Regular Board Meeting

November 21, 2000

7:00 p.m.

I. Call to Order

II. Roll Call
- Election of Officers

III. Citizens' Participation

IV. Student Trustee Report

V. Approval of Agenda

VI. Approval of Consent Agenda* (Roll Call Vote)

For Approval
1. Minutes – October 26, 2000 Regular Board meeting and executive session
2. Bills Payable, Payroll for October 20, 2000, and November 3, 2000; Estimated payrolls for November 17, 2000 through December 29, 2000
3. Bid Awards
4. Purchase Orders
5. Personnel Action Sheets
6. Approve Board Meeting Dates
7. 2001-2002 Academic Calendar
8. Disposal of Obsolete and Unrepairable Property Owned by the College
9. Career Advisory Appointments

For Information
10. Financial Statements
11. Committee and Liaison Reports

* 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: Affiliation Agreement Between William Rainey
Harper College and Home Health Plus for Use of Clinical Facilities for Students in the Nursing Program

B. RECOMMENDATION: Affiliation Agreement Between William Rainey Harper College and Rosewood Care Center Inc. of Inverness for Use of Clinical Facilities for Students in the Nursing Program

C. RECOMMENDATION: Affiliation Agreement Between William Rainey Harper College and Omnicare for Use of Clinical Facilities for Students in the Pharmacy Technician Program

D. RECOMMENDATION: Recommendation for Issuance of Purchase Orders to CoreSource, Provident Life Insurance Company, Blue Cross Blue Shield of Illinois, HMO Illinois and CNA Insurance Company

VI-III. President’s Report

IX. Announcements by the Chair
   A. Communications
   B. Calendar Dates
      (Note: * = Required)

   On-Campus Events
   *November 21  7:00 p.m. – Regular Board Meeting – Room A242
   November 23, 24, 25, 26
   *December 1  5:30 p.m. – Tax Levy Meeting – Truth in Taxation – and Regular Board Meeting, 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
   December 8  7:30 p.m. – Harper/Palatine Concert Band – Cutting Hall, Palatine

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

   XI. Adjournment
The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Kolze on Thursday, October 26, 2000 at 7:00 p.m. in the Student and Administration Center (Room A-242), 1200 W. Algonquin Road, Palatine, Illinois.

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

Absent: Member Botterman

Also present: Robert Breuder, President; Ed Dolan, V.P. Institutional Advancement; Tom Choice, V.P. Academic Affairs; David McShane, V.P. Information Technology; Colleen Murphy, V.P. Marketing; Judy Thorson, V.P. Administrative Services; Linda Koibuz, Special Assistant to the President; Larry Bielawa; Catherine Brod; Steve Catlin; Harley Chapman; Laura Crane; Lori Danaher; Dave Dluger; Julie Fleenor; Bob Getz; Bill Howard; Thea Keshavarzi; Cheryl Kisunzu; Roberta Lindenthaler; Liz McKay; Sue McNeilly; Russ Mills; Maria Moten; Sheila Quirk; Phil Robert; Karina Srugys; Doug Van Nostran and Mark Zelman.

Guests: Leslie Billings; Dan Proft, Citizens for Harper; Martha Bell, Harper College Educational Foundation; Stuart Miller, KPMG; Terry Parke, State Representative; John Hipsky, New Generation; William and Helen Huley, Northwest Tax Watch; Jeffrey Jameson, Stanley Consultants, Inc.

Dan Proft, Campaign Manager for Citizens for Harper, updated the Board on the progress of the campaign. He reminded everyone that the campaign is a separate entity from the College. The response from the faculty, staff and students has been very positive--hundreds have generously given of their free time after work, after class or on the weekends to volunteer for this campaign. This is indicative of their commitment to ensure that Harper has the resources it needs to meet the needs of the community. In addition to staff, faculty and students, there has also been a tremendous outpouring of support from community residents. The campaign has been unequivocally
Mr. Proft commended the Board for approaching the referendum issue in a way that promoted community involvement and open communication about the critical needs of the College. He noted that nobody likes tax increases; however, he feels taxpayers are willing to sacrifice a little more when there is a tangible return on their investment. Harper serves an area that understands that good schools are the foundation of good communities. The focus of the campaign has been to provide voters with accurate information about the costs and benefits of what has been proposed. When people are made aware that passage of the referendum will cost between $2.00 and $3.15 per month for most taxpayers and will fund the additional buildings dedicated to science, health careers and emerging technology, the support is overwhelming.

