

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

Regular Board Meeting

October 26, 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 – September 28, 2000 Regular Board meeting and executive session  | Exhibit VI-1 |
| 2. Bills Payable, Payroll for September 22, 2000, and October 6, 2000; Estimated payrolls for October 7, 2000 through December 1, 2000 | Exhibit VI-2 |
| 3. Bid Awards  | Exhibit VI-3 |
| 4. Purchase Orders   | Exhibit VI-4 |
| 5. Personnel Action Sheets   | Exhibit VI-5 |
| 6. Approve Executive Session Minutes   | Exhibit VI-6 |

For Information

- |  |               |
|--|---------------|
| 7. New Board Members – Harper College Educational Foundation | Exhibit VI-7  |
| 8. Financial Statements                                      | Exhibit VI-8  |
| 9. Committee and Liaison Reports                             | Exhibit VI-9  |
| 10. Grants and Gifts Status Report                           | Exhibit VI-10 |

- VI.a Special Report: Board Member Richard Gillette: Return on Investment

\* 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: Delegation of Authority to the President to Approve Issuing Purchase Orders for Refurbishing Dining Hall Exhibit VII-A
- B. RECOMMENDATION: Truth in Taxation Resolution and 1999 Estimated Tax Levies Exhibit VII-B
- C. RECOMMENDATION: Annual Financial Audit for Fiscal Year 1999-2000 Exhibit VII-C
- D. RECOMMENDATION: Election Resolution Exhibit VII-D

VIII. President's Report

IX. Announcements by the Chair

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

On-Campus Events

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 13	7:00 p.m. – Canvass Meeting – Room A242
*November 21	7:00 p.m. – Regular Board Meeting – Room A242
November 23, 24, 25, 26	Thanksgiving Holiday – classes not in session
*December 1	5:30 p.m. – Tax Levy Meeting – Truth in Taxation – Room A242
December 3	3:00 p.m. – Festival Chorus Concert – Wellness and Sports Center, Lower Level
December 5	7:30 p.m. – Wind Symphony Concert – Business and Social Science Center, Theatre, J143
December 6	7:30 p.m. – Jazz Band Concert – Business and Social Science Center, Theatre, J143
December 7	7:30 p.m. – Steel Band Concert - Business and Social Science Center, Theatre, J143
December 8	7:30 p.m. – Choir/Camerata Concert – Business and Social Science Center, Theatre, J143
December 10	7:30 p.m. – Orchestra Holiday Concert – Business and Social Science Center, Theatre, J143
*December 20	7:00 p.m. – Regular Board Meeting – Room A242
December 23	Holiday Break begins – campus will be closed through January 2, 2001

Off-Campus Events

November 3	7:00 p.m. – Harvest Ball 2000 – Hyatt Regency Woodfield in Schaumburg
November 7	ELECTION DAY
December 8	7:30 p.m. – Harper/Palatine Concert Band – Cutting Hall, Palatine

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, September 28, 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, September 28, 2000 at 7:00 p.m. in the Student and Administration Center (Room A-242), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL:

Present: Members Barton, Botterman, Gillette, Howard, 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; 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; Judy Thorson, V.P. Administrative Services; Linda Kolbusz, Special Assistant to the President; Mike Barzacchini; Larry Bielawa; Carol Blotteaux; Catherine Brod; Laura Crane; Lori Danaher; Dave Dluger; Julie Fleenor; Bob Getz; Jerry Gotham; Julie Hennig; Bill Howard; Thea Keshavarzi; Cheryl Kisunzu; Russ Mills; Maria Moten; Sheila Quirk; Phil Robert; Fred Skorude; Karina Srugys and Doug Van Nostran.

Guests: John Hipsky, New Generation; William and Helen Huley, Northwest Tax Watch; Jeffrey Jameson, Stanley Consultants, Inc.

