

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting

December 20, 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 – November 21, 2000 Regular Board meeting and executive session, December 1, 2000 Regular Board meeting and executive session Exhibit VI-1
2. Bills Payable, Payroll for November 17, 2000, and December 1, 2000; Estimated payrolls for December 2, 2000 through January 26, 2001 Exhibit VI-2
3. Bid Awards Exhibit VI-3
4. Purchase Orders Exhibit VI-4
5. Personnel Action Sheets Exhibit VI-5

For Information

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

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

VII. New Business

A. RECOMMENDATION: Public Hearing for Funding Bond Sale

Exhibit VII-A

- B. RECOMMENDATION: Resolution to issue \$4,085,000 Limited Tax Funding Bonds to Pay Claims against the District Exhibit VII-B
- C. RECOMMENDATION: Affiliation Agreement Between William Rainey Harper College and Bedingfield/Rosewell Pediatric Practice for use of clinical facilities for students in the Medical Office Assistant Program. Exhibit VII-C
- D. RECOMMENDATION: Affiliation Agreement Between William Rainey Harper College and Greater Northwest Medical for use of clinical facilities for students in the Medical Office Assistant Program. Exhibit VII-D
- E. RECOMMENDATION: Affiliation Agreement Between William Rainey Harper College and Typing to Your Liking for use of clinical facilities for students in the Medical Office Administration (Transcriptionist) Program Exhibit VII-E

VIII. President's Report

IX. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

On-Campus Events

December 23

January 15

Holiday Break begins – campus will be closed through January 2, 2001

Martin Luther King Day – classes not in session

Off-Campus Events

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 Tuesday, November 21, 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 Tuesday, November 21, 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 (7:03 p.m. arrival), Gillette, Hess, Howard, Kolze and Shure

Absent: Student Member Fisher

Also present: Robert Breuder, President; 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; Judy Thorson, V.P. Administrative Services; Linda Kolbusz, Special Assistant to the President; Larry Bielawa; Carol Blotteaux; Steve Catlin; Lori Danaher; Dave Dluger; Julie Fleenor; Bob Getz; Michael Harkins; Julie Hennig; Thea Keshavarzi; Cheryl Kisunzu; Tom Knoff; Sunil Koswatta; Liz McKay; Cindi McShane; Russ Mills; Elena Pokot; Phil Robert and Fred Skorude.

Guests: John Ratliff, Citizen; Barbara Bell, Pioneer Press; John Hipsky, New Generations.

Chair Kolze noted that Student Member Fisher would not be attending the meeting this evening due to her college studies

Election of Officers
for 2000-2001

Chair Kolze announced that the election of officers would take place. Member Shure asked if the election could be delayed until Member Botterman arrived. In a discussion, several Board members disagreed about whether the election should be delayed. One Board member would be trying to catch a flight and wished to proceed.

Member Botterman entered the meeting at 7:03 p.m.

Chair Kolze announced that the election of officers will take place. The terms of office will commence immediately following election and will last for one year. He noted that the Chair generally acts as the Chair pro tem during the election of officers if there are no objections from Board members.

Member Howard moved, Member Barton seconded, that Chair Kolze serve as Chair pro tem during the election of officers.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Chair Kolze stated that if only one person is nominated for a position, he or she is declared elected. Board members will suggest nominations for Chair, Vice Chair and Secretary. Voice votes will follow and be recorded. He asked for nominations for Chair of the Board for 2000-2001. All nominations must have a second. If there is more than one nomination for Chair, the Chairperson calls for a motion to vote on one of the nominations. If the nominee gets the majority vote, the Chair is elected. If the nominee does not get the majority vote, the Chairperson calls for a vote on next nominee.

Member Barton moved, Member Howard seconded, that Richard Kolze be elected Chair of the Board for a one-year term.

Member Botterman moved, Member Gillette seconded,

that Leon Shure be elected Chair of the Board for a one-year term.

Chair Kolze asked for a voice vote for Richard Kolze for Chair of the Board. Members Barton, Hess, Howard and Kolze voted aye. By majority vote, Richard Kolze was declared Chair of the Board for another one-year term.

Chair Kolze asked for nominations for Vice Chair. All nominations must have a second. If there is more than one nomination for Vice Chair, the Chairperson calls for a motion to vote on one of the nominations. If the nominee gets the majority vote, the Vice Chair is elected. If the nominee does not get the majority vote, the Chairperson calls for a vote on next nominee.

Member Howard moved, Member Barton seconded, that Judy Hess be elected Vice Chair of the Board for a one-year term.

Member Botterman moved, Member Gillette seconded, that Leon Shure be elected Vice Chair of the Board for a one-year term.

Chair Kolze asked for a voice vote for Judy Hess for Vice Chair of the Board. Members Barton, Hess, Howard and Kolze voted aye. By majority vote, Judy Hess was declared Vice Chair of the Board for a one-year term.

Chair Kolze asked for nominations for Secretary. All nominations must have a second. If there is more than one nomination for Secretary, the Chairperson calls for a motion to vote on one of the nominations. If the nominee gets the majority vote, the Secretary is elected. If the nominee does not get the majority vote, the Chairperson calls for a vote on next nominee.

