

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting

September 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 – August 31, 2000 Regular Board meeting and executive session, and August 16, 2000 Special Board meeting Exhibit VI-1
2. Bills Payable, Payroll for August 25, 2000, and September 8, 2000; Estimated payrolls for September 9, 2000 through November 3, 2000. Exhibit VI-2
3. Bid Awards Exhibit VI-3
4. Purchase Orders Exhibit VI-4
5. Personnel Action Sheets Exhibit VI-5

For Information

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

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

- VII. New Business

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| A. RECOMMENDATION: | Resolution Designating Person to Prepare Tentative Budget for 2001-2002 | Exhibit VII-A |
| B. RECOMMENDATION: | College Depositories | Exhibit VII-B |
| C. RECOMMENDATION: | Cooperative Agreement between William Rainey Harper College and Holy Family Medical Center | Exhibit VII-C |
| D. RECOMMENDATION: | Set Date for Board Canvass of Election | Exhibit VII-D |
| E. RECOMMENDATION: | Traffic Signalization and Maintenance Cost Sharing Agreement | Exhibit VII-E |
| F. RECOMMENDATION: | Life Safety Project | Exhibit VII-F |

VIII. President's Report

IX. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

On-Campus Events

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| October 8 | 3:00 p.m. – Concert – Vision Saxophone Quartet – Business and Social Science Center, Theatre, J143 |
| October 17 | 7:30 p.,m. – Shaw Chicago Theatre Company – <i>Mrs. Warren's Profession</i> - Business and Social Science Center, Theatre, J143 |
| October 22 | 3:00 p.m. – Orchestra Concert - Business and Social Science Center, Theatre, J143 |
| October 24 | 7:30 p.m. – Lecture – "Surfing Tomorrow with..." Lance Olsen, Author – Business and Social Science Center, Theatre, J143 |
| October 27 | 7:00 p.m. – Dave Rudolf Spook-tacular - Business and Social Science Center, Theatre, J143 |
| *October 26 | 7:00 p.m. – Regular Board Meeting – Room A242 |
| November 9, 10,
11, 16, 17, 18 | 8:00 p.m. – Theatre – A Moon for the Misbegotten – Liberal Arts Center, L109 |
| November 12, 19 | 2:00 p.m. – Theatre – A Moon for the Misbegotten – Liberal Arts Center, L109 |
| *November 21 | 7:00 p.m. – Regular Board Meeting – Room A242 |
| November 23, 24,
25, 26 | Thanksgiving Holiday – classes not in session |

Off-Campus Events

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| November 19 | 7:30 p.m. – Harper/Palatine Concert Band – Cutting Hall, Palatine |
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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 Special Board Meeting of Wednesday, August 16, 2000

CALL TO ORDER: The Special meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Kolze on Wednesday, August 16, 2000 at 7:03 p.m. in the Student and Administration Center (Room A-242), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton (7:07 p.m. arrival), Gillette, Howard, Kolze and Shure; Student Member Fisher
Absent: Members Botterman and Hess

Also present: Robert Breuder, President; Ed Dolan, V.P. Institutional Advancement; Joan Kindle, V.P. Student Affairs; Bonnie Henry, V.P. Human Resources and Internal Affairs; Tom Choice, V.P. Academic Affairs; David McShane, V.P. Information Technology; Colleen Murphy, V.P. Marketing; Linda Kolbusz, Special Assistant to the President; Leon Aussissian; Carol Blotteaux; Dave Dluger; Julie Fleenor; Robert Getz; Bill Howard; Liz McKay; Maria Moten; Sheila Quirk and Phil Robert.

Guests: Diane Cedergreen, Bill Odell, Monte Wilson, The HOK, Inc.; Alan Bombick, Michael Lundeen, Legat Architects; John Hipsky, New Generations; Rob Brumbaugh, Wayne Gilbert, John O'Halloran, Helen Shumate, CRT; Bob Ewy, District 15; Dan Burns, Unicom-ARC; Laurie Stone, Greater O'Hare Association; Jamie Sotonoff, Daily Herald; Tim Pareti, Chicago Tribune; George Flaherty, Helen and William Huley, Northwest Tax Watch; Adelle Gillette, wife of Trustee; Paul Cook and Joan Cook.

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

CITIZEN PARTICIPATION

There was no citizen participation.

NEW BUSINESS:

Memorandum of Understanding between The Workforce Board of Northern Cook County

Member Gillette moved, Member Howard seconded, acceptance of the Memorandum of Understanding between The Workforce Board of Northern Cook County and William Rainey Harper College, as outlined in Exhibit IV-A (attached

and Harper College

to the minutes in the Board of Trustees' Official Book of Minutes).

It was noted that the Memorandum of Understanding has been reviewed by legal counsel. Vice President Kindle explained that Harper College is required by law to be a partner of Workforce Investment Act. By August 1, all partners of the Workforce Investment Act were required to strike a Memorandum of Understanding, which is a declaration that the College will continue to work in partnership with the Illinois Department of Unemployment, the Workforce Development Council and the Department of Employment Security in Arlington Heights. The College will continue to work with them as it has in the past.

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

Nays: None

Motion carried. Student Member Fisher voted aye.

PRESIDENT'S REPORT

Chair Kolze noted that the College has actively sought input from a wide variety of volunteers since the referendum approximately 18 months ago. The purpose is to identify what Harper citizens want and need in potential programs, facilities and services for the future. Chair Kolze thanked the Educational Foundation for commissioning one of the surveys that has been conducted, giving helpful feedback to the College. Harper invited 400 citizens to attend Discovery Sessions. Approximately 100 people attended two sessions in June and July where very productive discussions took place regarding Harper's needs. The College provided information that was needed to study the issues concerned. The group worked diligently to provide a list of priorities for the College. A Community Response Team (CRT) was then formed, with volunteers from the community, to provide recommendations for each of the priorities.

Co-chairs of the CRT are Rob Brumbaugh, Laurie Stone and David Hill. On behalf of the Board, Chair Kolze thanked everyone who worked diligently for this cause. He noted that while the CRT was meeting, the College was working on a Campus Master Plan and incorporating the recommendations of the CRT into the Plan. Dr. Breuder introduced Rob Brumbaugh, Laurie Stone, Robert Ewy, John O'Halloran and Helen Shumate who would be presenting their recommendations to the Board.

Presentation:
Community
Engagement

Laurie Stone, President of Greater O'Hare Association of Industry and Commerce, explained the process used to develop the set of recommendations being presented. During the larger group Discovery Sessions in June and July, the following eight priorities for Harper College were identified:

1. Mission
2. Facilities (new)
3. Facilities (existing)
4. Health, safety and ADA issues
5. Programs to meet needs of students and community
6. Technology
7. Communication
8. Funding

During the Discovery Sessions, volunteers were requested and nominations took place to form a Community Response Team (CRT). Those chosen represented a cross section of community leaders, business leaders and educators. The CRT took the eight priorities and reviewed them in greater depth to develop a set of recommendations. In this process, the CRT spent time identifying and reviewing all pertinent information. She complimented Harper staff who worked diligently to provide them with all of the necessary information. Two sessions were spent discussing the information and developing a good set of recommendations to present to the Board. Ms. Stone noted that many of the CRT members are in attendance at tonight's meeting.

Ms. Stone explained that there was not 100 percent consensus on every recommendation; however, each member of the CRT was heard, and discussions were very educational for each participant.

Recommendations - General

It is important for Harper to:

- continue to adapt to the changing student base and the marketplace;
- identify Science, Technology and Healthcare as top priorities;
- strive to interface with the business community to make sure that their changing needs are addressed at the College;
- continue to work in concert with other institutions to avoid duplication of effort;

- improve and enhance communication with students, taxpayers and the business community (i.e. alliances and joint programs with businesses);
- examine its current mission to reflect the changing needs of the community in Harper's district;
- place more emphasis on developing linkages and strong engagement in the community;
- have a vision statement that clearly emphasizes partnership, the response to future needs and the effective delivery of services;
- include in the Strategic Long Range Plan a Community Impact Statement that matches the external assessment of community needs with College outcomes.

Ms. Stone introduced Robert Ewy from School District 15, who would be discussing the recommendations for the priorities of Facilities-Existing and Facilities-New.

Mr. Ewy noted that after analyzing an extensive amount of information, it became clear to the CRT that renovation of existing buildings will provide only part of the solution. New construction will be necessary if retrofitting existing buildings is inefficient. Mr. Ewy discussed the following recommendations.