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

CITIZEN  
PARTICIPATION

Mr. John Hipsky, resident and member of the Community Response Team (CRT), addressed the Board. He noted that he has lived in the area for 24 years and that he, his wife and six children have all taken classes at Harper College. Mr. Hipsky briefly explained his background and community involvement. He encouraged Harper Board members, administration and staff to hold their heads high during this time leading up to election day; he knows there will be negative press

regarding the referendum. He thanked the College for listening to the recommendations of the CRT and implementing changes right away. He assured them that he will be part of a team trying to bring the referendum to a successful conclusion.

The Board thanked Mr. Hipsky for his comments.

STUDENT TRUSTEE  
REPORT

Student Member Fisher announced that activities and clubs have gotten their weekly and bi-weekly meeting schedules set. The Student Senate is making everyone aware of the numerous places on campus for voter registration. Project Vote Smart has been implemented.

Hispanic Heritage month began September 15 and will run until October 15. Many events are taking place on campus throughout the month. Five concerts are scheduled during the month of October. Oscar nominee Aimee Mann will be featured.

The award-winning Outstanding Series of the Year--Excel Leadership Program--begins Friday with eight sessions throughout the year. Students are very happy to have this program on campus.

Chair Kolze thanked Student Member Fisher for her report.

APPROVAL OF AGENDA

Chair Kolze noted that there would be an executive session for the purpose of discussing appointment, employment and dismissal of personnel, collective bargaining and pending litigation.

Member Barton moved, Member Howard 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

Member Howard moved, Member Gillette seconded, approval of the minutes for the August 31, 2000 regular Board meeting and executive session;

August 16 special Board meeting; bills payable; payroll for August 25 and September 8, 2000; estimated payrolls for September 9 through November 3, 2000; bid awards; purchase orders; personnel action sheets; and for information: financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits VI-1 through VI-8 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund \$3,587,862.28

Tuition Refunds 178,467.00

The payrolls of August 25, 2000 in the amount of \$1,503,758.87; September 8, 2000 in the amount of \$1,825,199.50; and estimated payroll of September 9 through November 3, 2000 in the amount of \$6,707,851.12.

BID AWARDS

- Ex. VI-3a Award bid 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.
- Ex. VI-3b Award bid Q00103 for professional environmental and safety consulting services to Hygieneering, Inc., the vendor that submitted the lowest responsible proposal, in an amount not to exceed \$11,375.
- Ex. VI-3c Award bid 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.
- Ex. VI-3d Award bid 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 percent contingency of \$14,535 for a total award of \$159,885.
- Ex. VI-3e Award bid 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.
- Ex. VI-3f Award bid 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 percent contingency of \$7,569 each year for a total award of \$83,262.84 per year.

PURCHASE ORDERS

- Ex. VI-4a 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.
- Ex. VI-4b 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.

PERSONNEL ACTIONS

Professional/Technical Appointments

Diane Carter-Zubko, Workforce Career  
Coordinator,  
CAR PRO, 09/12/00, \$52,238/yr.

Michele Curran, Resource Center Specialist,  
CAR PRO,  
09/18/00, \$41,000/yr.

Kimberly Guzowski, Admissions Outreach  
Associate,  
Admissions, 08/28/00, \$31,000/yr.

Theresa Meyer, Achieve! Program Specialist,  
p/t,  
A/DS, 09/05/00, \$25,900/yr.

Norma Nerstrom, Continuing Education  
Coordinator,  
Business/Professional Development, BUS/SS,  
10/09/00, \$48,500/yr.

Supervisory/Confidential Appointments

Gerald Abraham, Supervisor, Custodial, PHY  
PLT,  
08/28/00, \$47,890/yr.

Michael Alsup, Supervisor, Public Safety,  
PUB SAF,  
09/18/00, \$55,000/yr.

Laura Benson, Manager, Cardiopulmonary  
Rehabilitation  
Adult/Fitness, LS/HS, 07/01/00, \$57,863/yr.

Classified Staff Appointments

Kathryn Dowd, Library Assistant I, p/t, LIB  
SER,  
09/11/00, \$11,118/yr.

Joanne Gorecki, Registration Assistant,  
Support Services,  
REG OFF, 08/28/00, \$29,367/yr.