Member Howard moved, Member Hess seconded, that Barbara Barton be elected Secretary of the Board for a one-year term. There were no other nominations.

In a voice vote, the motion carried. Barbara Barton was declared Secretary of the Board for a one-year term.

Member Barton exited the meeting at 7:07 p.m.

CITIZEN
PARTICIPATION

Michael Harkins addressed the Board on behalf of the Harper College Faculty Senate. The faculty at

Harper College are focused on the process of higher education-teaching and learning in academics. The faculty are a group of professionals with outstanding academic vision and mission, exhibiting outstanding classroom performance. The faculty feel scholarship and academic excellence is the hallmark in all phases of instruction at William Rainey Harper College. Two examples emphasize faculty commitment to, and involvement with, the College values:

- The first is the exploration of a possible collaborative research center for William Rainey Harper College just north of the Caspian Sea. It is felt that this will increase Harper's commitment to international education and provide new opportunities for faculty, students, community members and administrators in many different areas-science, history, archeology, anthropology, and international business. After a great deal of exploration and discussion over the next few months, the College will hopefully move forward and assess the feasibility of establishing a new academic center for Harper College. This opportunity is brought to Harper through the hard work of faculty and the ingenuity of working collectively and collaboratively at this institution.
- The second is the commitment to enhance the graduation ceremony to honor the students. The graduation ceremony is an important part, a defining moment, for many Harper students. The faculty have discussed with administrators ways to follow the traditions and customs of the outstanding educator whose name the College bears, William Rainey Harper and the academic link this has to the University of Chicago. Mr. Harkins explained that when he was doing research at the University of Chicago, he read Mr. Harper's letters and read about the great contributions he made to community colleges and education in general. This College has a great legacy. The faculty wishes to enhance that and focus on it. They are committed to finding ways to continue the traditions of Harper and to help move Harper students forward.

In conclusion, Mr. Harkins noted that everyone needs to focus on Harper's mission and hold fast to the values of teaching and learning. Through collaboration and enhanced communication, the

College can collectively achieve for its students those things that are best. The faculty, students and employees of Harper College and the community are pleased with the passage of the referendum. It is certain that Harper students will be well served in future years because of what the referendum will bring.

Member Gillette noted that the referendum would not have passed without the good faculty at Harper College. Chair Kolze noted that the Faculty Senate will be meeting on a monthly basis with President's Council.

Referendum Comments

Chair Kolze explained that when the Board of Trustees unanimously approved presenting the recent bond issue to the public, they were not only relying on their own collective judgment, but on the judgment of a large number of citizens who volunteered to study the issues and make recommendations to the Board. The Board of Trustees owes everyone who worked on the referendum-on every phase of it-a great deal of thanks. Special thanks goes to Rob Brumbaugh, Laurie Stone and David Hill for the leadership they provided throughout the campaign.

He noted that it is important to keep in mind that Harper sought the advice and input from the community before deciding to proceed with the referendum. The focus of the campaign was neighborhood-by-neighborhood by volunteers who recognize the essential role Harper College plays in the community. Without the dedication of the many volunteers from both outside and inside Harper College, the referendum would not have been successful. On behalf of the Board, he expressed thanks and appreciation to everyone who helped with the referendum in any capacity. Each individual deserves to feel a very real sense of accomplishment. Their efforts will be appreciated and felt by the community and students for many years to come.

STUDENT TRUSTEE
REPORT

Chair Kolze noted that Student Member Fisher would not be giving an oral report. A written report was prepared and distributed to Board members.

In response to Chair Kolze, Member Hess agreed to act as Secretary Pro Tem in the absence of newly-elected Secretary Barbara Barton.

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

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

CONSENT AGENDA

Member Gillette suggested modifying item VI-7 Academic Calendar to reflect more accurate information. For example, there are some classes that start earlier and some that start later. It would be more accurate to put "Most Classes Begin" under each semester along with their dates. Harper's web site currently shows that credit classes begin on January 22; however, non-credit classes start January 6 or 7. Member Howard agreed with Member Gillette. The College is offering short term classes to meet the needs of students, and they do not always fall within the same dates.

Member Shure thanked the administration for working to increase the number of Career Advisory Appointments in Buffalo Grove.

With regard to Exhibit VI-8 Disposal of Obsolete Equipment, Member Gillette suggested that it might be possible to make equipment more useful for non-profit groups if a volunteer group would go through the computers and monitors and put together working sets for them. If someone requests a computer to access the internet or do word processing, volunteers could go through the pile and put together a unit. He would volunteer his own time to work on this if such a thing is possible, if there is enough space and if others will help. Dr. Breuder responded that the College will check on that.

In response to Member Botterman's questions about the notations of "repair," "missing," and "stock,"

etc., Vice President Dave McShane explained that it is a database that the College is slowly migrating from the old system to a new system. The status conditions have not changed. Every piece of equipment goes through a process of identification. For example, Level 3 - not supported because of new software-some of those have not been updated. Member Botterman asked if the notation "missing" means it is missing on inventory or it was bounced from one department to the next. Vice President McShane said that sometimes when a piece of equipment went into service, the tag got cut off.

