

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

Regular Board Meeting

June 28, 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 – May 25, 2000 Regular Board meeting and executive session   | Exhibit VI-1 |
| 2. Bills Payable, Payrolls for May 19, 2000, June 2, 2000 and June 16, 2000; Estimated payrolls for June 17, 2000 through July 29, 2000 | Exhibit VI-2 |
| 3. Bid Awards   | Exhibit VI-3 |
| 4. Purchase Orders  | Exhibit VI-4 |
| 5. Personnel Action Sheets  | Exhibit VI-5 |
| 6. Student Service Awards   | Exhibit VI-6 |
| 7. Disposal of Obsolete and Unrepairable Personal Property Owned by the College   | Exhibit VI-7 |

For Information

- |                                    |               |
|------------------------------------|---------------|
| 8. Financial Statements            | Exhibit VI-8  |
| 9. Committee and Liaison Reports   | Exhibit VI-9  |
| 10. Grants and Gifts Status Report | Exhibit VI-10 |

\* 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: | Establish 2000-2001 Budget Hearing Date  | Exhibit VII-A |
| B. RECOMMENDATION: | Preliminary Budget   | Exhibit VII-B |
| C. RECOMMENDATION: | RAMP   | Exhibit VII-C |
| D. RECOMMENDATION: | Prevailing Wage  | Exhibit VII-D |
| E. RECOMMENDATION: | Educational Service Providers  | Exhibit VII-E |
| F. RECOMMENDATION: | Supervisory/Confidential Class/Classified<br>Staff Salary Program/Fringe Benefits            | Exhibit VII-F |
| G. RECOMMENDATION: | Administrative Employment Contract   | Exhibit VII-G |
| H. RECOMMENDATION: | Approval of Strategic Long Range Plan  | Exhibit VII-H |
| I. RECOMMENDATION: | Affiliation Agreement Between William<br>Rainey Harper College and Condell<br>Health Network | Exhibit VII-I |

VIII. President's Report

- Presentation: Mike Barzacchini – Harper College Website Relaunch

IX. Announcements by the Chair

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

On-Campus Events

- July 14 – 16            Taste of Palatine – Northwest corner of the campus
- \*July 19 (Wed.)        7:00 p.m. – Regular Board Meeting – Room A242  
**NOTE CHANGE OF DATE FROM JULY 26 TO JULY 19**
- July 25                    6:30 – 8:30 p.m. - Discovery I I. - Room A238
- \*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, May 25, 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, May 25, 2000 at 7:00 p.m. in the Student and Administration Center (A-242) of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

Chair Kolze noted that Member Shure would act as Secretary Pro Tem during the absence of Member Hess.

ROLL CALL:

Present: Members Barton, Botterman, Gillette (7:04 p.m. arrival), Howard (7:04 p.m. arrival), Kolze and Shure; Student Member Fisher

Absent: Member Hess

Also present: Robert Breuder, President; Ed Dolan, V.P. Institutional Advancement; 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; Laura Benson; Carol Blotteaux; Cathy Brod; Tom Choice; Dave Dluger; John Farris; Julie Fleenor; Robert Getz; Bill Howard; Thea Keshavarzi; Kevin King; Tom Knoff; Roberta Lindenthaler; Liz McKay; Russ Mills; Maria Moten; Elena Pokot; Sheila Quirk; Karina Srugys and Cheryl Wandambi Kisunzu. ICOPS: Maureen Koscielak; Joseph Longmeyer; B. McConnell; Robert Phillips and Russell Young.

Guests: Dick Hutmacher, Stanley Consultants; Chris O'Connell, Daily Herald; Michael O'Toole, Northwest Tax Watch; M. McConnell; John Hipsky; Adelle Gillette

CITIZEN  
PARTICIPATION

Joseph Longmeyer, Illinois Council of Police and Sheriffs (ICOPS), addressed the Board with regard to contract negotiations for Harper's Public Safety employees. Contract negotiations have been ongoing for the past 13 months, with no agreement reached. The ICOPS have gathered support from people within the Harper community, other union members and the community at large.

Mr. Longmeyer urged Board members to advise the negotiating team to come to an agreement. He reiterated that the requests of the ICOPS are fair, in the best interest of the Public Safety Department and in the best interest of Harper College. He feels that it should not take this long to come to terms. He noted that this contract directly affects approximately 12 individuals, not thousands. To emphasize the importance of Public Safety and the risk involved in their jobs, Mr. Longmeyer told of a recent apprehension made on Harper's campus of a criminal wanted by the Cook County Sheriff's Department. Two campus police were seen by the Nurse after the struggle.

Maureen Koscielak, dispatcher for Public Safety and a member of the negotiating team, spoke of her frustration when the requests of the ICOPS are continuously met with the answer, "No!" Their requests are fair, and they would like to have the contract settled on June 5 so they can all focus on doing their jobs.

Michael O'Toole addressed the Board on behalf of Northwest Tax Watch. He feels that the community, students, faculty and coworkers look to the administration and Board to have integrity. He stressed the importance of integrity in the face of a possible referendum. He spoke of two instances where individuals have lacked integrity - one in regard to the space issue and one in regard to comments made in a previous Board meeting regarding students with disabilities. Mr. O'Toole asked the Board and administration to show integrity in all communications.

STUDENT TRUSTEE  
REPORT

Student Member Fisher announced that the Culture Shock 2000 event brought great representation from many student groups including: Latinos Unidos, Indian Pakistani Association, The Black Student Union, Harper Dance Company and American Sign Language Club. All participants are to be congratulated for doing an excellent job.

On May 3, Student Member Fisher attended the Friends of Harper annual meeting and received the Outstanding Student Scholarship for the Year 2000/2001. She is greatly honored to receive the \$500 award. She recently attended the Student Awards Banquet. Student Member Fisher introduced a brief pictorial presentation (by Tom Knoff) of the convocation ceremony which took place on May 10 and the graduation ceremony which took place on

May 21.

Chair Kolze thanked Student Member Fisher for her report and congratulated her for receiving the Outstanding Student Scholarship.

Chair Kolze stated that he enjoyed being a part of the ceremonies this spring. Especially meaningful were the Convocation, Student Awards Ceremony, the Ground Breaking Ceremony for the two new buildings and the graduation. He was impressed with the magazine *The View*.

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 also noted that changes are reflected in a handout entitled "Changes to Board Exhibits." Items VI-3f and VI-3g were distributed to Board members. There are calendar date and/or time changes.

Chair Kolze noted that Exhibit VII-B was added regarding Commonwealth Edison rates. He thanked Member Gillette for bringing this item to the attention of the College, potentially saving the College \$100,000.

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

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Fisher voted aye.

CONSENT AGENDA

Chair Kolze asked for items 1 through 4 to be deleted from the Board Request sheet, page 18 of the April 27 meeting minutes, because he did not feel these items were "requests." With regard to the Personnel Action Sheets, Chair Kolze noted that Harper is losing valuable people to retirement over the next two years. All of them are very much appreciated; it will be difficult to replace that kind of quality.

Member Gillette asked that the April 27 meeting minutes be removed from the Consent Agenda, because he was not at the meeting and, therefore, cannot approve them. He also requested Exhibit VI-4a be removed from the Consent Agenda.

Member Barton moved, Member Gillette seconded, approval of bills payable; payrolls for April 20, 2000 and May 5, 2000; estimated payrolls for May 6, 2000 through June 29, 2000; bid awards; purchase orders VI-4b and VI-4c; personnel action sheets; and for information: financial statements, committee and liaison reports and grants and gifts status report, as outlined in revised Exhibits VI-1 through VI-8 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,074,932.44
Tuition Refunds	34,126.01

The payrolls of April 20, 2000 in the amount of \$1,716,795.91; May 5, 2000 in the amount of \$1,767,957.20; and estimated payroll of May 6, 2000 through June 29, 2000 in the amount of \$7,021,777.51.

BID AWARDS

- Ex. VI-3a Award bid 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.
- Ex. VI-3b Award bid 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.
- Ex. VI-3c Award bid 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.
- Ex. VI-3d Award bid 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.

- Ex. VI-3e Award bid Q00080 for an electro-cardiogram for use by the Human Performance/Cardiac Rehabilitation department to Quinton Instrument Co., the only bidder, in the amount of \$11,135.
- Ex. VI-3f Award bid Q00086 for office furniture to be used by Corporate Services to Office Equipment Company, the low bidder, in the amount of \$50,045.59.
- Ex. VI-3g Award bid 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.

PURCHASE ORDERS

- Ex. VI-4b 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.
- Ex. VI-4c 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.

PERSONNEL ACTIONS

Administrator Appointment

Denise Yurik, Director, Health and Psychological Services/  
Wellness, HLTH/SER, 07/01/00, \$56,000/yr.

Faculty Appointment

Thomas Dowd Jr., Assistant Professor,  
Chemistry,  
TM/PS, 08/15/00, \$43,714/yr.

Professional/Technical Appointments

Dale Gross, Desktop Integration Analyst,  
IT/CS, 06/01/00, \$43,500/yr.  
Lynne Morrow, Business Development Sales  
Consultant,  
CORP/SRV, 05/10/00, \$45,000/yr.  
Anna Nakashima, Business Development Sales  
Consultant,  
CORP/SRV, 05/10/00, \$45,000/yr.  
Becky Rizzi, Senior Programmer Analyst,  
IT/AS, 05/15/00, \$48,000/yr.

Supervisory/Confidential Appointments

Kathleen Canfield, Career Center  
Coordinator,  
STU/DEV, 05/30/00, \$45,000/yr.  
Diane Kinsler, Business Manager, p/t,  
DEV/OFF,  
05/22/00, \$37,661/yr.  
Wayne Kolweier, New Business Development  
Manager,  
CORP/SRV, 05/10/00, \$62,000/yr.

Classified Staff Appointments

Laura Branski, Administrative Secretary,  
Transfer Studies, 05/15/00, \$26,000/yr.  
Jennifer Kelley, Information Receptionist,  
p/t,  
STU/DEV, 05/15/00, \$15,457/yr.  
Dora Koleno, Program Assistant, CORP/SRV-  
Workforce-ESL,  
05/01/00, \$28,000/yr.  
Helen Riley, Clerk Typist II, W/HP,  
06/12/00, \$24,000/yr.