Festus Johnson, Program Assistant, Workforce  
ESL-CORP SRV, 10/02/00, \$28,210/yr.

Sharon Oas, Library Assistant I, p/t, LIB  
SRV,  
09/18/00, \$12,480/yr.

Reshma Patel, Library Assistant I, p/t, LIB  
SRV,  
08/24/00, \$13,416/yr.

Kathryn Wilmot, Clerk/Receptionist, p/t,  
AE/LS-Tutoring Center, 08/28/00, \$10,626/yr.

Harper #512 IEA-NEA Appointments

Raul Cornelio, Custodian, PHY PLT,  
08/28/00, \$19,739/yr.

Antonia Lozano, Custodian, PHY PLT,  
08/28/00, \$19,739/yr.

Elena Martinez, Custodian, PHY PLT,  
08/28/00, \$19,739/yr.

Incentive Compensation

Robert Fabbrini, Director, TECH,  
TECH, \$16,318

Judy Greene, Sales Consultant,  
CORP SRV, \$3,157

Amy Vogelgesang, New Business Development  
Manager,  
CORP SRV \$4,726

Classified Staff Retirement

Sylvia Kingsley, Executive Assistant, PR/BD,  
11/30/00, 9 years 7 months

Professional/Technical Resignation

Jolyn DePriest, Program Specialist,  
Women's Program, 08/25/00, 5 years 5 months

Classified Staff Resignations

Dora Koleno, Program Assistant, Workforce  
ESL-CORP SRV, 08/17/00, 3 months

Emmi Mahler, Information Receptionist, p/t,  
STU DEV, 08/23/00, 3 years 3 months

Harper #512 IEA-NEA Resignation

Sare Fisher, Custodian, PHY PLT,  
09/23/00, 4 years 9 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.

NEW BUSINESS

Resolution Designating  
Persons to Prepare  
Tentative Budget for  
2001-2002

Member Barton moved, Member Shure seconded, adoption of the resolution designating Dr. Robert Breuder and Vice President Judith Thorson to prepare a tentative budget for 2001-2002, as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze noted that this action occurs every year.

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.

College Depositories

Member Howard moved, Student Member Fisher seconded, approval of the updated listing of College depositories and investment brokers, as outlined in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Chair Kolze, Vice President Thorson explained that there were no new names on the list. Bank One name was updated due to their merger.

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

Nays: None

Motion carried. Student Member Fisher voted aye.

Cooperative Agreement  
Between William  
Rainey Harper College  
and Holy Family Medical  
Center

Member Howard moved, Member Gillette seconded,  
approval of the Affiliation Agreement between  
William Rainey Harper College and Holy Family  
Medical Center as outlined in Exhibit VII-C  
(attached to the minutes in the Board of Trustees'  
Official Book of Minutes).

In response to Chair Kolze, Vice President Thorson  
explained that this is one of the templates  
reviewed by legal counsel.

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

Nays: None

Motion carried. Student Member Fisher voted aye.

Member Howard commented that Harper College is  
fortunate to have hospitals in the area that allow  
use of their facilities for our students to gain  
their clinical experience.

Establish Date for  
Board Canvass of  
Election

Member Botterman moved, Member Howard seconded,  
approval of the Board Canvass date of Monday,  
November 13, 2000 at 7:00 p.m., as outlined in  
Exhibit VII-D (attached to the minutes in the  
Board of Trustees' Official Book of Minutes).

In response to Chair Kolze, Vice President Thorson  
explained that this is one of the templates  
reviewed by legal counsel.

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.

Traffic Signalization  
and Maintenance Cost  
Sharing Agreement

Member Botterman moved, Member Howard seconded, and Maintenance Cost approval of the Traffic Signalization Sharing Agreement, as outlined in Exhibit VII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Barton, Robert Getz explained that the construction at the intersection of Roselle and Algonquin Roads should be totally complete by Spring 2001. He added that lanes should be open this fall, and that the center islands will be worked on in the spring.