Facilities - New

- Construct a new Science Center, Health Careers Building and Technology Center.
- Reconfigure existing out-of-date facilities for more conventional classroom needs.
- Prepare enrollment status and projection reports that are reviewed by a Community Advisory Group. These reports would document the main causes of enrollment changes and indicate comparisons to labor market demands.
- Include funding provisions for any and all facility expansions for ongoing facilities, operation and maintenance cost. This must be supported by a five-year post-referendum operating plan and should identify related operating revenues and costs with assumptions clearly documented.

Facilities - Existing

- Carefully consider viability and long-term impact of renovating current facilities. Make sure renovations are cost-justified and future use provides for maximum flexibility as utilization needs change.

- Conduct a comprehensive audit of all facilities, including full ADA compliance requirements. Develop an infrastructure for upgrade initiative.
- Provide a comprehensive facility Campus Master Plan to use as a guide over the next 20 years.

Mr. Ewy introduced Harper alumni John O'Halloran of ComEd. Mr. O'Halloran described the following recommendations:

Health, Safety and ADA

- Proactively focus now on ongoing health and safety of students and faculty.
- Institute a health and safety comprehensive plan.
- Develop health and safety standards and measurements.

It was recognized that significant renovations would trigger ADA requirements, and new construction would have to reflect compliance with ADA regulations.

Programs to Meet Future Needs

- Recognize and meet the needs of an expanding and diverse population.
- Regularly analyze community needs.
- Develop a system to insure Harper is meeting those needs.

Technology

- Think 2010 to prepare for emerging technologies of the future.
- Develop 21st century Technology Plan and an upgraded Information Systems Management Plan.
- Be flexible to keep Harper at the forefront.

Mr. O'Halloran introduced Rob Brumbaugh to describe recommendations for funding and communication.

Funding

Mr. Brumbaugh explained that the funding issue brought much controversy, discussion and very good, solid ideas.

- Evaluate both renovation and new construction options very carefully.
- Continue to investigate innovative funding options to minimize the burden on taxpayers.
- When planning for a referendum, include an evaluation and funding component for the ongoing operational costs

of any new construction, together with a reasonable post-referendum operating plan.

- Promote stronger community involvement.
- Seek input and enhance communication to insure that the community understands the specific needs of the College.
- Address community response to previous referendum by prioritizing the College needs.
- Recognize and rectify mistakes made last time.
- Reduce the size of the referendum request, so that it will be less than the last one.

Communication

Effective communication will generate support from the community; ineffective communication will undermine the College's future.

- Expand community involvement.
- Consider co-sponsorship of educational programs and facilities by institutions, businesses, corporations and organizations.
- Form four advisory groups for long-range communication and marketing plan (Corporate Advisory Board, Community Communications Group, Resource Development Group and Program Responsiveness Council).
- Form a group of representatives from district taxing bodies to stimulate open communication and avoid duplication of efforts.

Mr. Brumbaugh noted that with 400, 100 or 20 people, it is difficult to have 100 percent agreement on all issues. He does feel that there was a great deal of consensus on many of the key issues in the recommendations.

Mr. Brumbaugh asked members of the CRT to stand. He introduced Laurie Stone, Robert Ewy, Wayne Gilbert, John Hipsky, Bill Huley and John O'Halloran. Other CRT members not present included David Hill, Madeline Franklin, Marilyn Genther, Nancy Heggem, Roy Klein, Arlene Mulder, Toni Olague, Karen Selman, Gordon Threlfall, Julie Threlfall and Paul Wickland. These people devoted a great deal of energy and effort into the process, and it is very much appreciated.

Chair Kolze asked Board members to comment on the presentation. Member Barton felt they did an outstanding job of identifying areas on which to concentrate. The

College needs to communicate more effectively with the people in our constituency. She applauds all those involved with this awesome task.

Member Shure noted he was impressed with the huge amount of effort that went into the study and was impressed with the development and utilization of so much community talent.

Member Howard commended those who spent a lot of time and put a lot of thought into developing these recommendations. She is pleased with the recommendations for the four different advisory groups because it will enable the College to hear directly from the public in an organized way. She is glad to see the CRT agrees with the need for Science, Technology and Health Careers facilities. It confirms the Board's feelings from the last referendum that these are very important.

Member Gillette noted that at a recent seminar, the speaker emphasized the fact that no matter how good an organization is, there is always more knowledge on a subject outside the organization than there is inside. There are simply more people outside of an organization than inside. The Discovery Process and the use of a Community Response Team are perfect examples that community involvement produces greater input. He thanked everyone for their hard work.

Chair Kolze noted that he saw the list of the materials reviewed in the Discovery Sessions and by the CRT. It was a voluminous job. The Board appreciates the fresh look and the strong effort these volunteers gave. He thanked them for the recommendations.

Dr. Breuder expressed his gratitude to everyone who worked so diligently on behalf of Harper to communicate with the extended community. He noted there are approximately 23 elements of the Harper community consisting of roughly 600,000 people. It would be difficult to touch base with all of them; however, everyone involved did an incredible job accessing as many as humanly possible through this process. There are many recommendations which hold great value for this institution. He noted that it is his responsibility to respond to these recommendations within the next seven days. A comprehensive action plan will be developed to look at each of the recommendations made. They will summarize what the College has done, what it is

doing and will do to demonstrate to the Board, and to the community at large, that this report is very meaningful. It will help direct the decisions of Harper College.

He called attention to the recommendation of "revise existing vision statement to emphasize partnerships in responding to community needs." This is very important and was recognized by President's Council earlier. President's Council consists of senior staff directly reporting to the President. Dr. Breuder read a Vision Statement crafted two months earlier, prior to the advent of the report presented tonight, to show the congruence of ideas between the community and the College: "Premier educational partner in Northern Illinois transforming lives through market-driven programs with an emphasis on personalized service." He highlighted three very important pieces: partnership, transforming lives through market-driven programs (listening and responding to community needs), emphasis on personalized service (making Harper distinctive).

Member Barton noted that her biggest frustration is that a great majority of the people in the district do not understand the value that is here in Harper. It seems to be a well-kept secret.

Presentation:
Campus Master Plan

Dr. Breuder noted that several months back, the Board authorized the hiring of HOK, Inc. and Legat Architects to help craft the first comprehensive Campus Master Plan (CMP) for this institution. In its 32 to 35-year history, the College has engaged in facility planning but never in a totally comprehensive fashion such as this. Several years ago, under the leadership of Liz McKay, a large group of Harper employees took a look at the physical plant, identified strengths and weaknesses and prioritized needs. The list of areas that required immediate attention extended beyond 2000 and had a cost factor of \$200M. That document and other studies were reviewed by HOK and Legat Architects so they could lead us in a process to craft a comprehensive view of future development of the physical plant of Harper College. The CMP will lay forth a road map of a strategic plan for the College to follow. It was noted that the Plan is flexible and will require periodic attention because of the dynamic environment of higher education. He noted that the CMP distributed to Board members is in draft form for their review. After careful review and consideration, the Board will be asked to approve the CMP at the August 31 Regular Board meeting.

Dr. Breuder introduced Bill Odell, ASLA, and Monte Wilson, ASLA, from HOK, Inc. in St. Louis and Alan Bombick, AIA, and Michael Lundeen, AIA, from Legat Architects.

Mr. Bombick gave a brief history and overview of the Harper College district. He compared the surrounding community of 35 years ago (farms, rural homes, two-lane roads) and the college dynamics (two computers filled an entire room, large lecture sections had 30-40 desks) to today. Physical change and changes in college education have been dramatic. We are in the middle of a technological explosion; there are no less than 60 computer labs on campus on top of the full complement of classrooms and labs that have been stretched to the maximum over the last several years. Accreditation has changed. A larger number of instructors per student is the trend; it is not governed by Harper College, but by various accreditation groups.

Within this framework of change and growth, the Campus Master Plan provides a road map to the future. It is a means to navigate and be prepared for change, meet it head-on, encourage and foster change. It is also a tool to help best utilize the resources of the community today without compromising future opportunities. The Campus Master Plan is not a hard and fast formula and will not happen in a few years. It will evolve and change with Harper's programs and needs, defining Harper's physical environment for the next 35 years. The project team has led an effort involving over 200 people to explore and deliver this vision for the future.