He quoted Irish poet William Butler Yeats who said, "Education is not the filling of a pail, but rather the lighting of a fire." Learning never stops. The message being sent to the community has been positively received. Examples include: 2,000 yard signs placed on private properties; letters to 11 different professional groups from their colleagues urging support; two dozen supportive letters to the editor of the Daily Herald, the Pioneer Press, the Journal/Topics from community residents. The Pioneer Press recently expressed their endorsement of the referendum. There have been resolutions of support from the business community, Rolling Meadows Chamber of Commerce, Greater O'Hare Chamber of Industry and Commerce, and Palatine Chamber of Commerce.

In conclusion, Mr. Proft noted that community response for the campaign across every imaginable demographic has been receptive, particularly once residents have all the information. Almost without exception, residents of our community want a Harper College prepared for the 21st century. On behalf of the Board, Chair Kolze thanked Mr. Proft for his report and thanked the Citizens for Harper for their efforts.

Chair Kolze announced that State Representative Terry Parke would be addressing the Board. Representative Parke explained that every legislator has what is called "member set-asides," and Dr. Breuder has asked that some of the member set-asides be used to help with studies for the Science building. Mr. Parke announced that he has
set aside a $20,000 grant for the College. Added
with set-asides from other legislators of this
area, he hopes it will be enough to move ahead
with the planning study for the science building.
He presented the $20,000 check to Dr. Breuder and
the Board. He added that next year he plans on
receiving more DCCA money for enhancements in the
business development area so that Harper can
continue to support the business community. In his
opinion, one of the major roles of the community
college is to make sure that the citizens of this
area are able to be trained and retrained for
jobs. He added that he will be voting for the
referendum.

Chair Kolze noted that Representative Parke has
been a friend to education since he was first
elected in 1984. On behalf of the Board, he
thanked Representative Parke for his dedication to
education, to Harper College and to secondary and
elementary systems as well. The College is pleased
to have representatives like him who are willing
to put in their time and effort.

Dr. Julie Fleenor, Faculty Senate President
addressed the Board. She reiterated the support of
the Faculty Senate for the referendum, as
evidenced by their resolution in early October,
noting the need for new buildings in science,
health careers and technology. However, the
faculty is objecting to what they see as a
disturbing pattern of the Board and President's
disregard for College employees.

The faculty is protesting the postponement of the
insurance arbitration originally scheduled for
last Monday. In this grievance, the Faculty Senate
has alleged that $1.1M of employees' (all Harper
employees) money has not been placed at the
disposal of the Insurance Committee to offset the
increasing charges of health insurance. It was
since discovered that the amount is $3M. Dr.
Fleenor stated that the Board, acting through its
designated agent President Robert Breuder, has
repeatedly demonstrated what appears to be a
callous disregard for the welfare of the College
employees.

She pointed out that the College President has not
answered the allegations in the insurance
grievance. He also refused to follow the grievance
procedure in the recent Step Two meeting regarding
a pay issue for an intercession. The meeting was
changed to a hearing, there was no discussion, and
the session was tape recorded, which had not been
previously agreed to by all parties. The events have created an unnecessarily hostile environment.

There are currently many grievances working their way through the process, including a scheduling and workload grievance and a grievance which alleges that the College has violated the faculty contract which explicitly states that only one personnel file is to be kept in the personnel office, not several distributed throughout the College. She asked who the faculty should hold responsible for the hostile and adversarial atmosphere. The College President reports to the Board of Trustees who have the responsibility of running the College. The faculty have spoken to the Board previously about this problem (most recently in a closed session in August). Since the Board chose to ignore and dismiss the faculty concerns at that time, it is now time to address this problem in a public session.

Martha Bell, President of the Harper College Educational Foundation, addressed the Board regarding her support of the referendum. She explained her long association with Harper College as a Continuing Education student, adjunct faculty member and currently with the Foundation. She commended the Board for their efforts on the referendum. As a principal of a Chicago architectural firm, she assured the Board that Harper College is not alone in needing to address these technological changes which have affected universities, schools and businesses across the country. The College needs these new buildings to adequately address the changes in science and technology programs in this day of rapid changes. On behalf of the Board, Chair Kolze thanked Ms. Bell and expressed appreciation for the support of the Foundation.

STUDENT TRUSTEE REPORT

Student Member Fisher announced that mid-terms took place last week, ending October 14. She noted that the recent event featuring Oscar nominee Aimee Mann was a sold-out success. Beth Hemingway, substituting for Julia Hatfield, opened the concert with a great performance.

Student Member Fisher noted that there are only a few positions open on the Student Senate. The radio station WHCM has only a few time slots to fill. They are now being broadcast in the Student and Administration Center and numerous HarperVision Stations around campus. Last weekend, the Student Senate and the Program Board attended the Illinois Community College Student Activity
Association Conference. Harper was one of three schools to receive the Illinois Merit Award. Harper had 12 representatives from the College.

Chair Kolze thanked Student Member Fisher for her very well-presented and concise report.