In response to Chair Kolze, Vice President Thorson explained that as part of the road work project, the College negotiated with Illinois Department of Transportation (IDOT) to gain control of the signal. After the College had paid to install the controller, Catholic Bishop of Chicago (CBC), owners of St. Michael the Archangel Cemetery, got involved because they would like to control the signal at certain times for funeral processions. This document outlines an agreement which states that CBC will pay the College half of what was already paid and, in the future, they will pay 50 percent of the maintenance costs.

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.

Life Safety Project

Member Howard moved, Member Barton 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, with an amount not to exceed \$300,000. 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-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Thorson explained that several other life safety projects were brought to the Board earlier in the year. This item was the last on the list.

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.

PRESIDENT'S REPORT  
Classroom Utilization

Dr. Breuder asked Vice President Tom Choice to address the Board regarding classroom utilization. Handouts were distributed which reflected updated figures for the current fall semester. Dr. Choice noted that the utilization numbers were very similar to those seen last spring and the previous fall. However, footnote number 4 indicates that seven new classrooms were added since last year. Four modular classrooms were not used until the second eight weeks, two small conference rooms were converted to classrooms and a portion of one lab was converted for use as a classroom. This is important to note because when a comparison is made from last fall to this fall, there are identical numbers for overall utilization-86.4 percent. However, average prime time utilization has increased from 94.09 percent last fall to 94.3 percent this fall. In effect, the College is now using seven more classrooms, and the utilization is still very much the same.

Dr. Choice noted that they are trying to find every bit of space they can. They are very appreciative of the Board for taking the action to add the modular classrooms, because it has created

some additional general space.

In response to Member Gillette, Dr. Choice explained that the College must adjust its schedule to the available space on campus.

Member Howard noted that the College is already renting space off campus, for example, from high schools, and those figures do not show up on this utilization handout. The handout reflects figures from the main campus only. She added that many people in the community say, "Why not just rent space somewhere else?" The College must let it be known that they already are. Unfortunately, Harper cannot rent science labs or electronic labs.

In response to Member Botterman, the Board noted that one of the meeting rooms on campus was being used for the Blood Drive yesterday.

Chair Kolze thanked Dr. Choice for his presentation.

#### Enrollment Update

Vice President Colleen Murphy addressed the Board with a brief enrollment update. She explained that there are four times each semester that they really look at numbers. Official enrollment numbers are not available until the end of the semester due to flexible class registration. However, they take snapshot looks throughout the semester.

Opening enrollment as of the tenth day of the semester reflected that credit was up 2.89 percent in headcount and total enrollment for the College was up 5.17 percent in headcount. As of the current week, credit is up 4.73 percent in headcount and total enrollment for the College is up 4.76 percent in headcount.

Member Gillette noted that the College's projections over the last two or three years have been right on target.

#### ANNOUNCEMENTS BY CHAIR

#### Communications

There were no communications..

Calendar Dates

Calendar dates are printed on the agenda for Board information.

Vice President Thorson noted that the levy hearing on Friday, December 1 at 5:30 p.m. is a very critical date. A new piece of legislation mandates that if there is not a quorum, the College cannot file the levy. She emphasized the importance of Board members attending that meeting. She noted that the date is set and cannot be changed.

OTHER BUSINESS

Member Gillette asked if he could give a presentation at the October Board meeting regarding return on investment. Chair Kolze noted that they would negotiate the length of time allotted for the presentation.

Cathy Brod encouraged everyone to attend the November 3 black tie gala, Harvest Ball 2000, hosted by the Educational Foundation on behalf of the Performing Arts Center. For those who cannot attend, she asked that they participate in the raffle, because there are some great prizes.

Member Botterman announced that Harper College recently hosted a breakfast for Illinois legislators and mayors. He thanked the staff who were able to attend and especially thanked Linda Kolbusz for her efforts. He added that Dr. Breuder made a presentation along with Wayne Kolweier.

Chair Kolze announced that Mike O'Malley, Mayor of Hoffman Estates, passed away recently. He noted that Mayor O'Malley did a lot of good things for Harper College and for many others. He will be missed a great deal.

