a central main frame. As applications have increased the commensurate amount of server devices has increased. This has resulted in an increased number of computing monitors required for the operations staff to be able to view computing activities and to monitor network activities. The increase in the number of monitors needed has consumed significant workspace and has become unmanageable

and unproductive using standard office desks. The Command Center will permit consolidation, better placement of the monitors, and better utilization of the workspace in the operations area.

IV. RECOMMENDATION

The administration recommends that the Board award Q00085 for a Computer Operations Flat Screen Command Center for use in the Main Computer room to **SMC**, the low bidder, in the amount of **\$30,360.90**.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

May 25, 2000

SUMMARY OF PURCHASE ORDERS

- Exhibit VI – 4a The administration recommends that the Board approve issuance of a change order to purchase order R73951 to Warner Offset, originally \$115,230 for Printing of Course Schedules, increasing the purchase order in the amount of \$21,048 for a new total of \$136,278.
- Exhibit VI – 4b The administration recommends that the Board approve issuance of a purchase order to Endeavor Information Systems, Inc., for the standard licensing and maintenance agreement for the Voyager Library Series Computer Software, in the amount of \$24,367.50.
- Exhibit VI – 4c The administration recommends that the Board approve issuance of a purchase order to Kreuger International, Inc. for new chairs for the hallways of the Science, Math and Health Careers Center, the Business and Social Science Center, and in the Café area of the Liberal Arts Center, in the amount of \$37,902.48.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a change order to purchase order R73951 to Warner Offset for Printing of Course Schedules as requested by Continuing Education and Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$26,448 are provided in the 1999/2000 Auxiliary Enterprise Fund budget, under account number 0548-816-547.

III. INFORMATION

In the past, the Summer Credit and Continuing Education Course Schedules were combined in the same publication. Due to class timing, the Summer Credit Course Schedule should be in-home in early March and the Summer Continuing Education Course Schedule should be in-home in early May. Combining them made it necessary to have an in-home date in early April, which was not good for either Course Schedule. It is expected that the split, in allowing more timely in-home dates, will result in more effective marketing pieces which will enhance enrollment for both Credit and Continuing Education courses.

The award of Bid Request Q00021 to Warner Offset, in the amount of \$115,230 for printing of the Fall 1999 Credit and Continuing Education Course Schedules, the Spring 2000 Credit and Continuing Education Course Schedules, and the combined Summer 2000 Credit and Continuing Education Course Schedule, was approved by Board action on March 2, 1999.

The original cost for the combined Summer 2000 Credit and Continuing Education Course Schedule was to be \$22,786. The following changes have resulted from the split into two Summer Course Schedules.

Original Total of Purchase Order	\$ 115,230
Cancel combined Summer 2000 Course Schedule	-22,786
Add Summer 2000 Credit Course Schedule, paid by the Marketing Services Center	+17,386
Add Summer 2000 Continuing Education Course Schedule, paid by the Continuing Education department	<u>+26,448</u>
New Total of Purchase Order	\$ 136,278

The new total for the Purchase Order is \$136,278, a \$21,048 increase over the original total of \$115,230.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a change order to purchase order R73951 to Warner Offset, originally \$115,230 for Printing of Course Schedules, increasing the purchase order in the amount of \$21,048 for a new total of \$136,278.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Endeavor Information Systems, Inc., for the Voyager Library Series Computer Software standard licensing and maintenance as described in the Appendix B-1 of Voyager License agreement, as requested by Information Technology/Administrative Systems.

II. BUDGET STATUS

Funds in the amount of \$24,367.50 are provided in the 1999/2000 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

The Voyager Library Series Computer Software provides the Library Services the automated means of circulating library material.

This request for renewal of standard licensing and maintenance agreement entitles the College to receive software upgrades and technical support. The renewal period was June 1, 2000 through May 31, 2001.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Endeavor Information Systems, Inc., for the standard licensing and maintenance agreement for the Voyager Library Series Computer Software, in the amount of \$24,367.50.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Kreuger International, Inc. for new chairs for the hallways of the Science, Math and Health Careers Center, the Business and Social Science Center, and in the Café area of the Liberal Arts Center as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$38,000 are provided in the Operations and Maintenance Fund budget, under account number 0292-039-586.