He described the background of each project team member. Bill Odell, partner of HOK, Inc., has experience on dozens of college campuses in the planning of the quality of environment as well as science and technology facilities. Monte Wilson, Planner for HOK, focuses on campus planning with colleges. David Amalong, Planner, has experience with dozens of campuses. Michael Lundeen and Alan Bombick, Architects for Legat Architects, have both had many years' experience at Harper College and with other colleges. Mr. Bombick described the following goals.

Goals of Campus Master Plan

- Support learning efforts of the College
- Meet the community needs
- Identify logical sites for future buildings
- Display fiscal responsibility about the plan and the way it proposes to deal with the facilities and project out into the future

- Foster a sense of ownership and pride in the College
- Create a sound phasing and implementation strategy
- Provide collegiate environment for the commuter student
- Promote a consistent image for the Harper College system
- Create a strong curb appeal to the College that will foster interest on the part of the community and potential students

With regard to technology and the need to update facilities, Mr. Bombick noted that, should renovation be considered, there is nowhere to put people on a temporary basis. Consideration must be made in the CMP for a place for programs to go while their space is renovated.

Key Considerations and Key Findings

- Land use - road construction indicates the density of population and use in the area. Harper's land is a very valuable resource, and it will become increasingly more valuable as all of the parcels around this area are developed and the population density increases.
- Entry image - there is a need or desire for some type of icon to identify Harper College in the mass of other educational venues presented to people. For the first-time visitor, as well as the frequent user, pedestrian routes through the parking lots need to be enhanced to present the type of image that Harper College would like to portray given the quality that is offered inside the facilities.

Key Issues and Considerations

- Reinforce the existing organization of the campus.
- Identify focal points that either exist or should exist in future development to help guide students to their destinations and help make the campus a more manageable and enjoyable place.
- Enhance entry image and curb appeal.
- Develop a core on the east side of campus where Science, Emerging Technology and Health Careers will be the focus.
- Reinforce the Conference Center and Performing Arts Center at the west side to draw the public and the community into the campus.
- Create a heart for the campus, with Student Services and Campus Life in the center of campus.
- Reach out to the growing number of public and private organizations that wish to enter into partnerships with

- Harper College and conveniently locate those services along the north edge of the lake.
- Maintain and develop appropriate open space for athletics and recreation.

Mr. Bombick noted that the center of campus contains some of the oldest, unrenovated buildings. Consideration should be taken to renovate them for instructional use. He added that the existing Science, Math and Health Careers Center is approaching the end of its useful life. Renovation costs are very close to new construction costs for that building, and wisdom and professional judgment say it is time to think about replacing that building in the long term plan.

Monte Wilson explained the steps taken in the development process over a five-month period. He noted that paramount to planning is the inclusion of stakeholders and constituents. Three days of meetings took place in April with large groups, Advisory Committee, Task Force, community partners and corporate partners from around the campus. The intent was to understand the issues from the folks who live here everyday, because they are the experts on the day-to-day activities of Harper College. The Plan should be one which the campus can take ownership of and support.

Mr. Wilson explained that the walls were papered with drawings, diagrams and photographs in an effort to analyze the existing conditions. A number of elements were discussed: land use, utilities, parking, public image, campus edge, growth opportunities, development zones and open space. Availability and proximity of parking was a consistent concern. There are over 5,000 parking spaces on campus today. Enrollment growth projections and new facilities will have a definite impact on parking.

Michael Lundeen described the condition of the buildings on campus and how that is factored into the Campus Master Plan. He noted that roughly one-third of the campus was designed back in the late 1960's and built in the early 1970's. A large portion of this is the Student and Administration Center, and the Science, Math and Health Careers Building. He displayed a map of the campus. Through all of their inspections of facilities and their experience with community colleges, it is evident that buildings of this age need renovation to replace the inadequate electrical and mechanical systems. Many of these buildings were designed and built when accessibility was not as high a priority as it is today. The Science, Math and Health Careers

Building has 10 or 12 different elevations to get from one section to another, which makes it very difficult for students with disabilities and for staff and students to transport things.

Mr. Lundeen noted that many of the classrooms within that building are very specific -- laboratories are discipline specific with special needs for support and storage. After studying and evaluating all of the buildings on campus, it was determined that most of the buildings can be renovated to be useful in the upcoming years. However, the Science, Math and Health Careers Building was found to have serious infrastructure issues. It would be very difficult to renovate these spaces back into science labs; the structure is limited, the different elevations are cumbersome and other obstacles exist. This Campus Master Plan includes the recommendation to phase out and eventually demolish the Science, Math and Health Careers Building. Once the new facilities are built, other classes can be moved in on a temporary basis (perhaps while their building is awaiting renovation), but the long-term plan is to demolish the building.

Mr. Wilson explained that the next step in the process was the "ideas" part, developing the "what-ifs." They brainstormed what can be done, where certain things could be built, realizing the vision and ideas that were set forth by all the participants.

The following considerations and opportunities were evaluated:

- Reinforce a campus core - as building sites are identified, reinforce the pedestrian scale, make the users feel comfortable and provide orientation.
- Group functions together - group similar academic elements together at the campus core and group non-academic elements at the perimeter of the campus core. Consider the courtyard, the quadrangle and the open spaces that have been developed on campus. Create consistency.
- Site visibility - the idea of brand and curb appeal for the campus, the physical impression the College makes, is very important.
- Design aspect - it is important to add the appropriate amount of design thinking into the plan. Mr. Wilson showed a number of slides to illustrate landscaping ideas to enhance the image. Improving the campus

- edge with street trees and landscaping would create a stronger impression of the main entrance at Algonquin.
- Redirection of campus entry - focus would be placed on a new Student Services facility. Existing courtyards might include increases in faculty and student art.

With all those considerations, they developed three types of plans: a Campus Master Plan (timeframe representing ± 12 years), a Phase I Priority Plan (critical items which need to be addressed currently) and a Long-Range Plan (timeframe representing 25-30 years, leaving opportunities for growth and change).

In response to Member Barton, Mr. Wilson stated that renovation is an option for some buildings, but not in the case of the Science, Math and Health Careers Building. It is recommended to be demolished after a new facility is built. Also in response to Member Barton, Mr. Wilson pointed out three parking structures sited in the Campus Master Plan -- one on the eastern part of campus, one adjacent to the Wellness and Sports Center and another located near the extended academic court near Algonquin Road. It is intended that parking be distributed appropriately where the majority of users are. Safety and cost are factors of concern. There are a number of ways to design and operate a garage to deal with the safety concern. The cost concern represents a reality in terms of Harper's growth. Mr. Odell explained that parking garages are something most want to delay as long as possible because of the cost. However, when they are needed, it is because of the increased demand for your College, so it is a good problem to have, in a sense. He added that of all the comments they hear about college campuses, approximately 60 percent of them pertain to parking.

Mr. Odell noted that even if a person knows Harper well, it is easy to get lost on this campus. Many ideas are built around enhancing identity but also making it very easy to understand and get around. Some of the pedestrian ways (in the Campus Master Plan) that go out into the parking area, desire to make it attractive and safer. Mr. Wilson noted that parking does not have to be ugly. Incorporated into the Plan is the idea of landscaped "green fingers" that extend out into the parking area, making it much more pleasant. Pedestrians will walk along landscaped pedestrian paths into the heart of campus. It was noted that if you provide places for people to walk instead of weaving through cars, it becomes a safer environment.

Student Member Fisher noted that the major concern of students was the Campus Life Center being so far west. She likes the idea of this Plan showing the Campus Life Center in the middle of campus; however, academics are still on the east side, and it is quite a walk. Mr. Wilson noted that one element to mitigate her concern is that a two-minute walk along a nicely landscaped pedestrian spine with artwork or flowers becomes something that is nice, as opposed to a two-minute walk through a hot asphalt parking lot dodging cars. Mr. Odell noted that there must be more spaces for students to gather on campus other than just the Campus Life Center. In all academic buildings, there should be places to sit and perhaps a place to get a Coke. There cannot be just one location for students to gather.

Dr. Breuder stated that when they took a tour earlier in the year, they found that many buildings are designed today to be almost self-contained. Not only do they provide for instructional delivery and support services, in some cases they provide access to the Learning Resources Center, provide places for students to collect, provide some minor recreation, some places to sit and chat or to read. Buildings are taking on more of a multi-purpose use today than just delivering a biology class.