APPROVAL OF AGENDA

Chair Kolze noted that there was a change to the Board Exhibit, Item VII-C. The dates should read "1999-2000" instead of "1990-2000."

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

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Fisher voted aye.

CONSENT AGENDA

Member Howard moved, Member Hess seconded, approval of the minutes for the September 28, 2000 regular Board meeting and executive session; bills payable; payroll for September 22 and October 6, 2000; estimated payrolls for October 7 through December 1, 2000; bid awards; purchase orders; personnel action sheets; executive session minutes; and for information: new Board members—Harper College Educational Foundation, financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits VI-1 through VI-10 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund  $3,145,085.96
Tuition Refunds  659,147.88

The payrolls of September 22, 2000 in the amount of $1,831,324.15; October 6, 2000 in the amount of
$1,877,326.38; and estimated payroll of October 7 through December 1, 2000 in the amount of $7,417,301.06.

**BID AWARDS**

Ex. VI-3a Award bid 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.

**PURCHASE ORDERS**

Ex. VI-4a 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.
PERSONNEL ACTIONS

Professional/Technical Appointment
David Smalley, Research Analyst, OFC/RES, 10/09/00, $36,000/yr.

Supervisory/Confidential Appointment
Douglas Peterson, Theatre Technical Director, p/t, Theatre/BOX OFF, 10/02/00, $21,012/yr.

Classified Staff Appointments
Michele Agenlian, Secretary, p/t, Career Programs, 10/16/00, $15,600/yr.
Louise Bez, Administrative Assistant, AE/LS, 09/25/00, $33,250/yr.
Elizabeth Bortolotti, MCPO Program Assistant/Student Aide Supervisor, p/t, ADS, 10/16/00, $16,936/yr.
Michael Byrne, Clerk/Receptionist, p/t, ADM, 10/09/00, $10,901/yr.
Diane Carlin, Administrative Secretary, OFC/RES, 10/16/00, $26,000/yr.
Tammi Jungdahl, Administrative Secretary, LIB ARTS, 09/25/00, $27,950/yr.
Amar Singh, Information Receptionist, p/t, STU DEV, 10/16/00, $6,240/yr.

Classified Staff Retirement
Maureen Reichmuth, Lab Assistant, Extension Services, CE/Special Programs, 08/31/00, 18 years

Faculty Resignation
Mary Singelmann, Assistant Professor, LIB SER, 12/31/00, 15 years

Supervisory/Confidential Resignation
Gerald Abraham, Custodial Supervisor, PHY PLT, 10/03/00, 1 month


Presentation of New Board Members - Harper College Educational Foundation, Jeffrey D. Butterfield, Lee Mann and Thomas Trunda.

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

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

Nays: None

Motion carried. Student Member Fisher voted aye.

Cathy Brod explained that Jeffrey Butterfield, President of Harris Bank Palatine, has a great deal of not-for-profit experience. Lee Mann is the Manager of Consumer Education for Wilton Industries, Inc. They are currently talking about some partnership opportunities. Tom Trunda, Director of Development and Global Electronic Commerce for 3COM, has addressed the Board in the past. He has been working with Harper's TECH Prep program.

Member Barton complimented Cathy Brod and her staff for the increased number of members in the Educational Foundation Board. Chair Kolze noted that when the Board talks about Foundation members, it does not take formal action to accept them; the Board is simply informed of the new members. Member Howard commented that the Foundation each year has increased the amount of money that it raises for Harper. When people ask if the College is seeking funding from sources other than taxpayers, the answer is "yes." The increase in size of the Foundation and the increase in the amount they are raising is evidence of that.
Member Gillette demonstrated a money-making machine which took a $1 bill and turned it into a $20 bill. He gave a presentation entitled, "Harper's In-District Economic Impact and Return on Property Tax Investment" in order to prove that Harper College (along with other community colleges) is a "money-making machine." The return on property taxes paid can be expressed in two ways: (1) a stream of revenue or wealth that is generated in the community based on what Harper College has done; (2) the present value of the future earnings generated by one year of operation.

He used figures (some were estimates, some were provided by the College and some were immeasurable) to explain savings and earnings related to Harper College. Examples of savings include: the amount students saved by attending Harper rather than a state university or private institution (lower tuition and no room and board); the extra savings to businesses with employees who have professional/technical skills learned at Harper; the extra savings to businesses and industry who send their employees to Harper for specialized training; the benefits of quality of life courses; and the savings for businesses who hire employees who have taken remedial classes or English as a Second Language (ESL) classes. Some of these categories were immeasurable. Member Gillette estimated that the total of measurable savings was $57,174,384. In comparison, he noted that the total input from tax for local, federal and state was $58,688,000.