III. INFORMATION

Many of the chairs used at study carrels and around the study tables in the hallways of the Science, Math and Health Careers Center, the Business and Social Science Center and in the Café area of the Liberal Arts Center are up to 15 years old and beyond economical repair. This purchase is part of a project to upgrade student-gathering areas throughout the campus. A total of 294 chairs will be purchased.

This purchase is from the State of Illinois Joint Purchasing Agreement and meets state statute and Board policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Kreuger International, Inc. for new chairs for the hallways of the Science, Math and Health Careers Center, the

Business and Social Science Center, and in the Café area of the Liberal Arts Center, in the amount of \$37,902.48.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

- A. Ratification of Administrator Appointment.
- B. Ratification of Faculty Appointment.
- C. Ratification of Professional/Technical Appointments.
- D. Ratification of Supervisory/Confidential Appointments.
- E. Ratification of Classified Staff Appointments.
- F. Ratification of Faculty Retirements.
- G. Ratification of Professional/Technical Retirement.
- H. Ratification of Professional/Technical Resignations.
- I. Ratification of Supervisory/Confidential Resignations.
- J. Ratification of Classified Staff Resignations.
- K. Ratification of Harper #512 IEA-NEA Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

The attached report of liaison activity is submitted for Board information. This month's report is from:

- Friends of Harper

WILLIAM RAINEY HARPER COLLEGE
Friends of Harper
Report to the Board of Trustees

At 6:00 p.m., May 3, 2000, Mary Robins, president, welcomed all the members and guests to the annual dinner meeting of the Friends of Harper. She called the meeting to order at 7:00 pm.

John O'Halloran, vice president and member of the student award committee, introduced Tracy Fisher, winner of the Outstanding Student Award, and presented her with a plaque and a check for \$500. Tracy thanked the group for this very special recognition and support as she continues to pursue her career in the medical field.

For the evening program, Cathy Brod, Executive Director of the Harper Educational Foundation, presented an overview of the goals and accomplishments of the Foundation and its future initiatives. Tom Johnson, Dean of the Business and Social Science Division, and Sue Bajt, coordinator, showed a video and gave a presentation on the new and highly successful NetPrep program.

During the business meeting, a motion was made to approve the minutes of the May 4, 1999, meetings. The motion carried. Mike Zawacke, treasurer, reported the balance on hand was \$1,522.41 plus interest.

Mary Robins, during the president's report, addressed the issue of declining participation by the membership. She noted that during the next year, the board would like to target specific areas to encourage education and greater participation and involvement by the membership.

Diane Ranieri presented a summary of new initiatives drafted at the last Board of Directors meeting, March 27, 2000. They are as follows: 1) Continue to present an annual monetary award to the Outstanding Student; 2) Assemble focus groups; 3) Provide speakers from Harper College to community organizations; 4) Host tours of the college highlighting specific areas of the college.

It was noted that after a trial period of the employment of these initiatives, the board will evaluate the level of interest and participation and decide the future of the organization.

The meeting was adjourned at 7:55 pm.

Judith Hess
Board of Trustees
Liaison to the Friends of Harper

May 25, 2000

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.

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

Reported: May 11, 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 \$79,059	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 MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
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
Ombuds 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
Illinois Virtual Campus Distance Learning A. Crawley	To support Distance Learning	University of Illinois \$10,000	09/02/99 08/31/00
Sign Language Interpretation Mentoring S. Koziar	To support Sign Language Interpretation students in their program completion efforts through mentoring	EVEREN Foundation \$2,000	05/01/00 06/30/01
Cooperative Grants Prog English Second Lang. Jerilyn Gadberry	Connections:Peer Mentors To provide mentoring and training for International students	NAFSA-International \$4,618	07/01/00 06/30/01