Faculty Retirements

Sharon Alter, Professor, BUS/SS,  
07/31/02, 33 years  
Roger Bechtold, Professor, W/HP,

07/31/02, 30 years  
Solveig Bender, Associate Professor,  
TM/PS, 05/31/01, 25 years  
Frances Brantley, Professor, STU/DEV,  
07/31/02, 24 years  
Michael Brown, Professor, LIB/ARTS,  
05/31/02, 31 years  
Rex Burwell, Associate Professor, LIB/ARTS,  
07/31/02, 18 years  
George Dorner, Professor, TM/PS,  
05/31/02, 30 years  
George Evans, Professor, LS/HS,  
05/31/02, 28 years  
John Gallagher, Professor, LS/HS,  
05/31/02, 26 years  
Charlotte Herzog, Professor, LIB ARTS,  
07/31/02, 20 years  
Randy Illg, Associate Professor, LS/HS,  
05/31/02, 27 years  
Karen Keres, Professor, LIB ARTS,  
07/31/02, 33 years  
Sally Koziar, Professor, AE/LS,  
12/31/01, 17 years  
David Macaulay, Professor, TM/PS,  
05/31/02, 30 years  
Dominic Magno, Professor, TM/PS,  
05/31/02, 23 years  
Frank Oliver, Associate Professor,  
BUS/SS, 07/31/02, 34 years  
Edward Ponczek, Associate Professor,  
BUS/SS, 07/31/02, 32 years  
Barbara Radebaugh, Professor, BUS/SS,  
07/31/02, 27 years  
James Roll, Professor, BUS/SS,  
07/31/02, 32 years  
Stanley Ryberg, Professor, LIB ARTS,  
05/31/02, 23 years  
Martha Simonsen, Professor, LIB ARTS,  
07/31/02, 27 years  
Philip Troyer, Professor, STU DEV,  
05/31/02, 30 years  
Mary Waite, Professor, BUS/SS,  
07/31/02, 31 years  
Mary Jo Willis, Professor, LIB ARTS,  
07/31/02, 27 years

Professional/Technical Retirement

Linda Soto, Coordinator,  
Business/Professional  
Development, BUS/SS, 06/30/00, 21 years

Professional/Technical Resignations

Uma Panditi, Research Analyst, OFC/RES,

04/26/00, 7 months  
Judith Schimmel, Exercise  
Technician/Registered  
Dietitian, p/t, Human Performance  
Laboratory, 06/09/00,  
9 years 7 months

Supervisory/Confidential Resignations

Rathenia Hunter, Financial Aid Associate,  
O/SFA, 05/11/00, 4 months  
Scott Thompson, Assistant Production  
Supervisor,  
FD SER, 04/28/00, 5 months

Classified Staff Resignations

Susan Johnson-Royce, Clerk Typist II, W/HP,  
04/14/00, 2 years 11 months  
Mary Lewis, Program Assistant, p/t, LS/HS-  
CE,  
04/27/00, 10 months  
Nancy McCorvie, Exercise Leader, p/t,  
Human Performance Laboratory, 06/09/00,  
7 years 9 months  
Anne Mohr, Administrative Secretary,  
BUS/SS, 05/29/00, 6 years 11 months

Harper #512 IEA-NEA Resignation

Tina Klein, Custodian, PHY/PLT,  
04/28/00, 2 months

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

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

Nays: None

Motion carried. Student Member Fisher voted  
aye.

April 27, 2000 Meeting  
Minutes

Member Barton moved, Member Howard seconded, approval of the minutes for the April 27, 2000 regular board meeting (removing items 1 through 4 on Page 18) and executive session as outlined in Exhibit VI-1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

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

Nays: None

Abstain: Member Gillette

Motion carried. Student Member Fisher voted aye.

PURCHASE ORDERS  
VI-4a

Member Barton moved, Member Botterman seconded, VI-4a approval of the following purchase order as outlined in exhibit VI-4a (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VI-4a 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.

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

Nays: Member Gillette

Motion carried. Student Member Fisher voted aye.

NEW BUSINESS  
College Protection,  
Health & Safety:  
Energy Conservation,  
Environmental Protection  
and Handicapped  
Accessibility Projects

Member Gillette moved, Member Howard seconded, adoption of the resolution for approval of the projects to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Community College Act. In addition, approval of the employment of Stanley Consultants to provide the engineering services specified for the 2000 Life Safety repair and renovation project, as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Chair Kolze, Vice President Judy Thorson explained that the Life Safety Levy is included in the levy, and it is included in the tax cap. She added that the College needs these projects and must send this paperwork to the Illinois Community College Board (ICCB) for a certification to do the levy. It is the first step in the whole levy process. Member Howard noted that it is an ongoing process to improve the health and safety on campus.

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

Nays: None

Motion carried. Student Member Fisher voted aye.

Member Barton called attention to item VI-8 Grants and Gifts Status Report. She congratulated the Foundation on its tremendous growth and the excellent job they are doing.

With regard to Commencement, Member Howard noted that she was pleased to see many mature individuals (those over 21 years of age) receiving degrees. Chair Kolze added that it is wonderful to see diversity of all kinds at Harper College.

NEW BUSINESS

Approval to Switch  
to Commonwealth  
Edison PPO Rate

Member Gillette moved, Member Howard seconded, authorization of the President to switch to the ComEd PPO (Market Index) Rate if final consultant and attorney review of the contract with ComEd does not reveal any "hidden issues" which would negatively impact on the College savings, as outlined in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze noted that Board members received more detail on this item prior to the meeting. They have researched this item with a consultant, Dick Hutmacher of Stanley Consultants. It was noted that he was present in the audience to answer any questions.

Vice President Thorson explained that the College has received several different rates as they have gone into the deregulation period with ComEd. The Neutral Fact Finder rate was researched, but the amount of savings was not as significant. There were too many unanswered questions and possible risks. Since then, ComEd filed with the Illinois Commerce Commission (ICC) to move from a Fact Finder rate to a Market Index rate. It was approved by the ICC. In the first analysis that was done, it appeared that the College could save approximately \$100,000. The rates are higher than current rates in the summer and lower than current rates in the winter. Because further analysis is being done, the administration is recommending authorization for the President to make the rate move once analysis is complete. This is new for ComEd, so they do not always have the answers to our questions. It has been somewhat difficult.

In response to Member Barton, Vice President Thorson explained that Mr. Hutmacher has an eight-page formula that is used to calculate the Market Index rate. Mr. Hutmacher responded that the rate will not fluctuate on a month-to-month basis. For example, if the decision is made to switch now, the rates will be in effect through the May 2001 billing. New rates will be published April 1 and July 1 each year.

Member Howard commented that the utility charges at the College are a huge part of the budget. Taxpayers should be aware that the College is constantly monitoring utility costs, as well as other costs, to keep the cost of operations as low as possible.

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

Nays: None

Motion carried. Student Member Fisher voted aye.

PRESIDENT'S REPORT

Vice President Dave McShane gave a presentation

Presentation:  
Disaster Recovery  
Program as it Relates  
To IT and IT Related  
Services at Harper

regarding Information Technology (IT) Contingency  
(Disaster) Planning.

Mr. McShane explained that the document in front of Board members consisted of the presentation in one section and an IT organization review in the other section. He noted that this disaster preparedness planning is strictly for the IT organization.

The demands and utilization of IT resources must now be made available 24 hours per day/7days per week (24 x 7). An analysis for the month of April showed their web site was visited by over 753,000 contacts. The primary day (8:00 a.m. to 5:00 p.m.) produced a 58 percent hit; the evening hours (from 5:00 p.m. until the following morning) produced a 41 percent hit. The growth and availability of resources internally and externally is a challenge on a 24 x 7 basis.

Vice President McShane shared the IT Vision Statement: to provide to the community uninterrupted access to information resources. Their goal is to have operational processes developed and implemented to insure minimal loss of time due to a disaster. A major disaster is one causing an outage from two to seven days, or total outage; a minor disaster is one causing outage from one hour up to two days.

#### Objectives

- Focus on risk assessment and risk avoidance (to have business continuity)
- Develop and implement processes for resumption of business (after disaster occurs)
- Follow belief that prevention is better than cure
- Provide a simple, cost effective plan and communicate it throughout the organization

Mr. McShane noted that the challenge facing colleges and universities is how to protect information system resources without overstraining budgets and overstraining people. Harper chooses the compromise approach - focusing on manageable threats.

#### The Academic Environment

This environment is different than that of the business world. The volume and concentration of computers in labs is a major task; a situation not

found in most businesses. Accommodating academic freedom balanced with security at the College is challenging. They are piloting a wireless system, making classrooms more mobile. The success of that has prompted three or four mobile units to be used in classrooms without having to take over a full classroom wired as a lab.

- Computing is where the user is.
- Computing has become ubiquitous on campuses. Harper has approximately 2,500 nodes (computers tied to the network). On any given day, 80-90 percent uptime is experienced on the equipment. If there was a disaster, it would affect many people.
- Physical and intellectual assets have become widely distributed; vulnerability is greater than that of a well-guarded central computing facility. In the "old days," the major mainframe was in one central site and was protected. Our resources are spread across campus and full protection is difficult.

#### Risk Assessment

- What are the assets of the organization?
- Are they vulnerable? Are they exposed to threats?
- What is the likelihood of assets being destroyed?
- Assets with largest value and greatest exposure to threats will receive the highest "risk factor."

Mr. McShane noted that one of the major threats to their resources is fire. Because of the age of the buildings, no sprinkler systems were installed.

#### Risk Assessment Categories

- *Physical assets / environment* - computer areas must be kept cool, with humidity down and uninterruptible power supply (UPS) available.
- *Computer and network communication hardware* - redundant network loops, redundant internet connection and redundant power supply is created. Hot swapping and mirroring is used. Critical spare units and components are available. Network accounts are managed and controlled by a security group.

- *Intrusion detection and prevention* - internet firewall protection is in place; virus protection is installed; data is checked as it flows in and out of campus and lockdown of desktops is in effect (individuals cannot load software on their machine without going through a certain process). A CERT (Computer/Network Emergency Response Team) is in place. When we become aware of an intrusion, these individuals drop what they are doing and respond to that intrusion.
- *Software* - this is purchased and managed centrally. It improves buying power. Software must first be validated for viruses, and the number of seats used in software must be controlled. For example, if a package is utilized by one department, it could be utilized by another department simultaneously. Mr. McShane explained that a "seat" is a simultaneous use of software. For example, if the College purchases a 25-seat license, 25 individuals may use that software at the same time. Centrally managing the software ensures that proper licensing occurs and software standards are followed. The IT department also controls training in the use of software.
- *Data* - this is the most critical part in regard to a disaster. All servers are kept in a central location protected by the environment. They are backed up on a daily, weekly, monthly and yearly basis. The backups are taken off-site so that if there is a disaster on campus, the data may be installed on another system elsewhere with minimal downtime. Redundant disk raid arrays are done to ensure that the network can be kept up and running.
- *People and services* - loss of key expertise is a major disaster for an organization like Harper. There are a few (or single) key individuals responsible for major pieces of the network. They must keep those people accessible by providing pagers and cell phones and utilizing a phone tree for emergencies. In order to retain these individuals, training and certification is given. Broadbanding, promoting based on achievements, has been implemented in an effort to improve retention. All employees have a photo-ID. Contracted services are utilized for +4-hour responses for key pieces of network (the College cannot retain that kind of expertise); 24 x 7 with 4-hour

response is offered for maintenance of major systems. Help Desk support is also offered.

#### Hot Site vs. Cold Site

Hot site - an additional site that is available for use (from which to go live) if a disaster occurs. The cost of a hot site is quite great. Cold site - an area used to store additional equipment to be brought into the Harper environment and accessed if a disaster occurs. This would ensure equipment availability; vendors would not have to be relied on to deliver equipment in a timely fashion. Costs for a cold site range from \$50,000 to \$100,000 initially, with a similar maintenance cost annually.