He shared examples of the present stream of earnings that occurred. He calculated earning potentials for Harper graduates with associate degrees, those individuals with certifications, professional/technical skills, non-graduate earnings, ESL earnings and remedial earnings, business/industry earnings and other earnings. Some categories, again, were immeasurable—those individuals in the cardiac-rehab program are perhaps able to enter the workforce sooner and earn more money; a tax savings due to a reduced crime rate and reduced welfare; and an increase in property values. A very conservative estimate of the total value of measurable increased earnings is $600M per year in-district.

Member Gillette explained that for every one dollar of property tax paid, the community receives that dollar back, plus approximately $13.30 in savings/earnings. Comparing present
value of one year of savings and earnings against the taxes for one year, with the bond principle and interest, the community receives their dollar back plus $13.93 (using conservative figures). This is over 1,000 percent return on investment (ROI) for the community. Harper improves the community's quality of life, while giving a great return on investment.

Chair Kolze thanked Member Gillette for his presentation. Member Gillette noted that trustees of community colleges in Washington pushed for the American Association of Community College Trustees to do something with the return on investment idea. They hired a Washington company with expertise in economic modeling to accurately calculate ROIs for various schools. The company received a $65,000 contract for the first of five schools. The community colleges each had to supply substantial personnel to dig out the data, but they came up with ROI information for five Washington schools. It is now available on the Internet; a school can pay $5,000 to use their tool to predict the school's ROI. Their formula calculates a student's ROI, instead of a taxpayer's or community ROI. Member Gillette added that overall, education is perhaps the best investment a person can make.
NEW BUSINESS:
Delegation of Authority to the President to Approve Issuing Purchase Orders for Refurbishing Dining Hall

Member Barton moved, Member Hess seconded, authorization of 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, as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

It was noted that the Cockrell Dining Hall was last refurbished many years ago. In response to Chair Kolze, Thea Keshavarzi explained that there are community groups identified that may want the old, usable furniture. In response to Member Gillette, it was noted that carpet squares will be used rather than rolled carpet. It was noted that these items will go through the normal bidding process. The only reason for the expedition is because the bids need to be placed prior to the November Board meeting.

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

Nays: None

Motion carried. Student Member Fisher voted aye.
Vice President Thorson explained that this is an annual resolution. The College must first estimate the tax levy for the next year; they must then attend a public hearing on the levy December 1; the Board will then adopt it after the public hearing. She reminded Board members that the requirement of a public hearing is a new step and the prescribed date for the hearing (by state law) is a new step. She stressed the importance of Board members' attendance at the levy hearing December 1. If there is not a quorum, Harper could not levy its taxes.

In this first step of estimating the tax levy, the College looks at what it collected for this year vs. what it intends to levy for next year. She explained that there are two kinds of taxes—those which are capped under the Tax Cap Law (General Education Fund, Operation and Maintenance Fund and other special revenue funds), and those which are uncapped (bond and interest funds). The taxes which are capped will increase for this levy by 4.8 percent; the taxes which are uncapped will decrease by 4.3 percent. The decrease is due to the fact that two bond issues (a 1989 issue and a 1997 issue) are now both completely paid off and, therefore, the College will not be levying for those. The net of the capped and uncapped taxes is a 1.8 percent overall increase.

Vice President Thorson explained that the levy is not as important as it once was, because the tax cap governs what the College actually receives. In response to Board members, she explained that the rate is five percent or the rate of inflation, whichever is less. Inflation has been at the one, two or three percent rate most recently. Member Howard reiterated that the College will most likely not get the percentage amount increase that it is levying. Unfortunately, when one looks at the cost of things increasing (in health insurance, wages, salaries and equipment for the College), it is creating a much higher increase for Harper than 1.8 percent. This makes it very difficult to meet the everyday needs of the College.

Upon roll call, the vote was as follows:
Ayes: Members Barton, Gillette, Hess, Howard, Kolze and Shure

Nays: None

Motion carried. Student Member Fisher voted aye.
Member Howard moved, Member Barton seconded, acceptance of the annual financial audit for Fiscal Year 1999-00, as outlined in revised Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Mr. Stuart Miller, partner with KPMG, addressed the Board with regard to the annual audit of financial statements. He called attention to the draft form of the audit, which Board members had received prior to the meeting. Page 1 is the draft auditor's opinion, which is a clean opinion—the best opinion one can receive. He added that this is also an unqualified opinion.

Mr. Miller noted that it is management's responsibility to take care of the financial statements, and they have taken that responsibility seriously. Several years ago, it took a lot of effort on the part of KPMG to get the financial statements put together; this year, for the second year in a row, management has done a great job of pulling them together on their own. Audit adjustments do not exist on an annual basis as they have in the past.

KPMG performed the audit in accordance with Generally Accepted Auditing Standards. They will issue a management letter next month with no material weaknesses and no reportable conditions. They are currently discussing some comments with management, but there are no significant items to note at this time.