Member Gillette moved, Member Howard seconded, approval of the minutes for the October 26, 2000 regular Board meeting and executive session; bills payable; payroll for October 20 and November 3, 2000; estimated payrolls for November 17, 2000 through December 29, 2000; bid awards; purchase orders; personnel action sheets; board meeting dates; 2001-2002 Academic Calendar as modified, disposal of obsolete and unrepairable property owned by the College, career advisory appointments, financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits VI-1 through VI-12 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,629,512.87
Tuition Refunds	234,562.07

The payrolls of October 20, 2000 in the amount of \$1,848,219.98; November 3, 2000 in the amount of \$1,858,142.69; and estimated payroll of November 4 through December 29, 2000 in the amount of \$7,468,320.78.

BID AWARDS

Ex. VI-3a Award bid 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.

Ex. VI-3b Award bid 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.

PURCHASE ORDERS

There were no purchase orders.

PERSONNEL ACTIONS

Professional/Technical Appointments

James Busch, Local Area Network Specialist,
IT/TS, 11/06/00, \$50,000/year

Cathy Chappell, Business Development Sales
Consultant,

CORP SRV, 11/13/00, \$45,000/year

Susan Lu, Web Application Developer, IT/AS,
11/20/00, \$42,000/year

Igor Manoylenko, Information Analyst, IT/AS,
11/13/00, \$40,500/year

Lara Trapp, ESL Registration & Tutoring
Coordinator,

AE/LS-ESL, 11/28/00, \$40,000/year

Supervisory/Confidential Appointments

Elijah Crusoe, Custodial Supervisor, PHY
PLT,
10/30/00, \$47,888/year

Sara Gibson, Manager of Regulatory
Compliance,

PHY PLT, 12/11/00, \$53,000/year

Bridget Lee, Assistant Box Office/Theatre
Manager,

BOX OFF, 12/04/00, \$31,300/year

Classified Staff Appointments

Julie Chavez, Bilingual Secretary I, ADS,
10/25/00, \$26,000/year

Joseph D'Agostino, Extension Center
Assistant, CE/Special

Programs-Extension Center, 11/20/00,
\$28,000/year

Michael Fitzgerald, Laboratory Technician,

TECH, 11/08/00, \$33,000/year

Karen Horner, Clerk Typist II, p/t, BUS/SS,

10/23/00, \$16,250/year

Melinda Knobe, Administrative Secretary,
AE/LS-LAP,

11/06/00, \$29,657/year

Harper #512 IEA-NEA Appointments

Darin Buckman, Maintenance Mechanic, PHY
PLT,

10/30/00, \$40,123/year

Laurence Caul, Maintenance Helper, PHY PLT,

11/13/00, \$33,592/year

Maria Garcia-Gillespie, Custodian, PHY PLT,

10/25/00, \$19,739/year

ICOPS Retirement

Ronald Schubert, Security Guard, PUB SAF,
01/12/01, 13 years

Faculty Resignation

Gina Orzak, Instructor, BUS/SS, 05/31/01,
1 year 9 months

Professional/Technical Resignation

Richard DeFrank, Networking Specialist,
TECH,

10/27/00, 2 months

Classified Staff Resignations

Karen Kurfirst, Clerk Typist II, p/t,
BUS/SS, 10/11/00, 2 months

William Wunschel, Computer Operator, IT/TS,

11/17/00, 11 years 6 months

Harper #512 IEA-NEA Resignation

Leonardo Cano, Custodian, PHY PLT,
10/18/00, 1 year 5 months

Approval of the 2000-2001 Board meeting
dates.

Adoption of the 2001-2002 academic calendar
as modified.

Approval of 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.

Approval of the Career Advisory Committee

appointments for the 2000-2001 academic year

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

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

Nays: None

Motion carried.

NEW BUSINESS:

Affiliation Agreements:
Home Health Plus;
Rosewood Care
Center Inc. of Inverness;
Omnicare

Chair Kolze noted that these affiliation agreements have all been reviewed by legal counsel.

Member Gillette moved, Member Howard seconded, approval of the following Affiliation Agreements: between William Rainey Harper College and Home Health Plus; between William Rainey Harper College and Rosewood Care Center Inc. of Inverness; and between William Rainey Harper College and Omnicare, as outlined in Exhibits VII-A, VII-B and VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes). .

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

Nays: None

Motion carried.

Member Howard thanked these institutions for providing clinical experiences for Harper students in the healthcare area. It is a wonderful example of collaboration. It is a win-win situation, because these institutions hope to employ trained technicians and nurses, and Harper students gain real life clinical experience at their sites. The College could not accomplish these goals without them. It is another example of how Harper collaborates with others in the community to educate its students. It was noted how important nurses and pharmacy technicians are to everyone throughout their lives.

Purchase Orders
to CoreSource, Provident
Life Insurance Co., Blue
Cross Blue Shield of
Illinois, HMO Illinois and
CNA Insurance Co.