Vice President McShane noted that Harper's business needs do not warrant a hot site backup. They are mostly used in a financial institution, where minute-by-minute reliance on mainframe computers is critical. Good documentation must exist to allow Harper to recreate its central facility if a major disaster ever strikes. Having good backups stored offsite is a major part of preparedness.

Many preventive activities have been implemented. The plan must be kept simple and flexible. A low-cost risk assessment for the campus has been built into the budget for next year. This will offer an outside opinion to ensure their own internal review has been correct.

Vice President McShane concluded that eight years ago the Board had the foresight to recognize that Harper needed to form an IT organization to manage all of its technological resources. Many areas have been compressed into one organization to provide support. The Board's support of the Technology Plan has brought a lot of new technology to Harper with a significant investment. Mr. McShane invited Board members to ask questions.

In response to Member Gillette, Vice President McShane explained that backups are done daily and taken off-site the next morning. The worst-case scenario would be loss of one day's activity if they could recover at another location. He added that backups are done on non-prime time (midnight to 4:00 a.m.) and they take four to six hours. Member Gillette noted he would never want to be in a position (as a result of a disaster) to have to ask students if they have paid tuition. He suggested putting the backup on the network and

sending it over to another building during the day, while backing-up permanently at night. Mr. McShane responded that there would have to be a mini-computer room someplace else at another site with available access.

Member Howard expressed concern with the fact that there are only a few "key people" who respond to disasters. Mr. McShane assured her that employees are going through training and cross-training and are being shifted around in the IT department to provide backup support. He noted that it is somewhat of a "catch-22," because the more knowledge they gain, the more valuable they are outside of Harper College. They are doing everything they can to help retain people.

Member Shure recommended that the Board read the Risk Analysis Review (disaster plan) and revisit it at a later time. Mr. McShane noted that they will be bringing to the Board a formal, non-complex Disaster Plan. The pieces will be brought together.

In response to Member Botterman, Mr. McShane noted that a total of 50 full-time equivalent employees support all instructional areas, telecommunications, networking, host computing systems and MIS, with a budget of \$3.7M. This is augmented with a technology initiative for approximately \$2.5M, providing for the refresh cycle and acquisition of technology for the campus. He also noted that many employees receive ongoing training through the TECH program. The IT department must work out arrangements to have people cover slots while others are out for training.

In response to Chair Kolze, Vice President McShane noted that since he has been at Harper, there has not been a major disaster, only minor outages. The network has been up approximately 98 percent of the time. Within that, certain network resources (for example the E-mail server) were taken down to stop any intrusions coming in.

In response to Member Botterman, Vice President McShane noted that when they get warnings of various viruses that may arrive, his employees write code to try to trap the virus before it gets to them. With regard to the "lovebug" virus, the IT department was warned at approximately 6:30 a.m. when they began writing code to set traps. As a result, only two locations on campus were affected.

Presentation:  
Space Issues

Dr. Breuder introduced Cheryl Wandambi Kisunzu, Director of Nursing, who would be speaking about the challenges and opportunities of the Nursing Program.

Ms. Wandambi Kisunzu noted that Harper's Nursing Program just celebrated the graduation of approximately 2,000 students over the course of its history. Nursing students have gone on to serve our community, our country and, in many cases, our world. Harper's Career Ladder Program provides progressive opportunities in learning and service for those interested in the Certified Nursing Assistant (CNA), Licensed Practical Nurse (LPN) and Registered Nurse (RN) roles. Each year, the program serves approximately 240 students -- 120 beginning students and 120 continuing students. There are 12 full-time faculty, 12 adjunct faculty and two lab instructors.

Ms. Wandambi Kisunzu emphasized the importance of enunciation as a vibrant principle of patient safety. There is no room for error; individual lives are entrusted to a nurse's care. Central to this accomplishment are the classrooms, labs, support areas and clinical sites. These settings provide the context for the essential components of student learning, which are presentation of theory, skill competency and application of skills.

She noted that Harper does have classrooms, a nursing lab and support areas which have provided the excellence in instruction essential for the program's established reputation of quality over the years. However, it continues to be important that Harper students are prepared to meet the nursing challenges that will characterize the 21st century. Ms. Wandambi Kisunzu noted that one new challenge is that patients in the hospital are sicker, and patients in the home are sicker. Therefore, critical thinking skills for the nurses are most essential, and criteria for those skills has been elevated. This creates a need to acquire, store and make accessible to our 250 students, an incredible variety of supplies (beds, lifts, pumps) and technology. A nursing student's mastery of thinking and skill competency must be validated prior to their entering the clinical setting, thereby being in a position to cause the patient no harm.

She showed a slide presentation highlighting the

areas in the Nursing Program which provide a challenge. The Nursing Lab was apparently cramped and used in a variety of ways. Storage of equipment such as mannequins, cribs and traction units appeared very limited. Electrical support is less than desirable in location and amount. She noted that safe access to electrical support is essential for the operation of the variety of beds, pumps, suction machines and other electrical equipment.

A storage closet was shown at its fullest capacity. There is a need for additional storage. It was noted that creative scheduling, use of hallways and other labs are used as a "work-around" for their lack of lab space.

Ms. Wandambi Kisunzu noted that Harper is fortunate to have ten computers available for computer assisted instruction for its Nursing students. This resource is valuable in providing students with an opportunity to test and validate their critical thinking skills prior to actual patient care delivery. Students can test pediatric skills, obstetrics and psychiatric skills, and validate their own confidence and competency. The challenge is that these computer areas are used for assessment cubicles in our physical assessment course. Equipment must be used and stored in the general lab area.

One picture illustrated the overcrowding in a room designed for 30 students, but used for 40 students. Shared, cramped office space was also shown. Ms. Wandambi Kisunzu noted that there is no office space for adjunct faculty. When full-time faculty need to counsel with more than one student, they must find a different location.

Ms. Wandambi Kisunzu noted that Harper Nursing graduates are in great demand. She honors the faculty and staff who work in collaboration to ensure that patients are done no harm as students grow in both their capacity for learning, and their capacity for compassion. Excellent nursing education is the essential fundamental for nursing practice. Their commitment is to ensure that education received through William Rainey Harper College School of Nursing is consistent with a high standard of nobility.

Ms. Wandambi Kisunzu thanked Tom Knoff for his assistance with the presentation. She invited

Board members to ask questions or make comments.

After just having surgery on his leg the day before, Member Gillette emphasized the importance of nurses. He listed all the care nurses gave him from pre-operation to recovery. Each person's life will depend on a nurse at some point.

In response to Member Barton, Ms. Wandambi Kisunzu stated that because many hospitals want Harper Nursing graduates, they offer a variety of incentives from gift certificates to tuition reimbursement.

Member Howard noted that after speaking with Cathy Reno, Chief Operating Officer and an RN for Northwest Community Hospital, she realized that their greatest concern is the shortage of healthcare personnel. The shortage will continue to increase because people are living longer, and they are having more health incidents before they die. Northwest Community Hospital is very concerned about having adequate healthcare personnel to meet this growing need. Harper Nursing graduates are in demand. If additional space were available, Harper could educate more students at a time and help provide for the needs of the community.

In response to Chair Kolze, Ms. Wandambi Kisunzu explained that the 120 formal group of students is broken down into three groups of 40 students for instruction, as they progress from one module to another (acute med/surg, pediatrics, OB). A full-time faculty member would have a classroom of 40 students. She noted that in the clinical setting, the maximum number of students per faculty member is ten; the preferred number is eight. Chair Kolze thanked Ms. Wandambi Kisunzu for her presentation.

Dr. Breuder noted that recent presentations provide vivid examples of how Harper's faculty and staff deliver quality instruction under sometimes less than satisfactory circumstances. The Board is fervently committed to addressing the space issues with the hope that the College will garner support from the taxpayer and/or the State of Illinois to help with these challenges. Member Howard noted that the Nursing Program students must also use the inadequate Biology labs.

Strategic Long Range  
Plan Update - Draft

Dr. Breuder noted that a draft of the new Strategic Long Range Plan (updated for years 2000 to 2003) was distributed to Board members. The plan for 1999 to 2002 was updated for the next

three-year window, and it will be updated each year. It is a product of Harper's shared governance system, shepherded through the process by Bill Howard, Assistant Vice President of Planning.

Dr. Breuder called attention to the FY00 Priorities chapter. These priorities are considered to be of primary importance for the year beginning July 1, 2000. He will be reporting on the priorities for the current year very shortly. He encouraged Board members to review the draft of the Strategic Long Range Plan update and provide input (if they so desire) before the June Board meeting. Dr. Breuder noted that the approval of the Strategic Long Range Plan update will be on the agenda at the June Board meeting. Upon approval, it will then become the College's three-year window plan.

Community  
Engagement Video

A final media presentation, a community engagement video, was shared with Board members. Dr. Breuder explained that the video will be shared with the general public and specifically, on June 6 and 7, at two community engagement forums at Harper College. The forums will provide the College the opportunity to listen to the interests, the expressions and the desires of our community as they relate to the challenges facing Harper College. Each Board member received a copy of the video. Dr. Breuder asked Board members to give feedback regarding the community engagement video. He thanked the many people in the community who gave their time to provide input for the video. Additionally, he thanked individuals inside Harper College who helped create the video in partnership with Unicom.

ANNOUNCEMENTS  
BY CHAIR

Communications

There were no communications..

## Calendar Dates

Calendar dates are printed on the agenda for Board information. Chair Kolze reviewed several dates. The time for the June 6 and 7 Discovery I has changed to 6:30 p.m. to 8:30 p.m. The ICCTA North Suburban Regional Meeting is scheduled for June 12. It was noted that Chair Kolze and Members Howard and Gillette would not be able to attend due to previous engagements. In response to Board members, Member Shure explained that it is very difficult to coordinate a satisfactory date among all community college trustees in the region.

Chair Kolze asked for a motion to change the date of the July Board meeting.

Member Gillette moved, Member Howard seconded, to cancel the July 26 Board meeting and reschedule it for July 19, 2000.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Fisher voted aye.

Chair Kolze reminded Board members to keep August 16 and 17 open for a possible meeting at that time. He noted that there would be a need for an executive session.

## EXECUTIVE SESSION

Member Barton moved, Member Gillette 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,  
Howard, Kolze and Shure

Nays: None

The motion carried at 8:44 p.m. Student Member Fisher voted aye.

Following executive session, the Board reconvened the Regular meeting at 9:13 p.m.

## ADJOURNMENT

It was moved and seconded that the meeting be

adjourned.

In a voice vote, the motion carried at 9:14 p.m.