Mr. Miller called attention to the balance sheet on pages 2 and 3. There are $174M of assets associated with Harper College and $6M of debt. He noted that he works with a number of institutions who take on a lot of debt to build buildings on their campus. The ratio for Harper College of $6M debt to $174M assets is very small, which contributes to the overall bond rating of the institution (the highest one can receive from Moody's). Mr. Miller added that, from a balance sheet perspective, the institution is not highly leveraged and is in very good financial condition.

The Education Fund and Operation & Maintenance Fund on page 21 reflects how the College operates on a day-to-day basis. One can ask if the College is living within its means, and if they are spending what has been budgeted. The answer is "yes." He added that there is a 1.8 percent increase in the fund balance on the $57M in revenues. The majority of expenses are payroll and
benefits. Most people are getting more than 1.8 percent increase in annual compensation; therefore, the College is adding to its fund balance. Starting next year, the College will be at a budget deficit, theoretically, unless it raises revenues. In his opinion, it is a nominal, yet not excessive, increase in fund balance. Overall fund balances increased approximately 4.5 percent for the institution. The financial position of the institution is very good.

In response to Chair Kolze, Mr. Miller explained that he used the term "theoretically," because if revenues were flat from this point forward and the College went through its normal budgeting process for pay raises and benefit increases, Harper would probably be in a deficit position. However, the College budgets for increases in revenues, whether it is tuition, taxes or other sources. Vice President Thorson added that Dr. Breuder holds the administration to "interventions," if necessary.

In response to Member Gillette, Mr. Miller explained that the College has approximately $132M of equity in the organization and approximately $6M of debt. It is a very small percentage that is leveraged for the institution. Yet, if the College added $80M of debt and $80M of assets, they would still be in a reasonable position. In contrast, most people purchase a house with five percent down and borrow 95 percent. Harper has not mortgaged the future of this institution at the expense of students or taxpayers.

Member Howard noted that it is a pleasure to receive this kind of an unqualified audit. She thanked Dr. Breuder, Vice President Thorson and their staff for taking such careful care of Harper's finances. Sometimes that means saying "no" to things, which is not easy. Mr. Miller reflected that the audit report is a result of management's actions. He is simply the messenger.

Dr. Breuder recognized Roberta Lindenthaler and Sue McNeilly for their efforts. Chair Kolze thanked them and expressed how proud the Board is of the Harper staff and the work they do. Vice President Thorson and her staff have come up with a good management system. He added that the Board is also proud of their Aa1 rating. Mr. Miller noted that some schools are struggling to hold onto that rating or even trying to get that rating with the amount of debt they have taken on. Member Howard stated that there is no better example of
fiscal responsibility than this audit.

Upon roll call, the vote was as follows:

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

**Nays:** None

Motion carried. Student Member Fisher voted aye.

**Election Resolution**

Member Gillette moved, Member Howard seconded, approval of the resolution regarding the notice related to the filing of nomination petitions for Board candidacy, as outlined in Exhibit VII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze explained that these procedures are listed for filing nominating petitions for the April 3 Board of Trustees election. The first day of filing the nominating petitions is January 16; the last day is January 23, 2001. In response to Member Gillette, Vice President Thorson noted that October 25, 2000 was the first day a person can sign a petition.

Upon roll call, the vote was as follows:

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

**Nays:** None

Motion carried. Student Member Fisher voted aye.

**PRESIDENT'S REPORT**

There was no President's Report.

**Classroom Utilization**

**ANNOUNCEMENTS**

**BY CHAIR**

Member Gillette noted that the figures on his spreadsheet handout from his presentation are correct. He explained that some changes had been made to his presentation, and the hardcopy reflected the changes; however, he had not saved
the changes on his actual presentation.

Communications
There were no communications.

Calendar Dates
Calendar dates are printed on the agenda for Board information.

Chair Kolze noted that part of the Regular Board meeting on November 21 will be the Organizational Meeting. He reminded Board members to attend the December 1 Tax Levy Hearing.

OTHER BUSINESS
There was no other business.

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

EXECUTIVE SESSION
Member Barton moved, Member Shure 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, Gillette, Hess, Howard, Kolze and Shure

Nays: None

The motion carried at 8:00 p.m. Student Member Fisher voted aye.

Following executive session, the Board reconvened the Regular meeting at 8:47 p.m.

ADJOURNMENT
It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 8:48 p.m.

__________________________  ________________
Chair  Secretary

BOARD REQUESTS

OCTOBER 26, 2000 REGULAR BOARD MEETING

There were no Board requests.
WILLIAM RAINNEY HARPER COLLEGE

BOARD MEETING

November 21, 2000

SUMMARY OF BIDS

Exhibit VI – 3a  The administration recommends that the Board award Q00114 for eight compound binocular microscopes for use by the Biology Department to W. Nuhsbaum, Inc., the low bidder, in the amount of $12,027.20.