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

EXECUTIVE SESSION

Member Gillette moved, Member Howard seconded, that the meeting adjourn into executive session to discuss the appointment, employment and dismissal of personnel, collective bargaining and pending litigation.

Upon roll call, the vote was as follows:

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

Nays: None

The motion carried at 7:28 p.m. Student Member Fisher voted aye.

Following executive session, the Board reconvened the Regular meeting at 8:42 p.m.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 8:43 p.m.

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Chair

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Secretary

BOARD REQUESTS

SEPTEMBER 28, 2000 REGULAR BOARD MEETING

1. Vice President Thorson noted that the levy hearing on Friday, December 1 at 5:30 p.m. is a very critical date. A new piece of legislation mandates that if there is not a quorum, the College cannot file the levy. She emphasized the importance of Board members attending that meeting. She noted that the date is set and cannot be changed.
2. Member Gillette asked if he could give a presentation at the October Board meeting regarding return on investment. Chair Kolze noted that they would negotiate the length of time allotted for the presentation.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

October 26, 2000

SUMMARY OF BIDS

Exhibit VI – 3a      The administration recommends that the Board approves the award of Q00107 to York International Corporation, the only bidder for winter preventive maintenance and spring start-up for 13 York chillers, in the amount of \$27,850.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00107 for winter preventive maintenance work and spring start-up for 13 York chillers as requested by Physical Plant.

II. BUDGET STATUS

Funds are provided in the 2000/01 Building Fund budget, under account number 0276-068-534.

III. INFORMATION

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

York International Corp.	\$ 27,850
RMC, Inc.	No Bid

RMC, Inc. submitted a no bid because it is unable to conform to the specifications and would have had to provide several exceptions.

The other vendors that did not submit bids were contacted. Reasons for not bidding include not having the required York training certifications, and not being able to take on a job so large at this time. Four of the companies might be able to bid in the future.

The work includes checking chiller safety controls, performing micropanel diagnostic checks, lab analysis of oil to determine if changing is required, leak checking, documentation in compliance with EPA regulations, start-up and operational inspection of units, and Turbo-Modulator diagnostics and operations checks. Ten of the 13 York chillers have Turbo-Modulators.

Only York chillers have the Turbo-Modulator feature. Working with the Turbo-Modulators, which are connected to each unit to control the speed of the chillers, requires complex technical knowledge. It would be an expensive risk to allow people to work on the equipment if York has not trained them.

IV. RECOMMENDATION

The administration recommends that the Board approves the award of Q00107 to York International Corporation, the only bidder for winter preventive maintenance and spring start-up for 13 York chillers, in the amount of \$27,850.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

October 26, 2000

SUMMARY OF PURCHASE ORDER

Exhibit VI – 4a

The administration recommends that the Board approve issuance of a purchase order to Kreuger International, Inc. for 100 tables and 400 chairs for the Cockrell Dining Hall in the amount of \$141,126.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Kreuger International, Inc. for 100 tables and 400 chairs for the Cockrell Dining Hall as requested by Physical Plant for Food Services.

II. BUDGET STATUS

Funds in the amount of \$142,000 are provided in the 2000/01 Operations and Maintenance Fund budget, under account number 0292-039-587.

III. INFORMATION

As part of the ongoing planned maintenance projects, the Cockrell Dining Hall will be refurbished. Included will be new carpeting, furniture and wall coverings. This request is for the purchase of 400 stacking chairs and 100 flip-top tables.

This purchase is from the State of Illinois Joint Purchasing Agreement Contract number 07164A. This purchase complies with Board policy and State statute.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Kreuger International, Inc. for 100 tables and 400 chairs for the Cockrell Dining Hall in the amount of \$141,126.