Dr. Breuder asked Joan Kindle to speak about Buildings 5 and 6 on the diagram, the Campus Life Center and the New Student Services Center. Vice President Kindle explained that the New Student Services Center idea is that when new students come to campus, they would be able to have a one-stop shop where they could go through Admissions, Testing, Registration and Financial Aid in a beautiful, welcoming way. The Campus Life Center stems from the idea that there be one central hub on campus where students would be able to lounge, have some activities and organized events utilizing outdoor and indoor areas. The campus quad area (where the bust of William Rainey Harper is located) would be used more creatively.

She explained that when they need to decide where to put sidewalks on campus, they watch where people are walking; likewise, they watch where people are "hanging out" and where they are making their footsteps. That is in the heart of campus. Social opportunities are needed in campus classroom buildings. Mr. Odell offered that in their experiences in looking at campuses and buildings that work, the most successful buildings have nearly as many places

for students to sit outside the classroom as inside the classroom (almost one for one).

Dr. Breuder pointed out that item number 15 on the diagram reflects the recommendation heard earlier regarding the concept of partnerships. These buildings would be used for partnership relationships with business and industry or providing childcare services, or perhaps the concept of a multi-university center which was discussed as a Board two years ago—the "educational mall concept." In Lake County, the State of Illinois is providing the money to build a multi-university center on the College of Lake County (CLC) campus where multi-university and college providers are coming together to make baccalaureate and graduate level education more accessible to the people in Lake County. It is a great benefit to CLC as it seeks to enhance market share.

With regard to parking, Dr. Breuder noted it is the most common complaint he receives. Currently, Harper College is land rich. But in 20 to 50 years, it probably will not be so. Eventually, the asphalt will have to be replaced by green space and buildings, and there will be a need for vertical parking.

Mr. Wilson noted that one real value of this kind of process is that we can learn from historical examples, by looking at good decisions and bad decisions others have made in the past. Long-range possibilities must be reviewed.

Phase I priorities include new Science, Technology and Health Careers facilities. Mr. Lundeen showed cost estimates for each. The estimates were put together from the comprehensive educational specifications that were developed by the faculty and administrators on campus. They spent many hours, many months working together to figure out what sort of needs they will have in the future. The specifications were developed as total project costs, which include site work, furniture, equipment, contingencies, escalation, etc. They can be used as an overall guide. The cost estimates for renovation of existing facilities will be prepared once it is determined how they will be renovated.

Mr. Odell explained that his organization does a great deal of Master Plans; however, they do not do Master Plans at institutions that are failing. It is only those institutions that are growing and thriving that need Master Plans. He listed the many assets of Harper College, including its land, the

corporate neighborhood surrounding it and the quality people of Harper. It was an absolute pleasure for them to work on this project over the last few months and get to know the people at Harper. Frequently, they are involved in a process where there is terrible dissension. The people of Harper came together, had very good discussions and arrived at solutions that will guide the College. It is his hope that everyone here values the people of Harper.

Chair Kolze asked Board members for comments or questions. Member Gillette used an example of doing road repairs out of the normal sequence and ending up with a bigger mess than before. That is an example of what happens without a Campus Master Plan. The College recently put in some gas mains to the north of this building, which later had to be moved for the new building. After talking with the architects, one of their biggest tasks when developing this Campus Master Plan was to determine where every single water main and every electric feed is located, and then figure out where to put buildings so that things do not have to be ripped out over and over again.

Dr. Breuder explained that six months ago, Motorola approached the College to build an educational childcare facility on campus. It has not come to fruition; however, during the discussions regarding viability, many people gave input as to where the building should be located. There was no plan at the time, so it was a guessing game. With this Campus Master Plan, one can decide where the best place is long-term, not short term. The College must be prepared for opportunities that are going to come our way in the future.

Member Howard was very impressed and excited. She agrees that an institution this large really needs to have a comprehensive plan. When the College started, they had a Campus Development Plan that was followed for a number of years as buildings were added. It is time to revisit the use of the campus. The investment is going to pay off multiple times in terms of functionality, access and flexibility for future use. This is very important because education is changing so rapidly.

Member Shure noted that they have provided much food for thought and very good ideas. The Board will be giving serious consideration to this Campus Master Plan.

Member Barton stated that this communicates to the public that the College really does have its act together, not just now, but for the future. We are growing, our demands and needs for students are much more diverse than when the College was first built 35 years ago. There are needs for classrooms and for certain technologies and areas of study that were not needed 35 years ago.

Chair Kolze suggested that each Board member review the Campus Master Plan and see Dr. Breuder (or whomever he assigns to do this) sometime between now and August 31 if they need additional information or want to go into greater depth. It was a very excellent presentation, and the Board appreciates it a great deal.

Member Howard reiterated the comment made about Harper's faculty, staff and students, because that is what really makes the College work. She is delighted that they have been consulted and involved in this whole planning process.

Dr. Breuder pointed out that this Campus Master Plan is something that has been created in a five-month window, which is not a long period of time to create a vision such as this. The leadership provided by the architectural houses and the support and commitment of all the people involved in the process made the vision possible. The documents they reviewed were very expansive. Every space that would be occupied in these three new buildings has a comprehensive set of written specifications that speak to the complete use of the space – biology labs, electrical, flooring, walls, lighting, ventilating, air conditioning, equipment, computer application, wiring, closets, etc. These specifications were created by the people at the institution, who will eventually use the space. These were given to the architects who, in turn, crafted the dollars and cents outlined in the Campus Master Plan. He also noted that much of what the CRT was discussing for months is reflected in the Campus Master Plan because there was a cross pollination between both exercises. The vision of the future encompasses a plethora of people coming from different vantage points.

Dr. Breuder thanked Bill Odell for saying that it is a challenge for people to migrate around campus, because he has been here two and one-half years and is still having trouble finding his way around campus.

Chair Kolze thanked Dr. Breuder for the emphasis he has placed on planning since he arrived at Harper College. It is apparent that planning is a real strength of Dr. Breuder's. Chair Kolze added that Dr. Breuder spent many hours reviewing the Campus Master Plan and making editing marks so that it would be the very best document it could be.

George Flaherty asked if the Board could take questions from the general audience or the newspaper journalists. Chair Kolze suggested that he contact the administration with any questions or comments. Member Gillette noted that anyone who has input on the Campus Master Plan will have an opportunity to speak at the next Board meeting during Citizen Participation.

OTHER BUSINESS

Chair Kolze asked if there was other business to come before the Board. Hearing none, he asked for a motion to adjourn. He noted that there would not be a need for an executive session.

ADJOURNMENT

Member Barton moved, Member Howard seconded, that the meeting be adjourned.

Upon roll call, the vote was as follows:

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

The motion carried at 8:55 p.m. Student Member Fisher voted aye.

Chair

Secretary

BOARD REQUESTS

AUGUST 16, 2000 SPECIAL BOARD MEETING

1. Chair Kolze suggested that each Board member review the Campus Master Plan and see Dr. Breuder (or whomever he assigns to do this) sometime between now and August 31 if they need additional information or want to go into greater depth.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

September 28, 2000

SUMMARY OF BIDS

- Exhibit VI – 3a The administration recommends that the Board award Q00104 for TV carts to United Visual, Inc., the low bidder, in the amount of \$3,230.00; for document cameras to Teleconferencing, Inc., the low bidder, in the amount of \$5,571.00; and for TV monitors, VHS videocassette player/recorders, DVD players, and TV/VCR units to Columbia Audio/Visual, the low bidder, in the amount of \$9,680.76 for a total award of \$18,481.76.
- Exhibit VI – 3b The administration recommends that the Board award Q00103 for professional environmental and safety consulting services to Hygieneering, Inc., the vendor that submitted the lowest responsible proposal, in the amount of not to exceed \$11,375.
- Exhibit VI – 3c The administration recommends that the Board award Q00106 to Warner Offset, Inc., the low bidder for printing of the Spring 2000 Course Schedules, which are major publications promoting enrollment at the start of the session, in the amount of \$33,456.
- Exhibit VI – 3d The administration recommends that the Board award Q00105 for the renovation of G158, 160 and 162 into Net Prep computer labs to Ernie Loberg Construction Co., Inc., the low bidder, in the amount of \$145,350 plus a 10% contingency of \$14,535 for a total award of \$159,885.