Exhibit VI – 3b  The administration recommends that the Board award Q00110 to Biasco Piano Co., the low bidder for two digital sequencers and 17 digital keyboards with benches for the Digital Keyboard Lab, in the amount of $39,484.
I. SUBJECT

Recommendation for the award of bid request Q00114 for eight compound binocular microscopes as requested by the Life Science and Human Services Division for the Biology Department.

II. BUDGET STATUS

Funds in the amount of $15,000 are provided in the 2000/01 Education Fund budget, under account number 0181-911-586.

III. INFORMATION

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

<table>
<thead>
<tr>
<th>Company</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>W. Nuhsbaum, Inc.</td>
<td>$12,027.20</td>
</tr>
<tr>
<td>Wilkins-Anderson Co.</td>
<td>12,520.00</td>
</tr>
<tr>
<td>Leica Microsystems, Inc.</td>
<td>12,720.00</td>
</tr>
</tbody>
</table>

The requested microscopes will be used by the Biology Department in the Biology Labs to replace existing microscopes that are beyond economical repair.

IV. RECOMMENDATION

The administration recommends that the Board award Q00114 for eight compound binocular microscopes for use by the Biology Department to W. Nuhsbaum, Inc., the low bidder, in the amount of $12,027.20.
WILLIAM RAINNEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00110 for two digital sequencers and 17 digital keyboards with benches for the Digital Keyboard Lab, as requested by Liberal Arts for the Music department.

II. BUDGET STATUS

Funds in the amount of $39,484 are provided in the 2000/2001 Education Fund budget, under account number 0181-911-586.

III. INFORMATION

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

- Biasco Piano Co. $ 39,484
- Netzow's Pianos and Organs 47,752
- Horine's Pianos Plus 54,515

The Digital Keyboard Lab, which is housed in the Music Instruction Center, serves the Music department with a variety of instructional opportunities. It is used for both music major and non-music major classes, as well as for Music Academy classes.

All music majors are required to take four semesters of Class Piano for the Associate in Fine Arts degree. Most music majors who transfer to four-year colleges and universities will be required to pass keyboard proficiency exams.
The current Digital Keyboard Lab equipment is over 10 years old. As a result, more and more maintenance is required to keep it in minimal operating condition. The Lab operates with a heavy schedule each semester, often with full classes of 16 students. Rarely have all of the Lab's 16 keyboards been operational this year. This greatly impairs quality instruction.

Technology has changed rapidly in the last 10 years. It is very difficult to get new computers to interact with the 10-year-old keyboards, and current software does not recognize the keyboards because of their age.

This recommendation includes the award for 17 new Roland digital keyboards with benches, 16 for students and one for the teacher, which will provide an expanded instructional capacity offering more options for both students and teacher. Current software will operate smoothly with the keyboards, and the two digital sequencers will add even greater flexibility for current and future applications.

IV. RECOMMENDATION

The administration recommends that the Board award Q00110 to Biasco Piano Co., the low bidder for two digital sequencers and 17 digital keyboards with benches for the Digital Keyboard Lab, in the amount of $39,484.
SUMMARY OF PURCHASE ORDER

There are no purchase orders this month.
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 ICOPS Retirement.
F. Ratification of Faculty Resignation.
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 ICOPS Retirement; the Faculty, the Professional/Technical, the Classified Staff and the Harper #512 IEA-NEA Resignations; and the Overload and Adjunct Faculty Assignment Summary Sheets.
WILLIAM RAINNEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

2000-2001 Board Meeting Dates

II. REASON FOR CONSIDERATION

The Board of Trustees must annually approve dates for the meeting of the Board of Trustees.

III. RECOMMENDATION

It is recommended that the 2000-2001 Board meeting dates be approved.
I. SUBJECT

2001-2002 Academic Calendar.

II. REASON FOR CONSIDERATION

Under the authority of the Public Community College Act, the Board of Trustees of the local community college districts shall establish an academic calendar for the college district.

III. BACKGROUND INFORMATION

The Academic Calendar for 2000-2001 has been recommended by the Ad Hoc Calendar Committee and reviewed by the Faculty Senate, Deans’ Council and Presidents’ Council. Upon approval, the calendar will be published in the College Bulletin, on the Web Site and in other appropriate publications.