Member Hess moved, Member Howard seconded, acceptance of the proposal of Willis Corroon Corporation of Illinois and the College administration to have Provident Life Insurance Company continue to provide the College with Term Life, not to exceed \$0.28 per \$1,000 of covered payroll; Accidental Death and Dismemberment, not to exceed \$0.024 per \$1,000 of covered payroll; CNA to provide Long-Term Disability insurance coverage, not to exceed \$0.29 per 1 percent of payroll per month; and CoreSource to provide claims administration, not to exceed \$2.79 for dental and \$1.05 for Short-Term Disability. Further, it is recommended that Blue Cross Blue Shield of Illinois and HMO Illinois provide the College with medical insurance coverage, not to exceed the proposed amount per level of coverage per covered individual per month, as outlined in Exhibit VII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Shure, Vice President Thorson explained that for 2001, there is a 13.92 percent increase on the PPO and a 13.3 percent increase on the HMO. The 20.59 percent increase in prescription drugs is subsumed inside the 13.92 percent. She pointed out that at the bottom of the page, it shows the percent change as only 4.8 percent. It is true that the rates went up the amounts shown in the memo Board members received; however, there were many people who switched last year from the PPO to the HMO because of the increase last year. Because the HMO is cheaper, it brought the overall average down. In response to Member Shure, Vice President Thorson agreed that these increases are a terrible burden on all staff, faculty and the College. The broker recommended some options that were reviewed but were not accepted. The Insurance Committee makes recommendations, and they have to be approved by both the Faculty Senate and the Board. There was a proposal to change the drug rider, but it was rejected by the Faculty Senate, so it never came to the Board. Member Howard explained that the College has had a long experience with the Willis Corroon Company. They have done a good job in shopping the market and trying to find quality coverage at the most economical prices. Prices are increasing everywhere; it is a symptom of the rising cost of medical care.

Upon roll call, the vote was as follows:

Ayes: Members Botterman, Gillette, Hess, Howard
and Kolze

Nays: Member Shure

Motion carried.

PRESIDENT'S REPORT

Dr. Breuder introduced Dr. Sunil Koswatta, Associate Professor of Mathematics and Faculty Coordinator for the newly formed Department of Instructional Technology (DoIT). Dr. Koswatta presented a brief overview of online courses at Harper College which include telecourses, two-way interactive video courses and internet courses. Harper College has been offering telecourses since the early 1980's, two-way interactive video courses since 1994 and internet courses since 1997. At present, Harper College offers online courses in the following disciplines: accounting, astronomy, career development, chemistry, computer information systems, economics, English, geography, history, management, marketing, mathematics, music, networking, nursing, physics, psychology, politics and sociology.

Some online courses are self-paced to an extent where students learn at their own pace; some are controlled-paced where students have to complete lessons or projects within assigned time periods. There are two types of internet courses: one housed in the commercial server site called "Blackboard," and the other housed in the Harper server. Blackboard is an easy to manage learning environment with fill-in formats. The faculty can control announcements, course information, syllabi information, course documents, study guides, lecture notes, assignments, communication via E-mail or Discussion Board. Harper faculty can access and manage Blackboard environments via the internet. The password-protected environment provides the backbone for most of the Harper online courses. Even though Blackboard is easy to use, it is not a flexible environment.

Faculty members who wish to seek greater flexibility use the Harper server to deliver online courses. With this option, faculty members must create their own environment which requires some knowledge in online course creation. A learned faculty member can create a course with controlled pace, for example: s/he can upload lessons three times a week and create visual solutions and interactive pieces. He showed a sample screen with a calculator slide show instructing the student how to solve a problem step-by-step.

Dr. Koswatta explained that most of the discussion and two-way communication are done via E-mail and Discussion Boards. Peer-to-peer discussions and instructor-to-student discussions engage students in the subject matter. A Discussion Board is a

necessary component of any online course. He added that a Discussion Board is a great tool even for a traditional classroom setting. If not recorded, a discussion can easily slip from one's mind. On the other hand, a Discussion Board can maintain an exact record of any discussion throughout the semester.

Currently there are 66 online courses offered at Harper College; in Fall 1998, there were 39 online courses. There are 664 students enrolled in these courses as of the beginning of Fall. The DoIT has been created this year as proposed by the Harper College Instructional Technology Plan and was approved by Dr. Choice and Dr. Breuder. The DoIT will provide assistance to interested faculty with seminars and training on online teaching, online course development, research on online teaching and learning and by introducing any relevant new technologies as they emerge.

Member Gillette noted he is concerned about what he has read regarding the poor retention rate of students in online courses. Many people sign up, but there are very few left by the end of the course. He asked about the retention rate of Harper College students in online courses compared to traditional classroom courses. He feels that it will be very expensive to put a lot of effort into something that very few students actually complete. Vice President Tom Choice stated that they have retention information; however, he did not bring the information to the Board meeting. He has looked at retention rate as reflected by how many students are there at the end of the term that were there at midterm. The retention rate is actually quite high, and in some cases, it is over 100 percent. He explained that this is due to the open entry format-some students come in later, do well and complete the course. When he looked at the last three years of courses (four or five semesters), it is not unusual for the retention rate to be 80 percent or 90 percent.

In response to Member Gillette, Dr. Choice explained that some online courses have equivalent traditional courses on campus. Member Gillette stated that there is the possibility that those students who are highly motivated are taking the online courses, and those that need the face-to-face interaction are taking the classroom courses. Dr. Choice pointed out that most students enrolled in online courses are also enrolled in other traditional courses. Many see this as an alternative when they cannot fit in another course

at a particular time that it is offered. Many students like the flexibility and add an online course to their other load. They do need to be motivated.