FY 1999 – 2000

Reported as of May 11, 2000

\$2,731,567

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
April 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 Memorial Endowed Scholarship	3	\$3,000.00	\$0.00	\$3,000.00
(E)Midge C. Smith Memorial Endowment Scholarship	4	\$0.00	\$23.00	\$23.00
(E)Roy G. Kearns Memorial Endowment Scholarship	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 Endowed Scholarship	2	\$0.00	\$10.00	\$10.00
(E)Walter E. and Elizabeth M. Schroeder Memorial	3	\$25.00	\$14.00	\$39.00
(E)Dr. Charles Shaner Memorial Scholarship	2	\$0.00	\$6.00	\$6.00
(E)Diane Tomcheff Callin Endowed Memorial	2	\$0.00	\$20.00	\$20.00
(E)Nils Andrew Johnson Memorial Culinary Arts	22	\$2,305.00	\$50.00	\$2,355.00
(E)General Scholarship Endowment	4	\$5.00	\$2.00	\$7.00
(E)Harper Nursing Student Endowment Scholarship	4	\$0.00	\$12.00	\$12.00
(E)Business/Social Science Staff Endowment	2	\$0.00	\$2.00	\$2.00
(E)Architectural Technology Endowed Scholarship	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 in Nursing	2	\$0.00	\$2.00	\$2.00
Edward Moran Memorial Computer Science Award	3	\$150.00	\$4.00	\$154.00
Gene and Hildegard Evans Memorial	8	\$0.00	\$62.00	\$62.00
James E. Finke Memorial Scholarship	4	\$0.00	\$16.00	\$16.00
Jacob and Iris Wolf Sign Language Interpreting	2	\$35.00	\$0.00	\$35.00
Kathleen N. Graber Scholarship	4	\$0.00	\$3.00	\$3.00
Beverly Kiss Memorial Scholarship	1	\$0.00	\$800.00	\$800.00
Displaced Homemakers Scholarship	6	\$0.00	\$14.00	\$14.00
GED Graduate Scholarship	16	\$0.00	\$52.00	\$52.00
Doriann E. Thompson Scholarship for Women	2	\$0.00	\$0.00	\$0.00
Heidenhain Corporation Scholarship	2	\$0.00	\$4.00	\$4.00
Latinos Unidos Student Organization Scholarship	6	\$0.00	\$95.00	\$95.00
Math Lab Scholarship	1	\$450.00	\$0.00	\$450.00
Harper 512 IEA/NEA Association Scholarship	6	\$10.00	\$4.00	\$14.00
Jean Chapman International Program Scholarship	7	\$25.00	\$14.00	\$39.00
Schaumburg Area AAUW Scholarship for Women	2	\$0.00	\$10.00	\$10.00
Joan R. Young Scholarship	13	\$25.00	\$32.70	\$57.70
General Scholarship Fund	4	\$0.00	\$60.00	\$60.00
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	5	\$1,000.00	\$22.00	\$1,022.00
Business/Social Science Fund	6	\$0.00	\$14.00	\$14.00
Women's Program	2	\$0.00	\$2.00	\$2.00
Public Safety Program	8	\$0.00	\$13.00	\$13.00

Harper College Educational Foundation
Gift Summary by Fund
April 2000

Description	#Gifts	Cash	Pledge Payments	Total
Excellence in Teaching/Learning	3	\$0.00	\$290.00	\$290.00
Math League Awards	1	\$450.00	\$0.00	\$450.00
Child Care Fund	2	\$0.00	\$6.00	\$6.00
Sign Language Interpreting Mentorship Project	1	\$2,000.00	\$0.00	\$2,000.00
Young Artists Competition	2	\$0.00	\$4.00	\$4.00
Harper Observatory	3	\$60.00	\$0.00	\$60.00
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
Performing Arts Center	13	\$600.00	\$140.92	\$740.92
General Unrestricted Fund	36	\$705.00	\$111.00	\$816.00
Harper Annual Golf Outing	15	\$12,975.00	\$56.92	\$13,031.92
Annual Gala	4	\$0.00	\$72.54	\$72.54
Major Gifts Campaign	2	\$0.00	\$19.24	\$19.24
	318	\$23,820.00	\$2,413.02	\$26,233.02

Harper College Educational Foundation
Gift In Kind Report
April 2000

Date	Constituent Name	Fund	Gift Value	Reference
None				

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>
Building D Handicap Elevator Project	\$434,295
TOTAL	\$434,295

IV. RECOMMENDATION

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

The administration further recommends that the Board of Trustees approve the employment of Stanley Consultants to provide the engineering 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>
Building D Handicap Elevator Project	\$434,295
Total	\$434,295

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-A
May 25, 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 25th day of May, 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-A
May 25, 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 25th of May, 2000.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 25th day of May, 2000.

Secretary, Board of Trustees