IV. RECOMMENDATION

It is recommended that the attached calendar for the 2001-2002 academic year be adopted.
FIRST SEMESTER - FALL, 2001

Registration as scheduled May through August 17
Final Registration Week August 20 - 25
Faculty Report August 21
Classes Begin August 27
Labor Day Observed (Classes Not in Session) September 3
Last Day for Refunds* September 8
Midterm October 20
Veterans Day Observed (Classes Not in Session) November 9
Last Day for Withdrawals (16 week classes)** November 17
Thanksgiving Holiday (Classes Not in Session) November 22 - 25
Last Week of Fall Term (Final Exams) December 16 - 21
Semester Break Begins December 22

SECOND SEMESTER - SPRING, 2002

Registration as scheduled November through January 11
Final Registration Week January 14 - 19
Faculty Report January 16
Martin Luther King's Birthday Observed (Classes Not in Session) January 21
Classes Begin January 22
Last Day for Refunds* February 2
Lincoln's Birthday Observed (Classes Not in Session) February 12
Midterm March 16
Reading Day (Classes Not in Session) March 29
Non Instructional Day (Classes Not in Session) March 31
Spring Break April 1 - 7
Classes Resume April 8
Last Day for Withdrawals (16 week classes)** April 20
Last Week of Spring Term (Final Exams) May 19 - 24
Graduation May TBA

SUMMER SESSION, 2002

Registration as scheduled April through June 1
Final Registration Week June 3 - 8
Classes Begin June 10
Last Day for Refunds* June 13
Independence Day (Classes Not in session) July 4
Midterm July 5
Last Day for Withdrawals July 18
Final Exams July 31 - August 1

* Per institutional tuition refund policy in the College Catalog

** Per institutional policy, deadline varies for non 16-week courses
WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

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

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

A. Donations be made to nonprofit institutions unable to purchase equipment needed to carry out their missions.

B. The public be notified, through a public notice in the newspaper, of the intent to accept sealed bids for the remaining personal property. Bids will be accepted from anyone, except the College Board of Trustees.

C. Items not disposed of by donation or the bid process be advertised as available for sale to the public, except the College Board of Trustees. This can be accomplished either through a direct sale handled by the College or by an auction; whichever best fits the needs of the College.

D. Items that are left over can be offered for sale to a scrap dealer.
E. Items not purchased by the scrap dealer be disposed of in the most appropriate manner.

IV. RECOMMENDATION

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

BOARD ACTION

I. SUBJECT

Career Advisory Committee appointments for the 2000-2001 academic year.

II. REASON FOR CONSIDERATION

Board policy requires notification be given Advisory Committee appointees on an annual basis.

III. BACKGROUND INFORMATION

For the current year, 277 prospective committee members representing 30 career programs have been invited to assist the College in the further development and improvement of career education. Attached is a listing of advisory committee members and a copy of the letter to be sent to each individual committee member after Board approval.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the Career Advisory Committee appointments for the 2000-2001 academic year.
November 21, 2000

Dear ________________:

On behalf of the Harper College Board of Trustees and the Administration, I am pleased to welcome you as a member of the ___________Advisory Committee for the 2000-01 academic year.

We appreciate your willingness to commit time and energy to this endeavor. Your background and experience qualify you as a valuable member of this advisory team. The students who enter Harper’s programs deserve the most current, practical and theoretical information available. Your contributions to this advisory committee will provide them that opportunity.

With your expert advice, we can continue to offer our students courses that are designed to provide the skills that are required in today’s workplace.