In response to Member Howard, Dr. Choice explained that students who take online sections of courses, just like students who take their counterparts delivered on campus or at extension sites, have to meet the same course pre-requisites. On the web page, there is typically a caution that tells the prospective student information they should know before they take an online course (i.e., hardware requirements for optimization of participation and expectations of students taking courses in this particular delivery mode). In addition, individual faculty and their syllabi may have some cautions and words to the wise for students as they get started. The Illinois Virtual Campus has given Harper some funding to provide counseling and make it available online to students so that they can seek help and ask questions.

Vice President Joan Kindle added that Harper has online advising for students. There is no mandatory screening-if students are doing well and want to make some decisions on their own, they should be able to take online courses. The College has mandatory systems to see who is on probation or who is performing poorly. Those students would have a one-to-one relationship with their counselor who would be their guide and help direct some of their choices. Those who want to make the choices for themselves and want to take advantage of online courses can. All students are very different.

Member Howard stated that she is glad to hear that some cautions are given to the students. Dr. Choice noted they will continue to monitor retention rates every semester to see where the College is. Beyond just the online courses, more faculty are feeling comfortable and taking advantage of technology to include web-based components in traditional classes. Faculty will put their syllabus out there and have chat times online so students can talk to other students. They might also have study aids. Students are benefiting from the incredible things faculty are doing with technology.

Chair Kolze asked if Dr. Breuder's office could send the retention data to each Board member. Dr. Breuder concurred. In response to Member Howard, Linda Kolbusz stated that the press release given

to Board members has the information from the PowerPoint presentation. Member Howard thanked Ms. Kolbusz.

Dr. Breuder noted that at the October 26 Board meeting, the Board authorized him to award up to \$120,000 of contracts to refurbish the Cockrell Dining Hall. The numbers are in and the contracts have been awarded for a total of \$58,075, or less than 50 cents on the dollar. He feels the numbers came in as low as they did because of a combination of competitive bidding and the fact that they were able to access the same quality of carpeting for a lot less money than originally anticipated. The Board was pleased to hear that.

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

Chair Kolze announced that the Board received a very nice letter from Sylvia Kingsley who is retiring from Harper College. He added that the Board knows her quite well and wishes her the best.

Calendar Dates

Calendar dates are printed on the agenda for Board information. Chair Kolze reiterated the importance of Board members attending the December 1 Tax Levy Meeting.

OTHER BUSINESS

Member Gillette noted that he received an E-mail regarding a Trustee Emeritus policy in effect at McHenry Community College. He read the policy aloud:

"A Board member who leaves the Board after serving the College for six or more years will be considered for Trustee Emeritus status upon request of the Chairperson of the Board. The privileges of Trustee Emeritus status are as follows: the Trustee Emeritus will be granted tuition waivers for credit and non-credit classes; the Trustee Emeritus will receive McHenry Community College business cards indicating his or her status; they will be invited to College functions and will be kept on the College mailing list; and they will receive a photograph taken with the President."

Member Gillette stated that Harper College has a number of retired trustees who still strongly support the College. For example, Larry Moats

bought a whole table at the Harvest Ball, even though he could not attend. Many others still support Harper. He feels that a policy such as this would be a good idea for Harper College. He asked that it be considered by the administration and the Board, and that they make changes if necessary. Board members agreed. Dr. Breuder stated that they would write a policy and have it for the Board at the December Board meeting. All were in agreement that the College should make sure to include all past Trustees who qualify (serving six or more years), especially those still living in the area.

Chair Kolze noted that there would be a need for an executive session, and that there would be no action taken following the meeting.

EXECUTIVE SESSION

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

Nays: None

The motion carried at 7:48 p.m.

Following executive session, the Board reconvened the Regular meeting at 8:39 p.m.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 8:40 p.m.

Chair

Secretary

BOARD REQUESTS

NOVEMBER 21, 2000 REGULAR BOARD MEETING

1. With regard to Exhibit VI-8 Disposal of Obsolete Equipment, Member Gillette, suggested that it might be possible to make equipment more useful for non-profit groups if a volunteer group would go through the computers and monitors and put together working sets for them. If someone requests a computer to access the internet or do word processing, volunteers could go through the pile and put together a unit. He would volunteer his own time to work on this if such a thing is possible, if there is enough space, and if others will help. Dr. Breuder responded that the College will check on that.
2. With regard to online courses, Chair Kolze asked if Dr. Breuder's office could send the retention data to each Board member. Dr. Breuder concurred.
3. With regard to a Trustee Emeritus policy, Member Gillette feels that it would be a good idea for Harper College. He asked that it be considered by the administration and the Board, and that they make changes if necessary. Dr. Breuder stated that they would write a policy and have it for the Board at the December Board meeting.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

December 20, 2000

SUMMARY OF BIDS

- Exhibit VI – 3a The administration recommends that the Board award Q00109 for the renovation of the entire first floor and sections of the second floor of the Northeast Center to John Edwards Construction Co., the low bidder, in the amount of \$1,645,900, and the Architects Fee of 7% in the amount of \$115,213, Reimbursables of \$79,546, Design/Building Allowance for Stanley Consultants of \$13,830, plus a Contingency of \$175,638 for a total award of \$2,030,127.
- Exhibit VI – 3b The administration recommends that the Board award Q00118 to Northwest Ford and Sterling Truck Centers, the low bidder for a dump truck with a plow, in the amount of \$33,985.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00109 for the renovation of the entire first floor and sections of the second floor of the Northeast Center as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$2,398,543 are provided in the 2000/01 Operations and Maintenance Restricted Fund budget, under account number 0392-039-584.00-9022, and \$179,891 under account number 0392-039-533.00-9022.