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Chair

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Secretary

BOARD REQUESTS

MAY 25, 2000 REGULAR BOARD MEETING

1. Dr. Breuder encouraged Board members to review the draft of the Strategic Long Range Plan update and provide input (if they so desire) before the June Board meeting.
2. Dr. Breuder asked Board members to give feedback regarding the community engagement video.
3. Chair Kolze reminded Board members to keep August 16 and 17 open for a possible meeting at that time.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

June 28, 2000

SUMMARY OF BIDS

- Exhibit VI – 3a      The administration recommends that the Board award Q00088 for cut-size paper to be used in the Print Shop and in the campus copiers, laser printers and duplicators, to Unisource Chicago, the low bidder for items #1 through 4, items #5 through 19, and items #24 through 30 in the amount of \$86,359.50; and to Xpedx Paper, the low bidder for items #20 through 23 and items #31 and 32 in the amount of \$5,871.85, for a total award of \$92,231.35.
- Exhibit VI – 3b      The administration recommends that the Board award Q00089 to Warner Offset, Inc., the low bidder for printing of the Fall 2000 Course Schedules, which are major publications promoting enrollment at the start of the session, in the amount of \$41,516.00.
- Exhibit VI – 3c      The administration recommends that the Board award Q00090 to Chemtreat, the low bidder for Water Treatment Chemicals and the option to renew for a second and third year at the same or lower pricing, in the amount of \$13,440.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00088 for cut-size paper to be used in the Print Shop and in the campus copiers, laser printers and duplicators, as requested by Marketing and Advancement for the Print Shop.

II. BUDGET STATUS

Funds in the amount of \$95,000 are provided in the 2000/01 Education Fund budget, under account number 0193-127-542.05.

III. INFORMATION

A legal bid notice was published and 10 bids solicited. Seven responses were received. The following is a recap of the bid tab sheet:

Unisource Chicago .....	\$ 93,229.00
U.S. Office Products .....	94,369.50
	No Bid 28 Items
Nationwide Papers .....	96,948.80
Bradner Smith & Co.....	96,971.98
	No Bid 2 Items
Xpedx Paper.....	101,176.65
Midland Paper Co.....	103,647.94
	No Bid 2 Items
Chemstat Products, Inc. ....	105,009.48
	No Bid 2 Items

Recycled paper, as was specified, is being purchased. The paper is for use in the Print Shop and in the campus copiers, laser printers and duplicators. It is anticipated that this paper will fulfill approximately 70% of the total needs for the year.

In order to obtain the best pricing for the College, the award is to be split between Unisource Chicago, the low bidder for items #1 through 4 for white bond paper, items #5 through 19 for colored bond paper, and items #24 through 30 for vellum bristol paper, in the amount of \$86,359.50; and Xpedx Paper, the low bidder for items #20-23 for carbonless paper, and items #31 and 32 for stationery boxes, in the amount of \$5,871.85.

IV. RECOMMENDATION

The administration recommends that the Board award Q00088 for cut-size paper to be used in the Print Shop and in the campus copiers, laser printers and duplicators, to Unisource Chicago, the low bidder for items #1 through 4, items #5 through 19, and items #24 through 30 in the amount of \$86,359.50; and to Xpedx Paper, the low bidder for items #20 through 23 and items #31 and 32 in the amount of \$5,871.85, for a total award of \$92,231.35.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award for bid request Q00089 for printing of the Fall 2000 Course Schedules, which are major publications promoting enrollment at the start of each session.

II. BUDGET STATUS

Funds in the amount of \$41,516.00 will be provided in the 2000/01 Education Fund budget, under account number 0181-060-547.

III. INFORMATION

A legal bid notice was published and 15 bids solicited. Five responses were received. The following is a recap of the bid tab sheet for 180,000 copies each of the Fall Credit and Continuing Education Course Schedules, each containing 44 pages:

Warner Offset, Inc.	\$41,516
Newsweb Corp.	45,880
Precise Printing and Systems, Inc.	49,622
Park Press	61,242
Moore North America, Inc.	98,344

The bid request included the Course Schedules for Spring 2000, but they will be re-bid at a later date in order to allow for changes in the specifications.

Harper College Course Schedules are sent to households in the College district. Copies are also sent to out of district students, businesses, libraries and individuals upon request. Each Course Schedule will list either the College Credit or Continuing Education class offerings for the fall term.

IV. RECOMMENDATION

The administration recommends that the Board award Q00089 to Warner Offset, Inc., the low bidder for printing of the Fall 2000 Course Schedules, which are major publications promoting enrollment at the start of the session, in the amount of \$41,516.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00090 for Water Treatment Chemicals as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$13,440 will be provided in the 2000/2001 Building Fund budget, under account number 0276-068-544.03.

III. INFORMATION

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

Chemtreat	\$ 13,440
Betz Dearborn	27,000
Garratt-Callahan Co.	30,665

The water treatment chemicals are used in three programs for conditioning water. The water treatment program for the towers prevents any bacterial growth on the systems. The program for the steam boiler operation extends the life of the boilers, water pumps and piping systems throughout the buildings. The program for the chilled water and hot water loops extends the life of the piping systems and the coils.

IV. RECOMMENDATION

The administration recommends that the Board award Q00090 to Chemtreat, the low bidder for Water Treatment Chemicals and the option to renew for a second and third year at the same or lower pricing, in the amount of \$13,440.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

June 28, 2000

SUMMARY OF PURCHASE ORDERS

- Exhibit VI – 4a      The administration recommends that the Board approve issuance of a purchase order to R. J. Galla Co., Inc. for the renewal of all the College liability insurance coverage in the amount of \$496,857.
- Exhibit VI – 4b      The administration recommends that the Board approve issuance of a purchase order to Apple Computer, Inc. for approximately 62 Macintosh computers for use in the Music and Business and Professional Development Program labs, as well as for individual offices throughout the campus, in the amount of \$195,300.
- Exhibit VI – 4c      The administration recommends that the Board approve issuance of a purchase order to EMC Corporation, for maintenance of hardware and software in the amount of \$13,700.
- Exhibit VI – 4d      The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard Corporation, for renewal of the UNIX hardware and operating system software maintenance contract, in the amount of \$59,500.
- Exhibit VI – 4e      The administration recommends that the Board approve issuance of a purchase order to Lucent Technologies Octel Messaging, for service and maintenance of voice messaging hardware and software, in the amount of \$19,900.

- Exhibit VI – 4f      The administration recommends that the Board approve issuance of a purchase order to Peters and Associates, Inc., for network consultant services in support of the Harper College Communication Network, in the amount of \$57,600.00.
- Exhibit VI – 4g      The administration recommends that the Board approve issuance of a purchase order to RMS, Inc., for network infrastructure consultant services in support of the Harper College Communication Network, in the amount of \$55,680.
- Exhibit VI – 4h      The administration recommends that the Board approve issuance of a purchase order to the College of Lake County for support of the Interactive Video Network Operations in the amount of \$26,000.
- Exhibit VI – 4i      The administration recommends that the Board approve issuance of a purchase order to Intecom Inc., for a maintenance agreement for the digital phone switch system hardware and software, in the amount of \$59,636.
- Exhibit VI – 4j      The administration recommends that the Board approve issuance of a purchase order to Cisco Systems, Inc., for maintenance of hardware and software, and remote technical support for routing equipment, in the amount of \$60,250.
- Exhibit VI – 4k      The administration recommends that the Board approve issuance of a purchase order to Aidex Corporation for an ACES Limited Edition License for AutoCAD software, to be used by Technology, Mathematics and Physical Sciences, Information Technology, Life Science and Human Services, Student Affairs, and Physical Plant Divisions, in the amount of \$15,000.
- Exhibit VI – 4l      The administration recommends that the Board approve issuance of a purchase order to Tivoli Systems, Inc., for renewal of the software maintenance contract, in the amount of \$19,153.

- Exhibit VI – 4m      The administration recommends that the Board approve issuance of a purchase order for personal computers, laser printers, laptops and peripheral equipment to Dell Computer Corporation, in the amount of \$1,500,000.
- Exhibit VI – 4n      The administration recommends that the Board approve issuance of a purchase order to Educational & Institutional Cooperative Services, Inc. for computer task chairs for TECH; Academic Enrichment and Language Studies for Adult Educational Development and the Writing Center; Business and Social Science for Computer Information Systems; and Technology, Mathematics and Physical Sciences for the Administrative Office and the Electronics, Fire Science, and Manufacturing departments, in the amount of \$53,009.20.
- Exhibit VI – 4o      The administration recommends that the Board approve issuance of a purchase order to IKON Office Solutions, for supplies and maintenance for the OCE high-speed printer, in the amount of \$29,340.
- Exhibit VI – 4p      The administration recommends that the Board approve issuance of a purchase order to Computer Associates for a software maintenance agreement, in the amount of \$20,838.25.
- Exhibit VI – 4q      The administration recommends that the Board approve issuance of a purchase order to Cognos Corporation, for a software licensing and maintenance agreement, in the amount of \$45,143.
- Exhibit VI – 4r      The administration recommends that the Board approve issuance of two purchase orders to Computing Options Company, one for standard licensing and maintenance for the Regent Integrated Application System software in the amount of \$80,025.00, and the other for expanded licensing and maintenance and custom work for the Regent Integrated Application System software in the amount of \$80,000.00.

- Exhibit VI – 4s      The administration recommends that the Board approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year, in an amount not to exceed \$80,690.12.
- Exhibit VI – 4t      The administration recommends that the Board approve issuance of a change order to purchase order 013483 to Ace Computers, originally for \$1,062,976 for personal computers and peripheral equipment, increasing the purchase order in the amount of \$106,298 for a new total of \$1,169,274.
- Exhibit VI – 4U      The administration recommends that the Board approve issuance of a purchase order to SPSS, Inc. for 25 software licenses of SPSS Data Mining software for use by Harper TECH, in the amount of \$14,492.
- Exhibit VI – 4V      The administration recommends that the Board approve issuance of a purchase order to Sun Microsystems, Inc. for 20 Sun Microsystems Workstations for the Harper TECH program, in the amount of \$12,950.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to R. J. Galla Co., Inc. for the renewal of all of the College liability insurance coverage as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$496,857 will be provided in the 2000/01 Operations and Maintenance Fund and Liability, Protection, and Settlement Fund budgets, under account numbers 0292-039-565.10, 0292-039-565.030, 0292-039-565.70, 0292-039-567.10, 1292-039-523, 1292-039-565.10, 1292-039-565.21, 1292-039-565.50, 1292-039-565.91, and 1292-039-567.10.

III. INFORMATION

Following a legal request for proposal, the current College liability insurance policies, in the amount of \$407,586, were approved by Board action June 23, 1999. The proposal allowed for renewal of coverage for two additional years, 2000/01 and 2001/02.

Below is a table that compares the new costs of the insurance coverage with the costs of the expiring policies.

COVERAGE	EXPIRING COST	NEW COST
General Liability	\$ 97,117	\$ 99,396
Excess Liability (Umbrella)	24,500	31,207
Workers Compensation	105,749	177,100
Foreign Liability	2,125	2,125
School Board Liability	30,525	30,525
Media Liability	3,920	3,920

COVERAGE	EXPIRING COST	NEW COST
Liquor Liability	\$ 450	\$ 450
Special Accident	882	882
Travel Accident	1,183	1,183
Professional Liability	54,550	57,685
Pollution Liability	1,066	1,066
Sports Accident	38,454	42,710
Treasurer's Bond	23,973	23,973
Working Cash Fund Bond	8,092	8,092
Broker Fee	15,000	15,000
<b>TOTAL</b>	<b>\$ 407,586</b>	<b>\$ 496,857</b>

The General Liability policy increase is due to a slight increase in property insurance rates. Property insurance rates have increased across the country in the past six months due to excessive catastrophic losses and generally under priced property insurance.