Sincerely,

Robert L. Breuder

RLB: It
WILLIAM RAINNEY 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 RAINNEY 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.
<table>
<thead>
<tr>
<th>GRANT NAME</th>
<th>BRIEF DESCRIPTION</th>
<th>FUNDING SOURCE</th>
<th>DATES</th>
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<td>Minority Student Transfer Center Student Development</td>
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<td>F. Solano</td>
<td>Continuation Project</td>
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<td>Special Populations</td>
<td>State Allocation Grant</td>
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<td>07/01/00</td>
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<td>Academic Enrichment L. McKay</td>
<td>To provide support for disadvantaged students</td>
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<td>07/01/00</td>
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<td>Workforce Preparation</td>
<td>To provide local economic development in workforce training</td>
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<td>Education to Careers</td>
<td>State Allocation Grant</td>
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<td>07/01/00</td>
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<td>Workforce Preparation J. Hennig</td>
<td>To promote career development and workbased training</td>
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<td>Welfare to Work</td>
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<td>Information Technology D. McShane</td>
<td>To purchase technological resources for instruction</td>
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<td>Accelerated College</td>
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<td>Enrollment Grant J. Hennig</td>
<td>To pay for tuition for H.S. students taking college credit</td>
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<td>06/30/01</td>
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<td>Online Grants</td>
<td>State Allocation Grant</td>
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<td>07/01/00</td>
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<td>Distance Learning A. Crawley</td>
<td>To support student services</td>
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<td>Leadership &amp; Core Values Human Resources B. Henry</td>
<td>Employee training in Leadership &amp; core values</td>
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<td>Disabled Student Project Accessibility &amp; Disability Ser. T. Thompson</td>
<td>Continuation of FY2000 To provide services to disabled students</td>
<td>IDHS</td>
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<td>Displaced Homemakers Women’s Program J. Sheehan</td>
<td>Continuation of FY2000 Advising and Job Placement for Women’s Program Participants</td>
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<td>GRANT NAME</td>
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<td>NSET-Education to Careers</td>
<td>To provide experiences for students</td>
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<td>S. Griffith</td>
<td>to the workplace</td>
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<td>To provide financial services for</td>
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<td>S. Griffith</td>
<td>Tech Prep Program</td>
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<td>LincOn Project</td>
<td>To support Internet connections and</td>
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<td>Information Technology</td>
<td>Internet Access</td>
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<td>D. McShane</td>
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<td>“Members Initiative”</td>
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<td>State of Illinois</td>
<td>07/01/00</td>
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<tr>
<td>President’s Office</td>
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<td>Student Support Services</td>
<td>Fourth Year of Grant</td>
<td>USDE/TRIO</td>
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<td>Student Affairs</td>
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<td>Access &amp; Disability Services</td>
<td>To provide services to students with</td>
<td></td>
<td></td>
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<tr>
<td>T. Thompson</td>
<td>disabilities</td>
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</table>
| Mid-west Center of            | Continuation of FY2000 Provides technical assistance to Access 
| Post-Secondary Outreach       | and Disability Services Programs         | USDE/St. Paul Technical College | 07/01/00 |
| Access & Disability Services  |                                          |                             | 09/30/00      |
| T. Thompson                   |                                          |                             |               |
| Cooperative Grants Prog       | Connections: Peer Mentors                | NAFSA-International         | 07/01/00      |
| English Second Lang.          | To provide mentoring and training for     |                             | 06/30/01      |
| J. Gadberry                   | International students                    |                             | $4,618        |
| Total as of November 13, 2000 |                                          |                             | $4,265,432    |
HARPER COLLEGE GRANT PROGRAMS

DESCRIPTION OF ABBREVIATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Name</th>
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<tr>
<td>DAVTE</td>
<td>Illinois Department of Adult Vocational – Technical Education</td>
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<tr>
<td>DCCA</td>
<td>Illinois Department of Commerce and Community Affairs</td>
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<tr>
<td>IBHE</td>
<td>Illinois Board of Higher Education</td>
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<tr>
<td>ICCB</td>
<td>Illinois Community College Board</td>
</tr>
<tr>
<td>IDHS</td>
<td>Illinois Department of Human Services</td>
</tr>
<tr>
<td>IDL</td>
<td>Illinois Department of Labor</td>
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<tr>
<td>IMA</td>
<td>Illinois Manufacturer’s Association</td>
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<tr>
<td>ISBE</td>
<td>Illinois State Board of Education</td>
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<tr>
<td>NSF</td>
<td>National Science Foundation</td>
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<td>USDE</td>
<td>United States Department of Education</td>
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<td>(E)Glenda F. Nuccio Memorial Scholarship</td>
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<td>(E)Dr. Charles Shaner Memorial Scholarship</td>
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<td>(E)Nils Andrew Johnson Memorial Culinary Arts</td>
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<td>(E)Women Make History Endowment</td>
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<td>Gene and Hildegarde Evans Memorial Scholarship</td>
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<td>James E. Finke Memorial Scholarship</td>
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<td>GED Graduate Scholarship</td>
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<td>Marge Wedrow Horticulture Scholarship</td>
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<td>Latinos Unidos Student Organization Scholarship</td>
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<td>Harper 512 IEA-NEA Association Scholarship</td>
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<td>Jean B. Chapman International Student Scholarship</td>
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<td>Fritz Michaelis</td>
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**TOTAL**  $21,445.00
WILLIAM RAINNEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and Home Health Plus 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 Home Health Plus are consistent with the clinical objectives of the Harper College Nursing Program.

This agreement has been approved by appropriate officers of Home Health Plus.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and Home Health Plus be approved as submitted.
WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and Rosewood Care Center Inc. of Inverness 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 Rosewood Care Center Inc. of Inverness are consistent with the clinical objectives of the Harper College Nursing Program.

This agreement has been approved by appropriate officers of Rosewood Care Center Inc. of Inverness.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and Rosewood Care Center Inc. of Inverness be approved as submitted.
WILLIAM RAINNEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and Omnicare for use of clinical facilities for students in the Pharmacy Technician 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 Omnicare are consistent with the clinical objectives of the Harper College Pharmacy Technician Program.

This agreement has been approved by appropriate officers of Omnicare.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and Omnicare be approved as submitted.