III. INFORMATION

A legal bid notice was published and 12 bids solicited. Twelve responses were received. The following is a recap of the bid tab sheet:

John Edwards Construction Co.	\$1,645,900
Tri-State Management Co.	1,705,200
Sigalos & Associates Ltd.	1,761,700
Bergen Construction Corp.	1,794,500
Phoenix Builders, Ltd.	1,797,844
The Dubs Co., Inc.	1,828,093
Mota Construction Co., Inc.	1,848,100
Fisher Commercial Construction Co., Inc.	1,903,900
Ernie Loberg Construction Co., Inc.	1,936,363
Sarang Corp.	2,048,750
Central Lakes Construction Co., Inc.	2,050,400
G. F. Connelly Mechanical Contractors, Inc.	2,160,500

The existing classrooms and office spaces on the first floor of the Northeast Center are not in compliance with the air quality requirements presented by the BOCA code. The existing window air conditioning units, used for cooling the spaces, are noisy and disrupt classroom teaching. The baseboard heating and unit ventilators are old, obsolete, and difficult to maintain. Insufficient ventilation exists. The existing lighting system is old and does not provide adequate lighting levels. The HVAC noise and the inadequate lighting make the rooms sub-optimal for teaching. The first floor electrical service needs to be upgraded to meet present and future electrical requirements of the floor. Partitions separating classrooms, and cracked sidewalks and curbs, are potential hazards to residents and users of the building. Existing washrooms are not in compliance with the Americans with Disabilities Act and the Illinois Accessibility Code.

The proposed renovation project will provide upgrades to the HVAC system, new lighting, new washrooms, upgraded classrooms, and repair of the sidewalks and curbs.

This recommendation includes awarding the bid to the low bidder, John Edwards Construction Co., in the amount of \$1,645,900, and the Architects Fee of 7% in the amount of \$115,213, Reimbursables of \$79,546, Design/Building Allowance for Stanley Consultants of \$13,830, plus a Contingency of \$175,638 for a total award of \$2,030,127.

IV. RECOMMENDATION

The administration recommends that the Board award Q00109 for the renovation of the entire first floor and sections of the second floor of the Northeast Center to John Edwards Construction Co., the low bidder, in the amount of \$1,645,900, and the Architects Fee of 7% in the amount of \$115,213, Reimbursables of \$79,546, Design/Building Allowance for Stanley Consultants of \$13,830, plus a Contingency of \$175,638 for a total award of \$2,030,127.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00118 for a dump truck with a plow as requested by Physical Plant for the Roads and Grounds department.

II. BUDGET STATUS

Funds in the amount of \$40,000 are provided in the 2000/01 Operations and Maintenance Fund budget, under account number 0273-065-587.

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:

Northwest Ford and Sterling Truck Centers	\$33,985
	(2000 Model)
	34,353
	(2001 Model)
Reynolds Motor Co.....	34,878.70
	(2001 Model)
Volvo and GMC Trucks of Chicago	No Bid

Volvo and GMC Trucks of Chicago does not hold a contract from General Motors Corp. for small duty trucks and was, therefore, unable to bid. Another bidder submitted a bid late and it could not be considered.

The new dump truck will run on alternative fuel and will be the first in the College fleet to conform to the Clean Air Fleet Fuel Program LEV.

The new dump truck is needed to facilitate snow plowing this winter. The existing truck, which is 12 years old, will be retired to light duty.

The bids received were evaluated along with a comparable truck that is available on the State of Illinois Joint Purchasing Contract for \$32,135. The vehicle, however, does not conform to the Clean Air Fleet Fuel Program LEV, has a smaller engine, a smaller snow plow, does not provide a spare tire or wheel, and does not have drop sides. The Roads and Grounds department indicated these options are important for every day use of the vehicle. In addition, it would take approximately four months to receive the truck off the State Contract.

IV.

RECOMMENDATION

The administration recommends that the Board award Q00118 to Northwest Ford and Sterling Truck Centers, the low bidder for a dump truck with a plow, in the amount of \$33,985.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

December 20, 2000

SUMMARY OF PURCHASE ORDER

- Exhibit VI – 4a The administration recommends that the Board approve issuance of a purchase order to Bell & Howell Information and Learning, for microfilm periodical subscriptions, in the amount of \$17,220.
- Exhibit VI – 4b The administration recommends that the Board approve issuance of a purchase order to Leader Advertising for classified advertising services for the Personnel department, in the amount of \$90,000.
- Exhibit VI – 4c The administration recommends that the Board approve issuance of a purchase order to Michael Walters Advertising, Inc. for advertisement placement services for Marketing and Advancement for the remainder of the 2001 fiscal year, in the amount of \$60,000.
- Exhibit VI – 4d The administration recommends that the Board approve issuance of a Change Order in the amount of \$9,246 to Warner Offset, Inc., for Purchase Order #016089 for printing of the Spring 2001 Course Schedules, for a new total of \$42,702.
- Exhibit VI –4e The administration recommends that the Board approve issuance of a purchase order to The Marlin Group to hire a consultant to assist with Harper College Foundation projects from January 1, 2001 through June 30, 2001, in the amount of \$42,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Bell & Howell Information & Learning for microfilm periodical subscriptions as requested by Library Services.