The expiring Excess Liability policy does not provide coverage excess for sexual misconduct liability as specified in the request for proposal. The increase in the Excess Liability is because the College is changing carriers in order to get excess coverage for sexual misconduct.

The workers compensation increase is influenced by several factors. First, CNA Insurance Company amended their state filing so they could no longer offer the 15% rate deviation that was offered on the expiring policy. The revised filing also reduced the maximum amount of scheduled credit they could offer from 50% to 40%. Additional factors influencing the cost of the renewal is a projected payroll increase and an increase in the experience modification factor based on loss experience. Our broker did shop the market for this line of coverage and found no other carrier that would offer lower rates.

The increase in the Professional Liability coverage is due to an increase in surplus line taxes and a small rate increase.

The increase in the Sports Accident coverage is due to an adverse loss experience during the past two years. This coverage was shopped and no lower premiums were offered.

Most of the coverage will be written by CNA, the current carrier of the College insurance. The Professional Liability will be written by Zurich Insurance Co. The Treasurer's Bond is written in four tiers. The first \$20,000,000 will be written by Kemper Insurance Co. at a cost of \$10,770, the next \$8,000,000 by US F&G Insurance Co. at a cost of \$6,313, and the last \$12,000,000 to Peerless Insurance Co. at a cost of \$3,860. The Excess Liability will be written by General Star Indemnity Co.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to R. J. Galla Co., Inc. for the renewal of all the College liability insurance coverage in the amount of \$496,857.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Apple Computer, Inc. for approximately 62 Macintosh computers to either replace or provide new computer equipment for the Music and Business and Professional Development Program labs, as well as for individual offices throughout the campus, as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$195,300 will be provided in the 2000/2001 Restricted Purposes Fund budget, under account number 0629-245-586.10 (the Illinois Community College Board Technology Grant) and 0695-245-585 (Technology Plan).

III. INFORMATION

Apple Computer, Inc. does not license its operating system to third party manufacturers and is the only manufacturer of Mac hardware. As a result, Apple is the sole supplier of its product. Harper College is a participant in the Apple Computer, Inc. Collegiate Partnership Program. Under this plan the College is treated as a reseller and realizes pricing which is discounted at 30 percent.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Apple Computer, Inc. for approximately 62 Macintosh computers for use in the Music and Business and Professional Development Program labs, as well as for individual offices throughout the campus, in the amount of \$195,300.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to EMC Corporation, for maintenance of hardware and software during the period of July 1, 2000 through June 30, 2001 as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$13,700 will be provided in the 2000/2001 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

This purchase order is for renewal of the maintenance agreement for EMC mass data storage devices. These storage devices house the administrative data used by the College's production Hewlett-Packard computing systems.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to EMC Corporation, for maintenance of hardware and software in the amount of \$13,700.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Hewlett-Packard Corporation for renewal of the UNIX hardware and operating system software maintenance contract for the period of July 1, 2000 through June 30, 2001 as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$59,500 will be provided in the 2000/2001 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

This purchase order is for renewal of the maintenance agreement for HP UNIX computing hardware hosts and operating system software. These systems support Instructional and Administrative systems.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard Corporation, for renewal of the UNIX hardware and operating system software maintenance contract, in the amount of \$59,500.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Lucent Technologies Octel Messaging for the service and maintenance of the voice messaging hardware and software, for the period of July 1, 2000 through June 30, 2001 as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$19,900 will be provided in the 2000/2001 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

Octel provides regular service and maintenance of the voice messaging system for hardware and software, assuring uninterrupted call processing and voice messaging for the College. Upgrades to the system software, within the current version, are provided as part of the agreement.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Lucent Technologies Octel Messaging, for service and maintenance of voice messaging hardware and software, in the amount of \$19,900.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Peters and Associates, Inc. for local area network consultant services in support of Novell and NT file servers (45) as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$57,600 will be provided in the 2000/2001 Operations and Maintenance Fund budget, under account number 0295-256-539.00.

III. INFORMATION

A significant amount of work must be done to integrate new servers within the Harper College Communication Network (HCCN). With the increased demand by the user community for network resources and consistent performance, many new servers have been and continue to be added. These servers are critical to the successful daily operation of the College.

Peters and Associates, Inc. has done considerable high-quality work for the College and is very familiar with the HCCN and the file servers supporting the end-user community. In previous years, Peters and Associates, Inc. has been awarded business due to their ability to meet time constraints, and to provide assistance with evaluation, service, and the installation of fileserver equipment.

The College has also standardized on Compaq file servers. Compaq and Compaq Business Partners continues to recommend Peters and Associates, Inc. as not only price-competitive, but also as the only entity willing to guarantee that the same consultant will be available for every engagement at the College.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Peters and Associates, Inc., for network consultant services in support of the Harper College Communication Network, in the amount of \$57,600.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to RMS, Inc. for network infrastructure consultant services in support of the Harper College Communication Network (HCCN) hubs, routers, proxy servers, cybercafe, and firewall as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$55,680 will be provided in the 2000/2001 Operations and Maintenance Fund budget, under account number 0295-256-539.00.

III. INFORMATION

A significant amount of work must be done to integrate new network equipment within the HCCN. With the increased demand by the user community for network resources and consistent performance, upgrading the existing infrastructure is an on-going challenge that requires significant on-site support, as well as contracted expertise from external consultants. This infrastructure is critical to the successful transmission and dissemination of Internet resources throughout the College.

RMS, Inc. is recommended for this award due to their overall knowledge and experience with Harper's network and their ability to meet time constraints, provide assistance with after-hours service, and provide a consistent engagement manager with the appropriate levels of expertise and experience at a rate consistent with industry averages.

The College has also standardized on Cisco file servers. Cisco continues to recommend RMS, Inc. as not only price-competitive, but also as the only entity willing to guarantee that the same consultant will be available for every engagement at the College.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to RMS, Inc., for network infrastructure consultant services in support of the Harper College Communication Network, in the amount of \$55,680.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to the College of Lake County for support of the Interactive Video Network Operations as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$26,000 will be provided in the 2000/2001 Operations and Maintenance Fund budget, under account number 0295-256-539.

III. INFORMATION

The North Suburban Higher Education Consortium (NSHEC) is a statewide consortium of higher education institutions formulated for the purpose of securing support of Interactive Video Network Operations. Harper College applied for and received, in concert with other NSHEC members, a state grant to provide funds to obtain the necessary equipment for Interactive Video Network Operations.

Harper College, as a member of NSHEC, has two (2) interactive classrooms. One is located in the Academic Resource Center and the other is at the Northeast Center. As an NSHEC member, Harper College is obligated to secure and maintain the TI line necessary to be connected to the NSHEC Network, and maintain the equipment for the two interactive classrooms. The payment for these services is managed by the College of Lake County.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to the College of Lake County for support of the Interactive Video Network Operations in the amount of \$26,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

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

II. BUDGET STATUS

Funds in the amount of \$59,636 will be provided in the 2000/2001 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

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

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Intecom Inc., for a maintenance agreement for the digital phone switch system hardware and software, in the amount of \$59,636.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Cisco Systems, Inc., for maintenance of hardware and software, and remote technical support for routing equipment during the fiscal year 2000/2001 as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$60,250 will be provided in the 2000/2001 Operations & Maintenance Fund budget, under account number 0295-256-534.00.

III. INFORMATION

The Cisco routing equipment is the primary component that supports the Harper College Communication Network (HCCN) connectivity for desktop, local area network (LAN) application, web servers, and internet access at the Northeast Center (NEC), the Northwest Suburban Employment and Training Center (NSET) and the main campus.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Cisco Systems, Inc., for maintenance of hardware and software, and remote technical support for routing equipment, in the amount of \$60,250.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Aidex Corporation for an ACES Limited Edition License for AutoCAD software to be used by Technology, Mathematics and Physical Science, Information Technology, Life Science & Human Services, Student Affairs, and Physical Plant Divisions as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$15,000 will be provided in the 2000/2001 Restricted Purposes Fund budget, under account number 0695-245-544.80.

III. INFORMATION

The ACES Limited Edition License for AutoCAD entitles the College to 75 licenses or less of each software title included in the package. The College currently has a constant need for 70 licenses, both academically and administratively. The package currently includes AutoCAD R2000, Mechanical Desktop R4.0, AutoCAD Architectural Desktop R2, AutoCAD Land Development Desktop R2, AutoCAD Map R2000, Autodesk MapGuide 4.0 (including Author, Viewer and Server), ColdFusion, Autodesk World R2.5, 3D Studio VIZ R3 and Actrix Technical. This is an annual contract.

Autodesk licenses only one vendor in each regional zone. Aidex Corporation is the assigned third party vendor for this area. As a result, Aidex Corporation is the sole approved supplier of this Autodesk software. The College is a participant in the Autodesk Collegiate Partnership Program. Under this plan, the College is

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treated as an educational partner and receives the standard educational contract discount of 33 percent.

This purchase complies with Board Policy and State Statute.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Aidex Corporation for an ACES Limited Edition License for AutoCAD software, to be used by Technology, Mathematics and Physical Sciences, Information Technology, Life Science and Human Services, Student Affairs, and Physical Plant Divisions, in the amount of \$15,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Tivoli Systems, Inc., for renewal of the software maintenance contract for the period of July 1, 2000 through June 30, 2001 as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$19,153 will be provided in the 2000/01 Education Fund budget, under account number 0195-245-539.

III. INFORMATION

The purchase of the software maintenance agreement is for the Help Desk and entitles the College to receive continued support and software updates.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Tivoli Systems, Inc., for renewal of the software maintenance contract, in the amount of \$19,153.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Dell Computer Corporation for personal computers, laser printers, laptops and peripheral equipment as requested by Information Technology to support cyclical replacement and new program requests.

II. BUDGET STATUS

Funds in the amount of \$1,500,000 will be provided as part of the Technology Plan in the 2000/2001 Restricted Purposes fund budget, in account number 0695-245-585.

III. INFORMATION

Harper College, in conjunction with its participation in The American Association of Community Colleges (AACC), plans to take advantage of the national purchasing power of the Higher Education Cooperative Purchasing Consortium. The AACC has provided representation for Community Colleges to other higher education associations, the federal government, Congress, and other national associations to promote shared goals since 1920. The Higher Education Cooperative Purchasing Consortium is a benefit afforded to members of the AACC. The Consortium is comprised of community colleges who have joined together to improve their bargaining power. It was formed in the fall of 1999 by the Foundation for California Community Colleges (FCCC) and represents three-quarters of all students enrolled in higher education in the United States. The FCCC has negotiated with and subsequently received significant discounts from Dell Computers. Further, under this agreement, Harper is able to negotiate local agreements and support which may realize additional savings.