- Exhibit VI – 3e The administration recommends that the Board award Q00101 for the purchase and installation of developmentally appropriate playground equipment to Grounds for Play, the only responsible bidder that submitted a complete bid, in the amount of \$52,711.
- Exhibit VI – 3f The administration recommends that the Board award Q00100 for digital copy machines for use throughout the College to Ikon Office Solutions, the low bidder, in the amount of \$75,693.84 per year for a three-year period, from October 1, 2000 through September 30, 2003, with the option to renew for two additional years, 2003 through 2005, plus a 10% contingency of \$7,569 each year for a total award of \$83,262.84 per year.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00104 for TV carts, document cameras, TV monitors, VHS videocassette player/recorders, DVD players, and TV/VCR units as requested by Information Technology/Client Services for use by the Media Services department.

II. BUDGET STATUS

Funds in the amount of \$24,400 are provided in the 2000/01 Education Fund budget, under account number 0122-025-586.

III. INFORMATION

A legal bid notice was published and 14 bids solicited. Seven responses were received. The following is a recap of the bid tab sheet:

Teleconferencing, Inc.	\$ 5,571.00 (No bid five items)
Swiderski Electronics, Inc.	7,181.00 (No bid four items)
United Visual, Inc.	19,747.00
Columbia Audio/Visual	20,133.52
Electronic Video Systems	21,101.00
Sound Vision, Inc.	22,717.36
Allen Visual Systems, Inc.	24,371.00

The new equipment will be used to help meet three goals of the Media Services department. First is to update and increase the number of TVs and VCRs available in classrooms, moving the College closer to having one in each classroom. The DVD players will increase the amount available for classroom use as well as supplying additional players in the Library Media area. Finally, this purchase will provide additional document cameras for use with

print material, flat art and small 3D objects, replacing older technology such as opaque projectors.

In order to obtain the lowest cost for the College, the bid will be awarded on a per item basis to the lowest responsible bidders. The TV carts will be awarded to United Visual, Inc. in the amount of \$3,230.00; the document cameras to Teleconferencing, Inc. in the amount of \$5,571.00; and the TV monitors, VHS videocassette player/recorders, DVD players, and TV/VCR units to Columbia Audio/Visual in the amount of \$9,680.76 for a total award of \$18,481.76.

IV. RECOMMENDATION

The administration recommends that the Board award Q00104 for TV carts to United Visual, Inc., the low bidder, in the amount of \$3,230.00; for document cameras to Teleconferencing, Inc., the low bidder, in the amount of \$5,571.00; and for TV monitors, VHS videocassette player/recorders, DVD players, and TV/VCR units to Columbia Audio/Visual, the low bidder, in the amount of \$9,680.76 for a total award of \$18,481.76.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of proposal request Q00103 for professional environmental and safety consulting services as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$11,375 are provided in the 2000/01 Liability, Protection and Settlement Fund budget, under account number 1292-039-539.

III. INFORMATION

A legal request for proposal was published and 11 proposals solicited. Three responses were received. The following is a recap of the proposal tab sheet:

Environmental Consulting Group, Inc	\$ 10,480
Hygieneering, Inc.	11,375
ENSR	17,000

In order to assess the EPA and OSHA compliance status of the College, it is first necessary to have a Generally Accepted Practice analysis done by an outside consultant. In addition to showing the current compliance status, the analysis will identify any steps necessary to come into compliance and the estimated cost of doing so.

The proposal from Environmental Consulting Group, Inc. did not address all of the areas outlined in the RFP. The services not addressed in the RFP would be performed at an additional per hour cost to the College.

The proposal from Hygieneering, Inc. addresses all of the areas in the RFP. In addition, the cost is quoted as "time and material" and is a not to exceed amount.

IV. RECOMMENDATION

The administration recommends that the Board award Q00103 for professional environmental and safety consulting services to Hygieneering, Inc., the vendor that submitted the lowest responsible proposal, in the amount of not to exceed \$11,375.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00106 for printing of the Spring 2001 Course Schedules, which are major publications promoting enrollment at the start of each session.

II. BUDGET STATUS

Funds in the amount of \$33,456 are provided in the 2000/01 Education Fund budget, under account number 0181-060-547.

III. INFORMATION

A legal bid notice was published and nine bids solicited. Five responses were received. The following is a recap of the bid tab sheet for 100,000 copies each of the Spring Credit and Continuing Education Course Schedules, each containing 48 pages:

Warner Offset, Inc.	\$33,456
Precise Printing and Systems, Inc.	35,640
Newsweb Corp.	43,030
Ripon Community Printers	43,856
Park Press	46,918

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 Q00106 to Warner Offset, Inc., the low bidder for printing of the Spring 2000 Course Schedules, which are major publications promoting enrollment at the start of the session, in the amount of \$33,456.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00105 for the renovation of rooms G158, 160 and 162 into Net Prep computer labs as requested by the Business and Social Science Division for the Computer Information Systems department.

II. BUDGET STATUS

Funds in the amount of \$160,000 are provided in the 2000/01 Operation and Maintenance Fund budget, under account number 0292-039-584.00-9044.

III. INFORMATION

A legal bid notice was published and six bids solicited. The plans were on file at Construction Market Data, a firm that supplies information to potential contractors. The information was also listed by the Dodge Report, the major source for potential projects in the Chicago area. Two responses were received. The following is a recap of the bid tab sheet:

Ernie Loberg Construction Co., Inc.	\$145,350
K & M Mechanical, Inc.	170,506

Two other vendors picked up plans. One needed additional time to complete the bid; the other, having studied the plans, was not interested in bidding the project.

3Com, a Santa Clara, California-based manufacturer of modems and other computer products, with local operations in Rolling Meadows and Mount Prospect, has allied with the Business and Social Science Division of Harper College to design a dual credit Net Prep Program. The Net Prep specialization courses began in

the Spring 2000 semester and are part of the AAS degree in Computer Information Systems.

The demand for the program is so great that the College needs to set up two additional teaching labs as well as a smaller open lab for use by students and staff.

The recommendation will include a 10% contingency to cover any unforeseen problems that cannot be identified at this time.

IV. RECOMMENDATION

The administration recommends that the Board award Q00105 for the renovation of G158, 160 and 162 into Net Prep computer labs to Ernie Loberg Construction Co., Inc., the low bidder, in the amount of \$145,350 plus a 10% contingency of \$14,535 for a total award of \$159,885.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00101 for the purchase and installation of developmentally appropriate playground equipment as requested by the Life Science and Human Services Division for the Child Learning Center.

II. BUDGET STATUS

Funds in the amount of \$52,711 are provided in the 2000/01 Operations and Maintenance Fund budget, under account number 0292-039-586.

III. INFORMATION

A legal bid notice was published and six bids solicited. Four responses were received. In addition, local park districts were contacted in an effort to find additional vendors who could meet the specifications. The following is a recap of the bid tab sheet:

Reese Recreation Products	\$ 795.09
Grounds for Play	52,711.00
Rainbow Play Systems of Illinois	No Bid
Recreation Concepts, Inc.	No Bid

The outdoor playground currently used in the Child Learning Center is out of compliance with many Illinois Department of Children & Family Services guidelines concerning safety hazards for children. The College was cited by the DCSF in November, 1999; the playground is not in compliance and must be in compliance by January 1, 2001.

The accrediting agency for the Child Learning Center program is the National Association for the Education of Young Children. It will not re-accredit the program with the current playground.

Grounds for Play is a company that specializes in supplying equipment that is educational and developmentally appropriate for preschool children. The various toys are designed to educate and are not just used for recreational purposes as is most of the playground equipment seen in public parks. Grounds for Play also uses a unique decking material that is 50% wood and 50% fiberglass for greater durability. Reinforcement posts are fiberglass rather than the more commonly used aluminum, resulting in more long-term stability.

Grounds for Play was able to make use of our current terrain and space restrictions by designing a custom playground area that eliminates the need to do major amounts of land moving. They were also able to work around existing piping and drainage that are below the play area.

Reese Recreation Products bid on just one piece of equipment. The two vendors that no bid both build wood playground equipment and could not meet specifications.

IV. RECOMMENDATION

The administration recommends that the Board award Q00101 for the purchase and installation of developmentally appropriate playground equipment to Grounds for Play, the only responsible bidder that submitted a complete bid, in the amount of \$52,711.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00100 for digital copy machines as requested by Marketing Services and Information Technology for use throughout the College.