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 Appointment.
- B. Ratification of Supervisory/Confidential Appointment.
- C. Ratification of Classified Staff Appointments.
- D. Ratification of Classified Staff Retirement.
- E. Ratification of Faulty Resignation.
- F. Ratification of Supervisory/Confidential Resignation.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees ratify the Professional/Technical, the Supervisory/Confidential and the Classified Staff Appointments; the Classified Staff Retirement; the Faculty and the Supervisory/Confidential Resignations; and the Overload and Adjunct Faculty Assignment Summary Sheets.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Review of Executive Session Minutes

II. REASON FOR CONSIDERATION

Public Act 85-1355 requires each Board to review at least every six months the minutes of closed sessions to determine whether the minutes, in whole or in part, may be made part of the public record. The Act became effective January 1, 1989.

III. BACKGROUND INFORMATION

In compliance with Public Act 85-1355, the Board of Trustees has scheduled the review of executive session minutes in April and October of each year. On Thursday, October 26, 2000, a review may take place in closed session to be followed by action on disclosure during regular session.

IV. RECOMMENDATION

BE IT RESOLVED that the Board approve for public record the executive session minutes (date[s] of executive session[s])

and/or

BE IT RESOLVED that the executive session minutes of (date[s] of executive session[s]) remain confidential.

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Chair

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Secretary

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Presentation of new members to the Harper College Educational Foundation Board of Directors.

II. REASON FOR CONSIDERATION

The Educational Foundation would like to present to the Board of Trustees for their introduction the newly approved members of the Educational Foundation Board of Directors.

III. BACKGROUND INFORMATION

Via fax vote by the Foundation Board of Directors on September 1, 2000 and September 5, 2000, Mr. Jeffrey Butterfield and Messrs. Lee Mann and Thomas Trunda were approved as members of the Educational Foundation Board of Directors.

Their biosketches are attached.

Mr. Butterfield is President of Harris Bank Palatine. Until February of 2000, Jeffrey D. Butterfield was the Executive Vice President and deputy head of Corporate and Institutional Financial Services. This department provided a full array of corporate banking and trust products and services to corporations throughout the United States with a focus on the Midwest. Following the merger of Corporate and Institutional Banking with Nesbitt Burns in February of 2000, Jeff joined the Chicagoland Business Banking team with responsibility for the three suburban business banking hubs.

Jeff received both his BA and MBA (1972) degrees from the University of Kansas. Upon completion of his studies, he joined Harris Bank and became a Commercial Banking Representative in Division A of the Midwest Banking Group. In 1974, he was named Officer of the bank. He was elected Assistant Vice President in 1977 and Vice President in 1979. In 1980, he assumed management responsibilities for Division A and, in 1988, he became a Senior Vice President responsible for the Midwest Banking Group. He became Executive Vice President and head of Corporate and Institutional Banking in March of 1994 and assumed the expanded role of deputy head of Corporate and Institutional Financial Services in May of 1997. In February 2000, he joined the Chicagoland Business Banking Team as Executive Vice President.

Jeff is a member of the management committee of the bank (HBMC), sits on the asset liability committee (ALCO), acts as President of Harris Corp. Leasing, is an officer and member of the investment committee for Harris Corporate Capital Corp. and was the Chairman of the Corporate Banking Diversity Council until February of this year.

#### Selected Business, Civic and Community Affiliations

- Member, Association for Corporate Growth
- Member, Chicago Economic Club
- Director, Local Initiative Support Corporation (LISC)
- Member, Advisory Board Community Youth Creative Learning Experience (CYCLE)
- Member, Board of Advisors Kansas University Business School
- Member, Commercial Finance Association
- Member, Bankers Association for Corporate Finance (BACF)
- Director, Graebel Companies, Inc.
- Member, The Standard Club
- Member, Mesriow Equity Funds Investment Committee
- Advisor, Keystone Partners
- Chief Crusader, United Way
- Chairman, Safer Foundation 1998 Annual Meeting and Fundraiser
- Former Trustee Goodwill Industries; Treasurer - Illinois State Chamber of Commerce; Director Chicago Chamber of Commerce; Member of the Village of Glencoe Caucus Committee and Director Harris Bank Hinsdale

Lee Mann brings to the Educational Foundation Board nearly 25 years of experience in adult education. He is the Manager of Consumer Education for Wilton Industries, Inc., Woodridge. Wilton markets a diverse line of consumer products focusing primarily on confectionery art and cake decorating. He manages a department of over 30 people who in turn supervise the activities of 3,000+ Wilton Method Instructors. To promote sales of Wilton products, his Department trains 130,000+ consumers, driving \$60+ million in Wilton sales. In this capacity, Lee has implemented significant changes, positioning the Department as a potent marketing force especially in craft retailing.