In addition to its participation in the Consortium, Dell is able to meet the significant performance requirements that Harper College places on all of its computer equipment vendors. Dell:

- Is ISO 9002
- Builds and supports customized units with full warranty
- Performs asset tagging and tracking
- Provides need-based ordering
- Allows negotiation beyond consortium pricing (where applicable)
- Adjusts to changing prices in components
- Provides a local entity for problem resolution and installation assistance
- Encourages WEB order fulfillment
- Offers multi-year warranty contracts (Harper requires 3-year warranties)
- Provides full training for Harper Technical Support Staff

The requested computers, laser printers, laptops and peripheral equipment have been planned and approved for use in instructional and administrative functions throughout the College. The projects are in concert with the Technology Plan approved by the Board of Trustees and include new labs and lab upgrades, faculty and staff offices, and a variety of other approved projects. The agreement also provides that College faculty, staff, and students will be granted the same purchase price as the College on all products negotiated and a WEB-based mechanism to do such purchasing.

This request is for the 12-month period beginning July 1, 2000 through June 30, 2001. The College reserves the right to review and re-negotiate the agreement each year, if that is determined to be in the best interest of the College.

This purchase conforms to State Statute and Board policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order for personal computers, laser printers, laptops

and peripheral equipment to Dell Computer Corporation, in the amount of \$1,500,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Educational & Institutional Cooperative Services, Inc. for computer task chairs as requested by TECH (Technical Education and Consulting @ Harper); Academic Enrichment and Language Studies for Adult Educational Development and the Writing Center; Business and Social Science for Computer Information Systems; and Technology, Mathematics and Physical Sciences for the Administrative Office and the Electronics, Fire Science, and Manufacturing departments.

II. BUDGET STATUS

Funds in the amount of \$28,190.40 will be provided in the 2000/01 Auxiliary Enterprises Fund budget, under account number 0548-528-586; funds of \$23,476.40 will be provided in the 2000/01 Operations and Maintenance Fund budget, under account number 0292-039-586; and funds of \$1,342.40 will be provided in the 2000/01 Education Fund budget, under account number 0181-191-586.

III. INFORMATION

Steelcase Inc. has extended a special short-term discount on several of its furniture lines to Educational & Institutional Cooperative Services, Inc. This discount has not been extended to other distributors. The discount is 60% off the list price, rather than the normal 48% off list. In addition, a price increase of from 4 to 7 percent has been announced for mid-July.

This recommendation is for all of the computer task seating that will be purchased during the 2000/01 fiscal year. By taking advantage of this offer, the College is able to save \$15,902.76 at the current

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pricing. If the seating were to be ordered in July there would also be an additional 4 to 7 percent increase on the list price.

This purchase conforms to State Statute and Board policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Educational & Institutional Cooperative Services, Inc. for computer task chairs for TECH; Academic Enrichment and Language Studies for Adult Educational Development and the Writing Center; Business and Social Science for Computer Information Systems; and Technology, Mathematics and Physical Sciences for the Administrative Office and the Electronics, Fire Science, and Manufacturing departments, in the amount of \$53,009.20.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to IKON Office Solutions, for supplies and maintenance for the OCE high-speed printer for the period of July 1, 2000 through June 30, 2001 as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$29,340 will be provided in the 2000/2001 Education Fund budget, under account 0195-256-534.00.

III. INFORMATION

The OCE printer produces all reports for Business functions and Student information. This is an annual maintenance support agreement which includes supplies and maintenance for the printing system.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to IKON Office Solutions, for supplies and maintenance for the OCE high-speed printer, in the amount of \$29,340.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Computer Associates for a software maintenance agreement as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$20,838.25 will be provided in the 1999/2000 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

CA-Unicenter is operating system software that allows the Computer Operations department to manage all of the administrative UNIX servers from one central console and provides integration of security, production job scheduling and tape library management.

This maintenance agreement covers the period from June 30, 2000 through June 29, 2001. It entitles the College to receive new releases of software, software enhancements and technical support, all of which ensure that the software is up to date and consistent with technological and industry standards.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Computer Associates for a software maintenance agreement, in the amount of \$20,838.25.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Cognos Corporation for a software licensing and maintenance agreement for the period of July 1, 2000 through June 30, 2001 as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$45,143.00 will be provided in the 2000/2001 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

The Regent Integrated Application System software, which was purchased from Computing Options Company, requires the use of Cognos software tools that include a relational database and fourth generation languages. This agreement entitles the College to receive new releases of software, software enhancements and technical support, all of which insure that the software is up to date and consistent with technological and industry standards.

This purchase complies with State Statue and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Cognos Corporation, for a software licensing and maintenance agreement, in the amount of \$45,143.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of two purchase orders to Computing Options Company, one for the Regent Integrated Application System software, standard licensing and maintenance and the other for the expanded licensing and maintenance and custom work, both for the period of July 1, 2000 through June 30, 2001 as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$80,025.00 will be provided in the 2000/2001 Education Fund budget, under account number 0195-231-534.01 and funds in the amount of \$80,000.00 will be provided in the 2000/2001 Technology Plan budget, under account number 0695-245-539.00-4509.

III. INFORMATION

The standard licensing and maintenance agreement entitles the College to receive regular software releases as well as modifications for Regent Integrated Application System software to assure conformity with federal and state regulations. It also entitles the College to unlimited telephone consultation regarding product capabilities and use.

The expanded licensing and maintenance agreement includes custom programming, on-site support and training, and access to new development, including Delphi product and web interfaces to support Technology Plan initiatives and Institutional Priorities.

These purchases comply with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of two purchase orders to Computing Options Company, one for standard licensing and maintenance for the Regent Integrated Application System software in the amount of \$80,025.00, and the other for expanded licensing and maintenance and custom work for the Regent Integrated Application System software in the amount of \$80,000.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

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

II. BUDGET STATUS

Funds in the amount of \$80,690.12 are provided in the 2000/01 Education Fund budget, under account number 0121-024-546.10.

III. INFORMATION

This purchase complies with State Statute and Board Policy.

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

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

1. Whether the vendor addresses the needs of an academic library, both general and specialized.
2. The number of titles to which the vendor provides access.
3. The vendor's fees.

4. The vendor's reputation and longevity of service.
5. The quality of customer service.

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

EBSCO has been the Library periodicals subscription agent for the College for 17 years. During this time, they have provided reliable, efficient and economical service.

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

This recommendation is to issue a purchase order to EBSCO Subscription Services in the amount of \$78,188.10 for the subscriptions plus a \$2,502.02 handling charge, resulting in an amount not to exceed \$80,690.12 for the period of July 1, 2000 through June 30, 2001.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year, in an amount not to exceed \$80,690.12.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a change order to purchase order 013483 to Ace Computers for the purchase of personal computers and peripheral equipment as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$106,298 are provided in the 1999/2000 Restricted Purposes Fund budget, under account number 0695-246-585.11.

III. INFORMATION

This request is submitted for approval as a bridge between our current vendor, Ace Computers, and our proposed new vendor, Dell Computer Corporation. Harper College, in conjunction with its participation in The American Association of Community Colleges (AACC), plans to take advantage of the national purchasing power of the Higher Education Cooperative Purchasing Consortium in which Dell Computer participates. Under separate cover (Exhibit VI - 4m), the administration is recommending Board approval to participate in this consortium purchasing agreement.

Once the consortium purchasing agreement is approved by the Board of Trustees, it will take time for Information Technology to negotiate and finalize the contract with Dell Computer. The College has been advised that once the negotiations are complete and a contract is signed, there will be a minimum of 30 days before the initial shipments can begin.

During the period of time before the first shipments can be made, Client Services must acquire new equipment, de-install old equipment and install three computer labs needed to support the start of classes for the fall semester. Client Services needs this change order to bridge the gap between the Ace Computers contract and the new contract with Dell Computer Corporation. The pricing is the same as our original contract from Ace Computer.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a change order to purchase order 013483 to Ace Computers, originally for \$1,062,976 for personal computers and peripheral equipment, increasing the purchase order in the amount of \$106,298 for a new total of \$1,169,274.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to SPSS, Inc. for 25 software licenses of SPSS Data Mining software as requested by Information Technology for use by Harper TECH.

II. BUDGET STATUS

Funds in the amount of \$14,492 will be provided in the 2000/2001 Auxiliary Fund budget, under account number 0541-537-541.02.

III. INFORMATION

The TECH program is expanding its course offerings to include a certified program in SPSS programming. SPSS has offered Harper a six-month free extension on the licensing agreement. The licensing agreement will run for 18 months. The savings to Harper will be in excess of \$7,000.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to SPSS, Inc. for 25 software licenses of SPSS Data Mining software for use by Harper TECH, in the amount of \$14,492.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Sun Microsystems, Inc. for 20 Sun Microsystems Workstations as requested by Information Technology for use by Harper TECH.

II. BUDGET STATUS

Funds in the amount of \$12,950 will be provided in the 2000/2001 Auxiliary Fund budget, under account number 0548-528-585.

III. INFORMATION

The TECH program is currently expanding its course offerings to include a certified program in Sun UNIX. Sun Microsystems is offering an additional 50 percent discount for the purchase of the related equipment required to run the Sun UNIX certification classes. The savings to the College will exceed \$12,000.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Sun Microsystems, Inc. for 20 Sun Microsystems Workstations for the Harper TECH program, in the amount of \$12,950.

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

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Student Service Awards – Spring 2000.

II. REASON FOR CONSIDERATION

As per Board Policy 3.12, student service awards are presented to students for outstanding contributions in the area of student activities. The authority for giving student service awards requires approval by the Board of Trustees.

III. BACKGROUND INFORMATION

The monetary awards are payments given for students' work for the College through student activities. Harper uses this method of compensation for recommended student leaders in lieu of guaranteeing academic credit, salaries, automatic tuition grants, or other means of payment for particular student positions. This means that students must perform well in their positions in order to be eligible for consideration for these awards. The award is recommended based on performance, position, leadership, and length of service, and participation in *eXcel*, Harper's student leadership training programs. In order to encourage student leaders to complete their classes as well, the amounts of their student service awards are based on credit hours successfully completed. Each student must also meet standards established for satisfactory academic progress. Expenses for student service awards are budgeted in and shared between Student Activities and the Education Fund; \$4,981.50.00 will be paid by Student Activities (Student Service Awards Account No. 0538-858-59900-0000) and \$5,143.50 will be paid by the Educational Fund (Financial Aid Account No. 0134-125-592.4). In addition, the Harper Educational Foundation through the Steven Bakas Memorial Award Fund will also contribute \$756.00 for the Student Trustee's award. The 36 awards this semester total \$10,881.00.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the Spring, 2000 Student Service Awards in the amount of \$4,981.50 from Account No. 0538-858-59900-0000 and \$5,143.50 from Account No. 0134-125-592.4.