II. BUDGET STATUS

Funds are provided by Marketing Services in the 2000/01 Education Fund budget, under account number 0193-127-562. As part of the Technology Initiatives, funds are provided in the 2000/01 Restricted Purposes Fund budget, under account number 0695-245-585.

III. INFORMATION

A legal bid notice was published and 29 bids solicited. Eighteen responses were received. The following is a recap of the bid tab sheet: (Pricing is based on a minimum of 363,676 images per month, the current average usage of the College copiers.)

LEASE OPTIONS	
Ikon Office Solutions	\$ 75,693.84
Xerox Corp. (Pooled Plan)	79,032.00
Image Solutions, Inc.	88,377.36
Distinctive Business Products	94,725.10
Gordon Flesch Company, Inc.	100,324.56
Savin Corporation	103,410.84
Distinctive Business Products Atl. #1	105,571.80
Gordon Flesch Company, Inc. Alt. #1	106,083.12
Advanced Business Tech & Chicagoland	106,214.28
Regal Business Machines, Inc.	106,861.08
DocuNet Digital Imaging, Inc.	108,505.08
Savin Corporation Alt. #1	111,794.76
Ricoh Corporation	113,428.80

Regal Business Machines, Inc. Alt. #1	\$117,391.32
Lanier Worldwide, Inc.	118,439.52
Danka Office Imaging Opt. #2	119,525.76
Imagetec Nationwide Technologies, Inc.	121,286.88
Pitney Bowes Office Systems	126,832.32
Ambassador Business Solutions, Inc.	133,953.72
Xerox Corp. Opt. A	141,728.04
Danka Opt. #1	146,703.48
Xerox Corp. Opt. B	148,952.04
Danka Office Imaging Alt. #1	154,668.78
Danka Office Imaging Alt. #2	167,010.96

RENTAL OPTIONS

Gordon Flesch Company, Inc.	\$ 85,409.88
Savin Corporation	104,729.88
Savin Corporation Alt. #1	115,969.32
Image Solutions, Inc.	116,603.76
Pitney Bowes Office Solutions	122,553.12
CSC Office Automation	123,227.88
Gordon Flesch Company, Inc. Alt.	128,304.96
Column Office Equipment, Inc.	128,837.16
CSC Alt. #1	135,730.92
US Office Products	137,688.12
Ambassador Business Solutions, Inc. Opt. 1	138,096.00
Ambassador Business Solutions, Inc. Opt. 2	145,399.20
Xerox Corp.	192,129.36

The requested 28 digital copiers will replace the copiers on the current five-year rental agreement which is at the end of its term.

Examples of factors used in evaluating the bids for providing digital copier equipment include:

- Adjusts to changing prices in components and provides notification
- Provides a local entity for problem resolution and installation assistance
- Provides and supports WEB order fulfillment, order tracking, and inventory management
- Provides a WEB problem-resolution interface
- Provides full training for Harper Technical Support Staff

- Proven, successful experience working with other Higher Education institutions
- Provides notification and electronic distribution of various upgrades (print drivers, etc.)
- Provides business solutions to improve productivity

Ikon Office Solutions provided a bid that meets requirements for a full comprehensive range of equipment. While copying is paramount, Harper intends to add the desktop printing environment, which requires technologies and software to permit overall management of these devices via network resources. This results in networked management of printing and copying via Harper College Computing Network (HCCN) standards; networked printer and copier device control via Simple Network Management Protocol (SNMP); computer lab printer management for Hewlett Packard laser printers; printer driver support for UNIX, Microsoft Operating Systems (WIN 98, WIN 2000, NT) and Apple Operating Systems (MAC)(7.x, 8.x, 9.0).

This request is for three years, from October 1, 2000 through September 30, 2003, with the option to renew for two additional years, 2003 through 2005, at the same or lower cost. 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.

In addition to the base prices, this recommendation includes a 10% contingency for equipment that will be required over the length of the contract but that cannot be foreseen at the present time.

IV. RECOMMENDATION

The administration recommends that the Board award Q00100 for digital copy machines for use throughout the College to Ikon Office Solutions, the low bidder, in the amount of \$75,693.84 per year for a three-year period, from October 1, 2000 through September 30, 2003, with the option to renew for two additional years, 2003 through 2005, plus a 10% contingency of \$7,569 each year for a total award of \$83,262.84 per year.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

September 28, 2000

SUMMARY OF PURCHASE ORDER

- Exhibit VI – 4a The administration recommends that the Board approve issuance of a purchase order to The Gale Group for Periodical Index Subscription Service for World Wide Web access, including Expanded Academic ASAP in the amount of \$23,634 and Health Reference Center in the amount of \$6,739, for a total of \$30,373.
- Exhibit VI – 4b The administration recommends that the Board approve issuance of a purchase order to Kreuger International, Inc. for computer laboratory furniture for the new Net Prep Labs, in the amount of \$59,187.10.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to The Gale Group for Periodical Index Subscription Service for World Wide Web access, including Expanded Academic ASAP and Health Reference Center, as requested by Library Services.

II. BUDGET STATUS

Funds in the amount of \$30,373 are provided in the 2000/2001 Education Fund budget, under account number 0121-024-546.1.

III. INFORMATION

Periodicals provide the basis for a substantial portion of student and faculty research, and thus form a very important part of the Library collections. Library Services has long made it a priority to provide the most detailed access to its periodical holdings. To this end, the Library subscribes to online databases that provide periodical indexing via the World Wide Web. Library Services faculty considers the following criteria in selecting such databases:

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

Expanded Academic ASAP, which indexes periodicals over a time period spanning 1980 to the present, provides access to information in a wide variety of disciplines including astronomy, religion, law, history, psychology, humanities, current events, sociology, communications and the general sciences. Users can

search by subject, author, title, keyword, date, journal title and a variety of other access points. Expanded Academic ASAP also allows the user to limit searching to full-text articles and to "peer-reviewed" publications.

The Health Reference Center database, which covers the period of 1996-2000, indexes periodical articles on a wide variety of issues relevant to health. It has proven especially useful to students and faculty in Harper's healthcare programs such as Nursing.

Because Harper students and faculty have found the access provided to be useful and appropriate, this recommendation is for renewal of Expanded Academic ASAP and Health Reference Center Periodical Index Subscription Service for the period of July 1, 2000 through June 30, 2001.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to The Gale Group for Periodical Index Subscription Service for World Wide Web access, including Expanded Academic ASAP in the amount of \$23,634 and Health Reference Center in the amount of \$6,739, for a total of \$30,373.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Kreuger International, Inc. for computer laboratory furniture for use in the new Net Prep Labs as requested by the Business and Social Science Division for the Computer Information Systems department.

II. BUDGET STATUS

Funds in the amount of \$60,000 are provided in the 2000/01 Education Fund budget, under account number 0181-911-586.

III. INFORMATION

3Com, a Santa Clara, California-based manufacturer of modems and other computer products, with local operations in Rolling Meadows and Mount Prospect, has allied with the Business and Social Science Division of Harper College to design a dual credit Net Prep Program. The Net Prep specialization courses began in the Spring 2000 semester and are part of the AAS degree in Computer Information Systems.

The demand for the program is so great that the College needs to set up two additional teaching labs as well as a smaller open lab for use by students and staff. This request is for the computer furniture needed to support these new spaces.

This purchase is from the State of Illinois Joint Purchasing Agreement Contract number 07164A.

This purchase conforms to State Statute and Board policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Kreuger International, Inc. for computer laboratory furniture for the new Net Prep Labs, in the amount of \$59,187.10.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

- A. Ratification of Professional/Technical Appointments.
- B. Ratification of Supervisory/Confidential Appointments.
- C. Ratification of Classified Staff Appointments.
- D. Ratification of Harper #512 IEA-NEA Appointments.
- E. Ratification of Incentive Compensation.
- F. Ratification of Classified Staff Retirement.
- G. Ratification of Professional/Technical Resignation.
- H. Ratification of Classified Staff Resignations.
- I. Ratification of Harper #512 IEA-NEA Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD 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.