Before joining Wilton, Lee was the National Sales Trainer for W.W. Grainger, Inc., Lake Forest. Prior to that, he was a Consultant for Systema Corporation, Northbrook

Lee has a BA in Journalism/Political Science from Indiana University and an AS in Journalism from Vincennes (IN) University (Phi Theta Kappa). He also has taken several management, accounting, and computer programming courses at Harper. Lee has participated in a broad range of courses in performance development from many well-known organizations: Mager Associates, Organization Development, Inc., National Training Labs Institute, Otto Kroeger & Associates, Covey Leadership Center, and Development Dimensions International.

Mr. Mann resides in Long Grove with his wife Pamela.

9/5/00

**Thomas M. Trunda**

Mr. Trunda is the Director of Development and Global Electronic Commerce for 3COM, a manufacturer of communications and networking devices. In this position, Mr. Trunda is responsible for defining, analyzing, planning, and implementing an electronic commerce strategy, specific to EDI and XML, for the company. He sets business direction for a staff that has recently implemented a customer channel inventory visibility tool, production scheduling and blanket purchase order routines for their vendors, warehouse movement, and sales transaction documents.

Prior to his new role at 3COM/U.S. Robotics, Mr. Trunda was a Messaging Specialist for Advantis, the U.S. provider of value added services to the IBM Global Network. In this capacity, Mr. Trunda was responsible for selling and marketing the full spectrum of messaging services offered by Advantis, including EDI, E-mail, Bulletin Board Services, Corporate Internet access and the software to support these programs. Prior to the Messaging Specialist position, Mr. Trunda was an Account Manager for Advantis, managing large EDI and E-mail implementation programs.

Prior to the formation of Advantis, Mr. Trunda was an EDI Specialist for Sears Communications Company, responsible for selling EDI services and managing large EDI Implementation projects. Two of his most successful projects involved managing the conversion of over 250 trading partners from one network to SCC for a major regional bell operating company and the implementation of over 360 trading partners for a major beverage manufacturer. Before joining Sears Communications Company, Mr. Trunda managed an application development department in the Information Technology Division for Sears Consumer Finance and worked in quality assurance for Dean Witter Financial Services.

Mr. Trunda attended DePaul University in Chicago and currently chairs the Supervisory and Administrative Management Program Advisory Committee and is a member of the Business and Professional Development Divisional Advisory Committee at William Rainey Harper College. In December of 1996, his first article was published: "Managing Trading Partner Information" in the Electronic Commerce Advisor by the Research Institute of America.

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: October 10, 2000**

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES Starts - Ends</b>
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
Leadership & Core Values Human Resources B. Henry	Employee training in Leadership & core values	ICCB \$5,000	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 \$31,334	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

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES Starts - Ends</b>
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 October 10, 2000		\$4,195,432	