Spring 2000

STUDENT SERVICE AWARDS

First	Last	Org/Club	Rebate	S.S.#	Amount
Rich	Daswick	Harbinger	full		\$540.00
Jose	Lacdan	Harbinger	half		\$162.00
Honesto-Noel	Bago	Harbinger	half		\$81.00
Susan	Kazmierczak	Student Trustee	full		\$756.00
Desmond	Lane	Student Senate	half		\$189.00
Vicente	Guerra	Student Senate	half		\$189.00
Joel	Hengstler	Student Senate/Theatre	full		\$756.00
Shakara	Bush	Student Senate	half		\$283.50
Tracy	Fisher	Student Senate	half		\$270.00
John	Ziamba	Student Senate	half		\$135.00
Colleen	Flick	WHCM	full		\$756.00
Mandy	Withem	WHCM	full		\$189.00
Janice	Hollinger	Point of View	full		\$378.00
Jeff	Min	Point of View	full		\$702.00
Dharmesh	Bhagat	Program Board	full		\$243.00
Scott	Fedro	Program Board	half		\$108.00
Lauren	Mangano	Program Board	half		\$216.00
Kim	Kusch	Program Board	half		\$324.00
Shaun	Keating	Speech Team	half		\$324.00
Jenifer	Osborn	Speech Team	half		\$175.50
Sarah	Stefan	Speech Team	half		\$270.00
George	Meleith	Speech Team	half		\$378.00
Keith	Nadal	Speech Team	half		\$351.00
Michelle	Lange	Speech Team	half		\$243.00
Waleed	Ismail	Speech Team	half		\$135.00
Christinia	Hirsch	Theatre	half		\$405.00
Michael	Jauch	Theatre	half		\$405.00

June 28, 2000

Angela	Lorek	Theatre	half		\$216.00
Jessica	Manning	Theatre	half		\$162.00
Sarjoo	Patel	Indian/Pakistani Student Organization	half		\$189.00
Esmeralda	Guerrero	Latinos Unidos	half		\$81.00
Tom	Hayes	InterVarsity	half		\$324.00
Andy	Hofmann	InterVarsity	half		\$405.00
Janice	Kijanowski	Student American Institute of Floral Designers	half		\$162.00
Penelope	Skrzynski	Science Fiction Club	half		\$27.00
Katie	McManus	Harper Wellness Advisors Club	half		\$351.00

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

June 28, 2000

SUMMARY OF DISPOSAL OF PROPERTY

Exhibit VI – 7

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

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

II. BUDGET STATUS

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

III. INFORMATION

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

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

E. Items not purchased by the scrap dealer be disposed of in the most appropriate manner.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD 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: June 12, 2000**

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

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

Federal Tech Prep Education to Careers S. Griffith	Continuation of FY99 Grant Comprehensive Career Development Program	ISBE \$106,240	07/01/99 06/30/00
State Tech Prep Education to Careers S. Griffith	Continuation of FY99 Grant Comprehensive Career Development Program	ISBE \$162,694	07/01/99 06/30/00
Perkins III Workforce Development J. Hennig	Continuation of FY99 Grant Education to Careers Career & Technical Education	ISBE \$197,012	07/01/99 06/30/00
Program Improvement Workforce Development J. Hennig	Continuation of FY99 Grant Education to Careers Career & Technical Education	ISBE \$23,228	07/01/99 06/30/00
Single Parent Program Women's Program K. Hanahan	One-time grant for services provided to women who are single parents	ISBE \$10,000	07/01/99 06/30/00
Gender Equity Project Women's Program K. Hanahan	One-time grant for services for preparation for nontraditional careers	ISBE \$10,000	07/01/99 06/30/00
Student Support Services Student Development Access & Disability Services T. Thompson	Third Year of Grant* To provide services to students with disabilities *Second year continues until 09/30/99	USDE/TRIO \$194,688*	10/01/99 09/30/00
Title III Eligibility Off. Stud. Fin. Assistance M. Moten	Provision for waiver of required matching funds for federal financial aid received by the College *Eliminates \$40,000 in match requirements associated with federal financial aid programs.	USDE/Title III No funds awarded*	07/01/99 06/30/00
Excellence in Teacher Preparation TM/PS Division M. McGowen	Collaborative to strengthen teaching in Mathematics for K-12 teachers A three year project	NSF UIC \$7,200	07/01/99 06/30/00
ITP Corporate Services L. Danaher	Training for IMA Member Companies	Illinois Manufacturer's Association (IMA) \$236,136	10/22/99 09/30/00
Core Values Human Resources B. Henry	Implementation of a Leadership and Core Values Workshop Program	ICCB \$7,500	11/01/99 06/30/00

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS-ENDS</b>
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Special Initiatives	To support innovative programs	ICCB	11/01/99
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Workforce Development S.Griffith/J.Hennig	increasing IT student certification rates of completion	\$40,500	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

FY 1999 – 2000                      Reported as of June 12, 2000                      **\$2,678,078**

## 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  
May 2000**

Description	#Gifts	Cash	Pledge Payments	Total
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(E)Glenda F. Nuccio Memorial Scholarship	4	\$1,025.00	\$3.00	\$1,028.00
(E)Carol Zack Memorial Fine Arts Scholarship	2	\$0.00	\$1.00	\$1.00
(E)Harold Cunningham Memorial Scholarship	4	\$1,005.00	\$0.00	\$1,005.00
(E)Midge C. Smith Memorial Endowment	4	\$0.00	\$23.00	\$23.00
(E)Roy G. Kearns Memorial Endowment	12	\$0.00	\$22.00	\$22.00
(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	2	\$0.00	\$14.00	\$14.00
(E)Dr. Charles Shaner Memorial Scholarship	3	\$100.00	\$6.00	\$106.00
(E)Diane Tomcheff Callin Endowed Memorial	2	\$0.00	\$20.00	\$20.00
(E)Glenn Reich Computer Science Scholarship	1	\$25.00	\$0.00	\$25.00
(E)Nils Andrew Johnson Memorial Scholarship	12	\$1,680.00	\$240.00	\$1,920.00
(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)James J. McGrath Humanities Endowment	1	\$50.00	\$0.00	\$50.00
(E)Harper Employee Transfer Endowment Scholarship	1	\$5.00	\$0.00	\$5.00
(E)Business/Social Science Staff Endowment	9	\$25.00	\$16.00	\$41.00
(E)Architectural Technology Endowed Scholarship	3	\$5.00	\$10.00	\$15.00
(E)GED Graduate Scholarship Endowment	10	\$0.00	\$54.00	\$54.00
(E)Education to Careers Endowment	2	\$0.00	\$20.00	\$20.00
(E)Criminal Justice Scholarship	2	\$0.00	\$10.00	\$10.00
(E)Otter Chemistry Endowment	3	\$100.00	\$20.00	\$120.00
(E)Harper Cardiac Rehab Endowment Fund	1	\$10.00	\$0.00	\$10.00
(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	2	\$0.00	\$4.00	\$4.00
Gene and Hildegard Evans Memorial Scholarship	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	21	\$1,263.00	\$0.00	\$1,263.00
Kathleen N. Graber Scholarship	6	\$510.00	\$3.00	\$513.00
Displaced Homemakers Scholarship	6	\$0.00	\$14.00	\$14.00
Minority Access to Higher Education Grant	1	\$50.00	\$0.00	\$50.00
GED Graduate Scholarship	17	\$240.63	\$52.00	\$292.63
Doriann E. Thompson Scholarship for Women	2	\$0.00	\$0.00	\$0.00
Heidenhain Corporation Scholarship	2	\$0.00	\$4.00	\$4.00
International Studies Abroad Scholarship	1	\$50.00	\$0.00	\$50.00
Latinos Unidos Student Organization Scholarship	6	\$0.00	\$95.00	\$95.00
Harper 512 IEA-NEA Association Scholarship	6	\$10.00	\$4.00	\$14.00
Early Childhood Education Scholarship	1	\$5.00	\$0.00	\$5.00
Jean Chapman International Program Scholarship	8	\$40.00	\$14.00	\$54.00
Schaumburg Area AAUW Scholarship for Women	2	\$0.00	\$10.00	\$10.00
Joan R. Young Scholarship	14	\$45.00	\$32.70	\$77.70
General Scholarship Fund	5	\$5.00	\$60.00	\$65.00
Meteorite and Planetary Studies	4	\$0.00	\$34.00	\$34.00

**Harper College Educational Foundation**  
**Gift Summary by Fund**  
**May 2000**

Description	#Gifts	Cash	Pledge Payments	Total
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Women's History Week	6	\$2,100.00	\$12.00	\$2,112.00
Wellness Program	6	\$0.00	\$5.00	\$5.00
Music Academy	4	\$0.00	\$22.00	\$22.00
Women's Program	3	\$25.00	\$2.00	\$27.00
Corporate Services Fund	1	\$50.00	\$0.00	\$50.00
Public Safety Program	9	\$20.00	\$13.00	\$33.00
English as a Second Language	1	\$10,000.00	\$0.00	\$10,000.00
Excellence in Teaching and Learning	2	\$0.00	\$40.00	\$40.00
Child Care Fund	2	\$0.00	\$6.00	\$6.00
Young Artists' Competition	2	\$0.00	\$4.00	\$4.00
New Technologies	9	\$8,000.00	\$30.00	\$8,030.00
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	16	\$3,070.00	\$140.92	\$3,210.92
Instructional Conference Center	2	\$75.00	\$0.00	\$75.00
General Unrestricted Fund	70	\$1,119.00	\$381.00	\$1,500.00
Harper Annual Golf Outing	26	\$28,325.00	\$56.92	\$28,381.92
Annual Gala	5	\$0.00	\$222.54	\$222.54
Major Gifts Campaign	3	\$0.00	\$469.24	\$469.24
	395	\$59,037.63	\$2,421.02	\$61,458.65

**Harper College Educational Foundation**  
**Gift In Kind Report**  
**May 2000**

Date	Constituent Name	Fund	Gift Value	Reference
5/22/00	Paddock Publications, The Daily Herald	Harper Annual Golf Outing	\$2,138.00	Probono 1/4 Page Ad
5/22/00	American Airlines	Harper Annual Golf Outing	\$6,400.00	4 Coach Airline Reserv-Europe
5/25/00	Auditorium Theatre Council	Harper Annual Golf Outing	\$40.00	Golf 2000 Auction
5/25/00	Joyce R. Jeffries	Harper Annual Golf Outing	\$197.44	Tradition of Excellence 2000
5/25/00	PMA Financial Network, Inc.	Harper Annual Golf Outing	\$75.00	Golf Open 2000
5/30/00	Apple Tree Theatre	Harper Annual Golf Outing	\$57.00	2 tickets to any performance
5/31/00	Schaumburg Prairie Center for the Arts	Harper Annual Golf Outing	\$25.00	Gift Certificate
			\$8,932.44	

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to establish the 2000-01 Budget Hearing date.

II. REASON FOR CONSIDERATION

In accordance with the Illinois Community College Act, a Budget Hearing must be held annually.

III. BACKGROUND INFORMATION

Each year a Budget Hearing date is established that allows for at least thirty days of inspection of the annual Harper College legal budget. At the end of this thirty-day period, a Budget Hearing is held and the budget is reviewed.

The attached resolution provides for the annual Budget Hearing and the required public notice.