**HARPER COLLEGE
LISTING OF
GRANT PROGRAMS
July 1, 2000 – June 30, 2001**

Reported: September 15, 2000

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
Special Populations Academic Enrichment L. McKay	State Allocation Grant To provide support for disadvantaged students	ICCB \$322,613	07/01/00 06/30/01
Business/Industry Workforce Preparation Corporate Services L. Danaher	State Allocation Grant To provide local economic development in workforce training	ICCB \$173,004	07/01/00 06/30/01
Education to Careers Workforce Preparation J. Hennig	State Allocation Grant To promote career development and workbased training	ICCB \$110,081	07/01/00 06/30/01
Welfare to Work Workforce Preparation J. Kindle	State Allocation Grant Workforce Preparation	ICCB \$63,714	07/01/00 06/30/01
Current Workforce Training Grants Corporate Services L. Danaher	State Allocation Grant To provide training for workers currently employed	ICCB \$352,571	07/01/00 06/30/01
Advanced Technology Information Technology D. McShane	State Allocation Grant To purchase technological resources for instruction	ICCB \$358,949	07/01/00 06/30/01
Accelerated College Enrollment Grant J. Hennig	State Allocation Grant To pay for tuition for H.S. students taking college credit	ICCB \$59,126	07/01/00 06/30/01
Online Grants Distance Learning A. Crawley	State Allocation Grant To support student services	ICCB \$14,103	07/01/00 06/30/01
Disabled Student Project Accessibility & Disability Ser. T. Thompson	Continuation of FY2000 To provide services to disabled students	IDHS \$134,754	07/01/00 06/30/01
Displaced Homemakers Women's Program J. Sheehan	Continuation of FY 00 Advising and Job Placement for Women's Program Participants	IDOL \$68,000	07/01/00 06/30/01
Perkins III J. Hennig	Continuation of FY 00 Award. Career and Technical Education	ISBE \$234,903	07/01/00 06/30/01
Program Improvement J. Hennig	Continuation of FY 00 Award. Career and Technical Education	ISBE \$27,607	07/01/00 06/30/01
Federal TechPrep Education to Careers S. Griffith	Continuation of FY2000 Comprehensive Career Development Program	ISBE \$122,510	07/01/00 06/30/01

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
Adult Education & Literacy Adult Educational Development P. Mulcrone	Continuation of FY2000 Supports Adult Educational Development Programs	ISBE \$380,080	07/01/00 06/30/01
Work-Base Learning NSET-Education to Careers S. Griffith	New Award To provide experiences for students to the workplace	ISBE \$8,000	07/01/00 06/30/01
Transition Grant NSET-Education to Careers S. Griffith	New Award To provide financial services for Tech Prep Program	ISBE \$7,500	07/01/00 06/30/01
LincOn Project Information Technology D. McShane	To support Internet connections and Internet Access	State of Illinois \$372,000	07/01/00 06/30/01
"Members Initiative" President's Office R. Breuder	To support capital development	State of Illinois \$1,100,000	07/01/00 open
"Members Initiative" President's Office R. Breuder	To support capital development	State of Illinois \$20,000	08/01/00 open
"Members Initiative" President's Office R. Breuder	To support capital development	State of Illinois \$20,000	08/01/00 open
"Members Initiative" President's Office R. Breuder	To support capital development	State of Illinois \$19,000	08/01/00 open
Student Support Services Student Affairs Access & Disability Services T. Thompson	Fourth Year of Grant To provide services to students with disabilities	USDE/TRIO \$198,582	09/01/00 08/31/01
Mid-west Center of Post-Secondary Outreach Access & Disability Services T. Thompson	Continuation of FY 2000 Provides technical assistance to Access & Disability Services Programs	USDE/St. Paul Technical College \$15,000	07/01/00 09/30/00
Cooperative Grants Prog English Second Lang. J. Gadberry	Connections: Peer Mentors To provide mentoring and training for International students	NAFSA-International \$4,618	07/01/00 06/30/01
Total as of September 15, 2000		\$4,186,705	

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
August 2000

Description	#Gifts	Cash	Pledge Payments	Total
(E)Glenda F. Nuccio Memorial Nursing Scholarship	2	\$0.00	\$4.00	\$4.00
(E)Harold Cunningham Memorial Endowed Scholarship	4	\$0.00	\$4.00	\$4.00
(E)Midge C. Smith Memorial Endowment	6	\$0.00	\$28.00	\$28.00
(E)Roy G. Kearns Memorial Endowment	16	\$0.00	\$44.00	\$44.00
(E)John Louis Papandrea Liberal Arts Memorial Scholarship	4	\$0.00	\$21.00	\$21.00
(E)Dr. Charles Shaner Memorial Scholarship	2	\$0.00	\$6.50	\$6.50
(E)Diane Tomcheff Callin Endowed Memorial Scholarship	2	\$0.00	\$3.38	\$3.38
(E)Nils Andrew Johnson Memorial Culinary Arts	4	\$45.00	\$0.00	\$45.00
(E)General Scholarship Endowment	2	\$0.00	\$6.00	\$6.00
(E)Harper Nursing Student Endowment Scholarship	2	\$0.00	\$2.00	\$2.00
(E)James J. McGrath Humanities Endowment Scholarship	2	\$0.00	\$3.24	\$3.24
(E)Harper Employee Transfer Endowment	2	\$0.00	\$2.00	\$2.00
(E)Business/Social Science Staff Endowment	2	\$0.00	\$10.00	\$10.00
(E)Architectural Technology Endowed Scholarship	4	\$0.00	\$12.00	\$12.00
(E)GED Graduate Scholarship Endowment	2	\$0.00	\$40.00	\$40.00
(E)Criminal Justice Scholarship	2	\$0.00	\$10.00	\$10.00
(E)Otter Chemistry Endowment	2	\$0.00	\$10.00	\$10.00
(E)Endowment for Student Success	6	\$0.00	\$57.70	\$57.70
(E)Women Make History Endowment	2	\$0.00	\$10.00	\$10.00
Sharlene Marchiori Memorial Nursing Scholarship	1	\$1,000.00	\$0.00	\$1,000.00
Gene and Hildegarde Evans for Continuing Education	20	\$180.00	\$4.00	\$184.00
James E. Finke Memorial Scholarship	2	\$0.00	\$14.00	\$14.00
Jacob and Iris Wolf Sign Language Interpreting Scholarship	3	\$25.00	\$2.00	\$27.00
Displaced Homemakers	2	\$0.00	\$10.00	\$10.00
GED Graduate Scholarship	10	\$0.00	\$42.00	\$42.00
Doriann E. Thompson Scholarship for Women	4	\$0.00	\$6.00	\$6.00
International Studies Abroad Scholarship	2	\$0.00	\$14.00	\$14.00
Latinos Unidos Student Organization Scholarship	6	\$0.00	\$140.00	\$140.00
Harper 512 IEA-NEA Association Scholarship	8	\$0.00	\$20.00	\$20.00
Jean B. Chapman International Student Scholarship	14	\$0.00	\$410.00	\$410.00
Joan R. Young Scholarship	4	\$0.00	\$12.00	\$12.00
Meteorite and Planetary Studies	2	\$0.00	\$20.00	\$20.00
Wellness Program	2	\$0.00	\$1.00	\$1.00
Music Academy	4	\$0.00	\$24.00	\$24.00
Women's Program	4	\$0.00	\$15.00	\$15.00
Corporate Services Fund	1	\$3,000.00	\$0.00	\$3,000.00
Public Safety Program	10	\$0.00	\$20.00	\$20.00
Children's Institute of Learning and Living	2	\$0.00	\$10.00	\$10.00
Child Care Fund	2	\$0.00	\$24.00	\$24.00
New Technologies	5	\$0.00	\$10,024.00	\$10,024.00
Art Gallery	2	\$0.00	\$15.00	\$15.00
Performing Arts Center	30	\$0.00	\$522.84	\$522.84
Instructional Conference Center	7	\$0.00	\$109.00	\$109.00
General Unrestricted Fund	88	\$0.00	\$333.00	\$333.00
Harper Annual Golf Outing	5	\$3,600.00	\$45.62	\$3,645.62
Annual Gala	1	\$0.00	\$9.38	\$9.38
General Alumni Fund	2	\$70.00	\$0.00	\$70.00
TOTALS	311	\$7,920.00	\$12,120.66	\$20,040.66

Harper College Educational Foundation
Gift In Kind Report
August 2000

Date	Constituent Name	Fund	Gift Value	Reference
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None

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution designating a person or persons to prepare a tentative budget for 2001-2002.

II. REASON FOR CONSIDERATION

The Illinois Public Community College Act requires that a person or persons be designated by the Board of Trustees to prepare a budget in tentative form.

III. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the following resolution:

RESOLUTION DESIGNATING A PERSON OR PERSONS
TO PREPARE TENTATIVE BUDGET

BE IT RESOLVED by the Board of Trustees of Community College District No. 512, in the Counties of Cook, Kane, Lake and McHenry, State of Illinois, that Robert L. Breuder and Judith A. Thorson be and are hereby appointed to prepare a tentative budget for said College district for the fiscal year beginning July 1, 2001 and ending June 30, 2002, which tentative budget shall be filed with the Secretary of this Board and notice of public inspection shall be timely published in accordance with the law.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Annual authorization to approve depositories and investment brokers for College funds.

II. REASON FOR CONSIDERATION

The College depositories and investment brokers are approved annually by the Board of Trustees in accordance with College investment procedures.

III. BACKGROUND INFORMATION

Name changes and consolidations have occurred among previously approved depositories.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the attached updated listing of College depositories and investment brokers.

WILLIAM RAINEY HARPER COLLEGE

RESOLUTION

BE IT RESOLVED, that the following financial institutions and U.S. Treasury Brokers are hereby designated as depositories to which funds of Community College District #512, State of Illinois may be transferred and deposited by the Treasurer of Community College District #512.

ABN AMRO Chicago Corporation
Bank of America NA
Bank One Corporation
Harris Bank, Palatine
Illinois School District Liquid Asset Fund Plus
LaSalle Bank NA (LaSalle FSB and LaSalle NA merge)
Northern Trust Company
PMA Financial Network, Inc.
Raymond James & Associates, Inc.
The Illinois Funds

Dated this 28th day of September, 2000

WILLIAM RAINEY HARPER COLLEGE
Community College District #512

Chairman
Board of Trustees

Secretary
Board of Trustees

September 28, 2000

**WILLIAM RAINEY HARPER COLLEGE
DEPOSITORIES**

**Indicating Total Capital Stock and
Surplus or Net Worth**

<u>DEPOSITORY BANKS</u>	<u>TOTAL</u>
Bank of America NA	\$48,641,000,000
Bank One Corporation	\$18,820,000,000
Harris Bank, Palatine	\$35,536,000
Northern Trust Company	\$ 1,747,795,000
LaSalle NA (LaSalle FSB and LaSalle NA merge)	\$ 3,385,113,000

**FINANCIAL INVESTMENT SERVICE COMPANIES
AND U.S. TREASURY BROKERS**

ABN AMRO Chicago Corporation
Illinois School District Liquid Asset Fund Plus
PMA Financial Network, Inc.
Raymond James & Associates, Inc.
The Illinois Funds

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and Holy Family Medical Center for use of clinical facilities for students in the Nursing Program.

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 Holy Family Medical Center are consistent with the clinical objectives of the Harper College Nursing Program.

This agreement has been approved by appropriate officers of Holy Family Medical Center.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and Holy Family Medical Center be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Traffic Signalization and Maintenance Cost Sharing Agreement

II. REASON FOR CONSIDERATION

The Illinois Department of Transportation (IDOT) is engaged in a road improvement project which will require replacing the traffic signals at the College's entrance off Algonquin Road. The Catholic Bishop of Chicago (CBC) owns St. Michael Cemetery located across from the signals. Since the College and CBC will mutually benefit from the improvement, we have agreed to share the installation costs of the new signals and future maintenance and utility expenses.

III. BACKGROUND INFORMATION

Harper has already paid these costs a number of years ago. In this Agreement, CBC agrees to pay the College \$36,021 and 50% of maintenance costs into the future.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the attached Traffic Signalization and Maintenance Cost Sharing Agreement.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

College Protection, Health and Safety: Energy Conservation, Environmental Protection and Handicapped Accessibility Projects.

II. REASON FOR CONSIDERATION

Prior to adopting the 2000 tax levy, Harper College is required to submit to the Illinois Community College Board for approval the 2000 Life Safety projects which will be included in the 2000 tax levy. After the Illinois Community College Board reviews the requested Life Safety projects, and if the projects qualify and meet their approval requirements, they will provide the certification documents necessary for the tax levy process.

III. BACKGROUND INFORMATION

House Bill 1587 was signed by Governor Thompson in September 1984. This bill, which is now part of Section 3-20.3.01 of the Illinois Public Community College Act, provides a process for Community College districts to levy a tax or issue bonds for the purpose of altering or repairing their facilities for protection, health or safety, energy conservation, handicapped accessibility, and/or environmental protection reasons.

The following projects are being recommended for 2000 Life Safety Tax Levy funding:

<u>Proposed Work Item</u>	<u>Estimated Project Cost</u>
General Modification of the College Plumbing System to Improve Cross-Connections Controls.	\$300,000
Total Project Cost	\$300,000

IV. RECOMMENDATION

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

The administration further recommends that the Board of Trustees approve the employment of Stanley Consultants to provide the engineering services specified for the 2000 Life Safety repair and renovation project listed above.

RESOLUTION FOR APPROVAL BY THE BOARD OF TRUSTEES OF
PROJECTS TO ALTER AND REPAIR FACILITIES PURSUANT TO
SECTION 3-20.3.01 OF THE ILLINOIS PUBLIC COMMUNITY COLLEGE ACT

WHEREAS, there is need for the alteration and repair of certain of the facilities of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry; and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to levy a tax to pay for such alterations or repairs upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such alterations or repairs; and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that any Board authorized to levy the aforesaid tax may also, or in the alternative by proper resolution, borrow money for such specifically identified purposes, not to exceed FOUR MILLION FIVE HUNDRED THOUSAND DOLLARS (\$4,500,000.00) in the aggregate at any one time, and as evidence of such indebtedness may issue bonds without referendum, said bonds to mature within twenty (20) years and to bear interest at such rate(s) as is authorized by applicable Illinois law; and

Exhibit VII-F
September 28, 2000

WHEREAS, the Board of Trustees may adopt the aforesaid Resolution(s) to levy a tax or to issue bonds in the authorized amount only on the condition that the Board: (a) makes a determination that there are not sufficient funds in the Operations and Maintenance Fund of the District to permanently pay for such alterations or repairs; (b) secures from a licensed architect or engineer a certified estimate of the amount, not less than TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00), that is necessary to make such alterations or repairs; and (c) secures from the Executive Director of the Illinois Community College Board approval of said project(s) and estimate(s); and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that the county clerks shall extend such tax: (a) on the filing by the Board of Trustees of a certified copy of a Resolution levying said tax; or (b) on the filing by the Board of Trustees of a certified copy of a Resolution fixing the amount of bonds authorized, the date, maturities and interest thereon, provide for the levy and collection of a direct annual tax upon all the taxable property of the District sufficient to pay the principal and interest on such bonds to maturity;

NOW, THEREFORE, be it resolved by the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, as follows:

Exhibit VII-F
September 28, 2000

Section 1: That the Board of Trustees has determined and identified the projects for alteration and repair. Section 3-20.3.01 of the Illinois Public Community College Act provides that the alteration and repair of facilities of William Rainey Harper College, Community College District No. 512, listed below as necessary for energy conservation, health or safety, environmental protection or handicapped accessibility and has tentatively estimated costs of said projects as follows:

<u>Proposed Work Item</u>	<u>Estimated Project Cost</u>
General Modifications of the College Plumbing System to Improve Cross-Connections Controls	\$300,000
Total Project Cost	\$300,000

Section 2: That the Board of Trustees has determined that there are not sufficient funds available in the Operations and Maintenance Fund of the District to permanently pay for the alterations and repairs identified in Section 1 above.

Section 3: That the Board of Trustees has secured from a licensed architect a certified estimate of the costs of completion of the alterations and repairs required for the projects identified in Section 1 above.

Exhibit VII-F
September 28, 2000

Section 4: That the Board of Trustees shall forward the certified estimates of the costs of completion of the alterations and repairs required for the projects

identified in Section 1 above to the Executive Director of the Illinois Community College Board for approval.

Passed and Approved the 28th day of September, 2000.

APPROVED:

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

ATTEST:

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

Exhibit VII-F
September 28, 2000

STATE OF ILLINOIS)
)
COUNTY OF COOK) SS

RESOLUTION CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and as such official I do further certify that attached hereto is a true, correct and complete copy of the Resolution for approval of Projects to Alter and Repair Facilities Pursuant to Section 3-20.3.01 of the Illinois Public Community College Act which was adopted by the Board of Trustees on the 28th of September, 2000.

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

Secretary, Board of Trustees