# 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**  
**September 2000**

Description	#Gifts	Cash	Pledge Payments	Total
(E)Glenda F. Nuccio Memorial Scholarship	2	\$0.00	\$4.00	\$4.00
(E)Harold Cunningham Memorial Endowed Scholarship	4	\$0.00	\$6.00	\$6.00
(E)Midge C. Smith Memorial Endowment Scholarship	6	\$0.00	\$28.00	\$28.00
(E)Roy G. Kearns Memorial Endowment	17	\$200.00	\$44.00	\$244.00
(E)John Louis Papandrea Liberal Arts Memorial Scholarship	4	\$0.00	\$22.00	\$22.00
(E)Cheryl M. Dwyer Memorial Endowed Scholarship	1	\$1,000.00	\$0.00	\$1,000.00
(E)Dr. Charles Shaner Memorial Scholarship	2	\$0.00	\$6.50	\$6.50
(E)Diane Tomcheff Callin Endowed Memorial	2	\$0.00	\$3.38	\$3.38
(E)Sue L. Schultz Memorial Endowment	1	\$5,529.81	\$0.00	\$5,529.81
(E)Nils Andrew Johnson Memorial Culinary Arts	4	\$100.00	\$10.00	\$110.00
(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	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)Biology Endowed Scholarship	1	\$5,000.00	\$0.00	\$5,000.00
(E)Elizabeth Schmik Hull Fund	1	\$25.00	\$0.00	\$25.00
(E)Otter Chemistry Endowment	3	\$5,000.00	\$20.00	\$5,020.00
(E)Endowment for Student Success	6	\$0.00	\$57.70	\$57.70
(E)Women Make History Endowment	2	\$0.00	\$10.00	\$10.00
Gene and Hildegard Evans Memorial Scholarship	2	\$0.00	\$4.00	\$4.00
James E. Finke Memorial Scholarship	2	\$0.00	\$14.00	\$14.00
Jacob and Iris Wolf Sign Language Interpreting Scholarship	3	\$250.00	\$2.00	\$252.00
Motorola Award for Excellence	1	\$10,000.00	\$0.00	\$10,000.00
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	\$7.00	\$7.00
International Studies Abroad	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
A & T Philia Foundation Scholarship	1	\$1,500.00	\$0.00	\$1,500.00
Jean B. Chapman International Student Scholarship	14	\$0.00	\$420.00	\$420.00
ICCB Foundation Scholarship	1	\$3,600.00	\$0.00	\$3,600.00
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	5	\$300.00	\$15.00	\$315.00
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	4	\$0.00	\$24.00	\$24.00
Art Gallery	2	\$0.00	\$15.00	\$15.00
Performing Arts Center	31	\$1,000.00	\$536.30	\$1,536.30

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

Description	#Gifts	Cash	Pledge Payments	Total
Instructional Conference Center	8	\$0.00	\$114.00	\$114.00
General Unrestricted Fund	92	\$2,565.00	\$350.00	\$2,915.00
Harper Annual Golf Outing	5	\$600.00	\$61.24	\$661.24
Annual Gala	24	\$9,555.00	\$3,268.76	\$12,823.76
<b>TOTAL</b>	327	\$46,224.81	\$5,465.12	\$51,689.93

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

<u>Date</u>	<u>Constituent Name</u>	<u>Fund</u>	<u>Gift Value</u>	<u>Reference</u>
None				

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Delegation of authority to the President to approve issuing purchase orders to the lowest responsible bidders for floor coverings and wall coverings needed for the refurbishing of the Cockrell Dining Hall as requested by Physical Plant for Food Service.

II. REASON FOR CONSIDERATION

In order to meet a December deadline, approval needs to be granted for purchase orders to be issued to the lowest responsible bidders for the refurbishing of the Cockrell Dining Hall, before the Board of Trustees Meeting November 21, 2000.

III. BACKGROUND INFORMATION

The refurbishing of the Cockrell Dining Hall is to include new floor coverings including carpet and vinyl composition tile, and wall coverings as well as new tables and chairs. The deadline is to have the project complete by the start of the Spring semester. Work will begin after final exams have ended in December 2000. It is important that purchases orders for the floor coverings and wall coverings be issued before the November 21, 2000 Board Meeting.

This request is to give authorization to the President, after reviewing bids, to approve issuance of purchase orders as soon as possible to the lowest responsible bidders for floor coverings and wall coverings associated with the refurbishing of the Cockrell Dining Hall in the Student and Administration Center.

The estimated cost for this part of the project is \$120,000.

IV. RECOMMENDATION

The administration recommends that the Board authorize the President, after reviewing bids, to approve issuance of purchase orders to the lowest responsible bidders for floor coverings and wall coverings associated with the refurbishing of the Cockrell Dining Hall in the Student and Administration Center not to exceed \$120,000.