IV. RECOMMENDATION

The administration recommends that the attached resolution providing for the annual Budget Hearing and the required public notice be adopted.

## RESOLUTION

BE IT RESOLVED: That the fiscal year for Community College District 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, be and hereby is established as commencing on July 1, 2000 and ending on June 30, 2001.

BE IT FURTHER RESOLVED: That the public hearing on the tentative budget for the fiscal year beginning July 1, 2000 and ending on June 30, 2001 be set for 7:00 p.m. on August 31, 2000, in the Board Room of said College at 1200 W. Algonquin Road, Palatine, Illinois, and that proper notice of said hearing and of the availability of the budget for public inspection be given by the Secretary of this Board of Trustees by publishing notice thereof at least thirty days prior to August 31, 2000 in the Arlington Heights Herald, Barrington Herald, Buffalo Grove Herald, Des Plaines Herald, Elk Grove Herald, Hanover Park Herald, Hoffman Estates Herald, Mount Prospect Herald, Palatine Herald, Rolling Meadows Herald, Schaumburg Herald, Streamwood Herald, Wheeling Herald, and the Daily Courier News, being newspapers published in this College District, which notice shall be in substantially the following form:

## PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, that commencing at 9 a.m. on June 29, 2000 a tentative budget for said College district for the fiscal year beginning July 1, 2000, and ending June 30, 2001, will be on file and conveniently available to public inspection at the Business Office of said College district at 1200 W. Algonquin Road, Palatine, Illinois, during usual and customary business hours.

PUBLIC NOTICE IS FURTHER HEREBY GIVEN that a public hearing will be held on said budget at 7:00 p.m. on the 31st day of August 2000, in the Board Room of said College at 1200 W. Algonquin Road, Palatine, Illinois.

DATED at Palatine, Illinois this 28th day of June, 2000.

Board of Trustees of Community  
College District No. 512  
Counties of Cook, Kane, Lake &  
McHenry, State of Illinois

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Secretary

WILLIAM RAINEY HARPER COLLEGE  
BOARD ACTION

I. SUBJECT

Preliminary Budget FY 2000-2001

II. REASON FOR CONSIDERATION

State law requires that the College submit a preliminary budget to the Board for review. The final budget will be presented to the Board in August, which will allow for a minimum of 30 days of public review.

III. BACKGROUND INFORMATION

Each year the College prepares an annual budget of all College funds for presentation to the Board.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees accept the preliminary budget as presented and authorize the administration to begin capital spending from the budget as presented.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

The Resource Allocation and Management Plan for Community Colleges (RAMP) document.

II. REASON FOR CONSIDERATION

The planning document is required each year by the Illinois Community College Board and the Illinois Board of Higher Education and is the basis for requests to the legislature for capital funding. It contains the official request for Harper's capital funding.

III. BACKGROUND INFORMATION

The RAMP document has become more comprehensive. The rationale is that the ICCB would like to see fewer projects that are more thoroughly planned, therefore producing a better quality project. Legat Architects have been identified as producing a quality RAMP submission for other community colleges. The College has retained Legat Architects to assist College staff in producing the RAMP document for submission. The College has identified the renovation of Buildings G and H as priority one, a new Science Center as priority two and a new Health Career Center as priority three.

In addition, the Board of Trustees must make a commitment the local dollars are available to match the state monies.

Under the tax cap laws, the College has available the required debt extension service base to enable the College to sell bonds to fund its portion of the match.

IV. RECOMMENDATION

The administration recommends the approval of the capital request section of the RAMP document for submission to the Illinois Community College Board. The administration also recommends that the Board pledge the available bonding authority to provide for the College match if any or all of these projects are funded.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Prevailing Wage Act

II. REASON FOR CONSIDERATION

By law, Harper College has an obligation to ascertain, publish, keep available for inspection and mail to employers requesting same, its determination of the prevailing wage in the locality and to file annually a certified copy thereof with both the Secretary of State and the Department of Labor of the State of Illinois.

III. BACKGROUND INFORMATION

The Illinois Revised Statutes Chapter 348, Section 39S-1-12, known as the Prevailing Wage Act, requires that any public body awarding any contract for public work or doing the work by contracted day labor shall ascertain the general prevailing hourly rate of wages for employees engaged in such work. "Public body" has been defined to include public educational institutions.

IV. RECOMMENDATION

The administration recommends that the Board adopt the Prevailing Wage Act resolution and authorize the Secretary of the Board to file a certified copy thereof with both the Secretary of State and the Department of Labor of the State of Illinois.

## **RESOLUTION AUTHORIZING ADOPTION OF PREVAILING WAGE ACT**

WHEREAS, the State of Illinois has enacted An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works, approved June 26, 1941, as amended, being Section 39S-1-12, Chapter 348, Illinois Revised Statutes, 1973; and

WHEREAS, the aforesaid Act required that the Board of Trustees of William Rainey Harper College investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said William Rainey Harper College employed in performing construction of public works, for said William Rainey Harper College;

NOW THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD OF TRUSTEES OF WILLIAM RAINEY HARPER COLLEGE;

Section 1: To the extent and as required by An Act regulating wages of laborers, mechanics and other workers employed in any public works by State, county, city or any public body or any political subdivision or by anyone under contract for public works, approved, June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of William Rainey Harper College is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook, Kane, Lake and McHenry Counties area as determined by the Department of Labor of the State of Illinois as of June of each year, a copy of each annual determination incorporated herein by reference. The definition of any terms appearing in this Resolution which are also used in aforesaid Act shall be the same as in said Act.

Section 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the William Rainey Harper College to the extent required by the aforesaid Act.

Section 3: The Secretary of the Board of Trustees shall publicly post or keep available for inspection by any interested party in the main office of William Rainey Harper College this determination of such prevailing rate of wage.

Section 4: The Secretary of the Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and address, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

Section 5: The Secretary of the Board of Trustees shall promptly file a certified copy of this Resolution with both the Secretary of State and the Department of Labor of the State of Illinois.

Section 6: The Secretary of the Board of Trustees shall cause to be published in a newspaper of general circulation within the area a Notice, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED THIS 28th DAY OF JUNE, 2000:

APPROVED:

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Richard C. Kolze  
Chairman  
Board of Trustees

(SEAL)

ATTEST:

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Judith A. Hess  
Secretary  
Board of Trustees

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 Authorizing Adoption of the Prevailing Wage Act which was adopted by the Board of Trustees on the 28th day of June, 2000.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 28th day of June, 2000.

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Secretary, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE  
BOARD ACTION

I. SUBJECT

Educational Service Providers and Rental Facilities

II. REASON FOR CONSIDERATION

The Community College Act, Section 805/3-40 stipulates that the Board may enter into contracts with any person, organization, association, educational institution, or governmental agency for providing or securing educational services.

III. BACKGROUND INFORMATION

The College has a growing number of educational service providers it is using to deliver educational programs in both credit and continuing education programs. The attached list represents the Educational Service Providers we anticipate will provide service in Fiscal Year 2000-01.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board approve the attached list of educational service providers for Fiscal Year 2000-01.

Educational Service Providers and Rental Facilities

<b>Organization</b>	<b>Training Curriculum</b>
Systems Inc	A+/PC Support Technician Networking + Training Novell NetWare Training Linux Training
Prentice Hall	Unix Training Cisco Router Training Lotus Training Domino Training
Amazon.com	Unix Training A+/PC Support Technician Cisco Router Training Lotus Training
Comptia	PC Support Technician/Networking + Training Curriculum and Licensing
Microsoft	Microsoft NT Certified Training Microsoft Visual Basic Training/Solution Developer Microsoft 2000 Certified Training
Oracle	Oracle Database Administration Oracle Solution Developer
Sun Microsystems	Solaris Unix Training Java Training
Prosoft	Certified Internet Webmaster Training
Lotus	Lotus Training Domino Training
SAP	SAP Training
SPSS	SPSS Training
Alias Wavefront	Animation Art Training

Arlington Academy  
Cosmetology Career Center

Cosmetology Program Offered through Continuing  
Education

Northwest Community  
Healthcare

Emergency Medical Technician

Catapult

Software Training Materials

Elk Grove High School

Rental Facilities

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Increase in salaries and fringe benefit expenses for the Classified and Supervisory/Confidential employees for 2000/2001.

II. REASON FOR CONSIDERATION

Approval of funds for the increase in salary and fringe benefit expenses is required by the Board of Trustees.

III. BACKGROUND INFORMATION

Suggestions have been received from Classified and Supervisory/Confidential employees requesting changes in the salary and fringe benefit program.

As a result of these suggestions and studies conducted by the Administration, the recommended changes include up to a 4.4% salary increase; stipends for those employees at the top of the salary range who are in good standing; salary range movement of 3.2%; parity increases to the midpoint of the salary range for employees in good standing who have been in their salary range for at least five years; and a \$25 increase in professional development benefits.

The increase costs for salary adjustments and fringe benefit expenses is \$520,395.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the sum of \$520,395 to implement the increase in salaries and fringe benefit expenses for the Classified and Supervisory/Confidential employees effective July 1, 2000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Administrative Employment Contracts

II. REASON FOR CONSIDERATION

Approval by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute the Administrative Employment Contracts.

III. BACKGROUND INFORMATION

Several meetings were held between the administration and representatives of the administrators to review and discuss changes in the Administrative Employment Contracts.

Recommended changes include up to a 4.4% salary increase; salary range movement of 3.0%; a \$200 increase in professional/travel/tuition expense; and an increase in term life, accidental death and dismemberment insurance coverage to three times annual salary.

The increased costs for salary adjustments and changes in the fringe benefit program are \$247,886.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the sum of \$247,886 for adjustments in salaries and fringe benefits, and the administration further recommends that the Board Chairman and Secretary be authorized to execute the Administrative Employment Contracts on behalf of the Board of Trustees for the 2000-2001 fiscal year.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

SUBJECT

Resolution to approve the Strategic Long Range Plan: 2000 – 2003.

REASON FOR CONSIDERATION

In accordance with current Board Policy, Chapter 7, Section 7.18, approval by the Board of Trustees is required of the Strategic Long Range Plan.

BACKGROUND INFORMATION

The Administration and Institutional Planning Committee (IPC) prepared a comprehensive three-year Strategic Long Range Plan. The Plan has been reviewed by interested College employees. The revised philosophy, mission and vision statements and new institutional priorities for 2000 – 2001 have been approved by the Assembly Committee of shared governance. Once approved by the Board of Trustees, the Strategic Long Range Plan will be forwarded to the IPC whose responsibility will be to maintain the Plan's viability through continuous updating.

RECOMMENDATION

The Administration recommends that the Board of Trustees approve the Strategic Long Range Plan: 2000 –2003.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and Condell Health Network.

II. REASON FOR CONSIDERATION

A Cooperative Agreement is required between Harper College and affiliating agencies to provide for the clinical education of students in health career programs.

III. BACKGROUND INFORMATION

The facilities and education opportunities available at Condell Health Network are consistent with the clinical objectives of the Harper College Cardiac Technology Program .

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and Condell Health Network.