II. BUDGET STATUS

Funds in the amount of \$17,220 are provided in the 2000/01 Education Fund budget, under account number 0121-024-546.1.

III. INFORMATION

The Library's acquisition of microfilm and microfiche periodicals is a crucial part of its long-term collection development. Through the analysis of usage statistics and in consultation with other College Faculty, the Library Services Faculty identifies and selects certain periodical titles that are regularly acquired in microform. This achieves three purposes. It optimizes the use of space, provides a destruction-proof copy for student use, and preserves such titles in a stable and long-lasting medium.

The subscription renewals are for the following publications:

- Barron's
- Chicago Tribune and Chicago Tribune Index
- New York Times and New York Times Index
- Wall Street Journal and Wall Street Journal Index

Bell & Howell has produced microfilm periodicals for the library community for many years, and is known for its quality products and quantity of titles. No other microfilm producer of periodical titles has the number of titles (over 20,000 periodical titles and over 7,000 newspaper titles); the full images of the specific journal issues; nor the previous years and volumes needed for the collection.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Bell & Howell Information and Learning, for microfilm periodical subscriptions, in the amount of \$17,220.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Leader Advertising for classified advertising services as requested by Human Resources and Internal Affairs for the Personnel department.

II. BUDGET STATUS

Funds in the amount of \$90,000 are provided in the 2000/01 Education Fund budget, under account number 0184-041-547.50.

III. INFORMATION

The College places approximately \$200,000 worth of classified advertising a year for personnel ads. Five advertising agencies were contacted and their services compared. In all cases, the College only pays for the cost of the ad. The agency writes the ad in print format and receives its payment in the form of a discount directly from the media. The media is able to offer a discount to the advertising agency because it does not have to use copywriters or proofreaders to type and proof the ads. Only two of the agencies offer all of the services needed by the College. Leader Advertising, which has provided classified advertising services for the College since 1996, places ads with print media and on the Internet, does address/contact research, and offers placement suggestions when appropriate.

Since the College only pays the cost of the ad, which it will pay regardless of who places the ad, continuing with a company that has a proven level of excellent service is in the best interest of the College. The College has a sound working relationship with Leader Advertising and has acquired a sense of confidence in the company's work and suggestions.

This recommendation conforms to Board Policy and State Statute.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Leader Advertising for classified advertising services for the Personnel department, in the amount of \$90,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Michael Walters Advertising, Inc. for advertisement placement services as requested by Marketing and Advancement.

II. BUDGET STATUS

Funds in the amount of \$60,000 are provided in the 2000/01 Education Fund budget, under account number 0181-060-547.

III. INFORMATION

The College, through Marketing Services, places media advertising in a number of appropriate venues such as newspapers and radio advertisements. Three advertising agencies were contacted and their services compared. Ninety percent or more of the amount paid to these agencies is the cost of the media, with the agency getting most of its fee as a discount from the particular media used. The client chooses an agency based on its audience, and the industry knowledge, strategic thinking and creative talents of the agency.

Marketing Services began working with Michael Walters Advertising, Inc. (MWA) for the fall 2000 enrollment campaign. This agency has experience working with higher education in particular community colleges. MWA has in-depth knowledge of media channels and organizations which are appropriate to reach our targeted audience.

Usually an account the size of Harper's will fall to a junior-level staff member. MWA, however, is able to service the College with a senior-level account manager with excellent creative, design and production resources, powerful media scheduling, space and placement negotiating skills, and excellent client service skills.

Marketing Services has established an effective working relationship with MWA and has confidence in the agency's future ability to work with the College on various advertising efforts.

This purchase conforms to State Statute and Board Policy.

IV.

RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Michael Walters Advertising, Inc. for advertisement placement services for Marketing and Advancement for the remainder of the 2001 fiscal year, in the amount of \$60,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a Change Order to Purchase Order #016089 to Warner Offset, Inc., for printing of the Spring 2001 Course Schedules, as requested by Marketing and Advancement for Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$9,246 are provided in the 2000/01 Education Fund budget, under account number 0181-060-547.

III. INFORMATION

The award of bid request Q00106 for printing of the Spring 2001 Course Schedules was approved by Board action on September 28, 2000, and Purchase Order #016089 in the amount of \$33,456 was issued to Warner Offset, Inc.

A Change Order in the amount of \$9,246 is needed because the quantity of the Spring 2001 Credit Course Schedule increased from 100M to 193M and the quantity mailed increased from 90M to 176M.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a Change Order in the amount of \$9,246 to Warner Offset, Inc., for Purchase Order #016089 for printing of the Spring 2001 Course Schedules, for a new total of \$42,702.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to The Marlin Group to hire a consultant to assist with Harper College Foundation projects from January 1, 2001 through June 30, 2001 as requested by Development/External Affairs.

II. BUDGET STATUS

Funds in the amount of \$19,000 are provided in the Education Fund budget, under account number 0183-048-532.00, and \$23,000 from Foundation resources.

III. INFORMATION

Due to two professional vacancies in the Development Office, it is recommended that a consultant be hired to assist with critical projects until a successful search for new staff members is complete. The contract will run from January 1, 2001 through June 30, 2001 with the Foundation having the right to cancel the contract at any time. Nineteen thousand dollars will be paid from the unexpended salary available because of the vacancy. Twenty-three thousand dollars will be paid by the Harper College Foundation.

The consultant will not be contracted on an hourly rate but will be charged to complete specific project outcomes, as specified in the contract.

The Marlin Group has been used by the Foundation for earlier projects. The consultant who will be assigned to our account is familiar with the Foundation and well qualified. Projects the consultant will assist on include:

- Plan and begin implementing a Theater Seat campaign that will benefit the Performing Arts Center.
- Begin operationalizing the planned giving strategic plan.
- Examine and make appropriate recommendations regarding the Foundation's corporate and Foundation giving program.
- Create a comprehensive prospect management system.
- Work with the Development Office team to prepare the Development Operating Plan for fiscal year 2002.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to The Marlin Group to hire a consultant to assist with Harper College Foundation projects from January 1, 2001 through June 30, 2001, in the amount of \$42,000.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD 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: December 8, 2000

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
Minority Student Transfer Center Student Development F. Solano	Provide counseling & advising services to minority students Continuation Project	IBHE \$70,000	08/22/00 08/31/01
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 S. Catlin	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 FY2000 Advising and Job Placement for Women's Program Participants	IDOL \$68,000	07/01/00 06/30/01
Perkins III J. Hennig	Continuation of FY2000 Award. Career and Technical Education	ISBE \$234,903	07/01/00 06/30/01

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
Program Improvement J. Hennig	Continuation of FY2000 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
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 FY2000 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
Fellows Grant Student Activities D. Grier	Professional development of community service directors	ICCCS \$2,000	11/01/00 06/30/01
Total as of December 8, 2000		\$4,267,432	

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
ICCCS	Illinois Campus Compact for Community Service

Harper College Educational Foundation
Gift Summary by Fund
November 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	16	\$0.00	\$44.00	\$44.00
(E)Lawrence Francione Memorial Scholarship Endowment	1	\$200.00	\$0.00	\$200.00
(E)John Louis Papandrea Liberal Arts Memorial Scholarship	4	\$0.00	\$22.00	\$22.00
(E)Dr. Charles Shaner Memorial Scholarship/Dental Hygiene	2	\$0.00	\$6.50	\$6.50
(E)Diane Tomcheff Callin Endowed Memorial Scholarship	2	\$0.00	\$3.38	\$3.38
(E)Nils Andrew Johnson Memorial Culinary Arts Scholarship	3	\$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 Scholarship	2	\$0.00	\$3.24	\$3.24
(E)Harper Employee Transfer Endowment Scholarship	2	\$0.00	\$2.00	\$2.00
(E)Business/Social Science Staff Endowment Scholarship	2	\$0.00	\$10.00	\$10.00
(E)Architectural Technology Endowment 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)Elizabeth Schmik Hull Fund	1	\$100.00	\$0.00	\$100.00
(E)Otter Chemistry Endowment	2	\$0.00	\$20.00	\$20.00
(E)Anne Rodgers Scott Endowment	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/ Continuing Education	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	2	\$0.00	\$2.00	\$2.00
Displaced Homemakers Scholarship	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 Scholarship	2	\$0.00	\$14.00	\$14.00
Latinos Unidos Student Organization Scholarship	6	\$0.00	\$140.00	\$140.00
Harper 512 IEA-NEA Assoc	8	\$0.00	\$20.00	\$20.00
Jean B. Chapman International Student Scholarship	14	\$0.00	\$420.00	\$420.00
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	5	\$254.67	\$24.00	\$278.67
Women's Program	4	\$0.00	\$15.00	\$15.00
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	30	\$0.00	\$536.30	\$536.30

Harper College Educational Foundation
Gift Summary by Fund
November 2000

Description	#Gifts	Cash	Pledge Payments	Total
Instructional Conference Center	8	\$0.00	\$114.00	\$114.00
General Unrestricted Fund	94	\$8,765.70	\$342.00	\$9,107.70
Harper Annual Golf Outing	4	\$0.00	\$61.24	\$61.24
Major Gifts Campaign	1	\$0.00	\$200.00	\$200.00
Harvest Ball 2000	147	\$31,275.00	\$18.76	\$31,293.76
TOTAL	442	\$40,695.37	\$2,407.12	\$43,102.49

Harper College Educational Foundation
Gift In Kind Report
November 2000

Date	Constituent Name	Fund	Gift Value	Reference
11/13/00	Joan Dourlet	Music Academy	\$2,906.00	Music Collection
11/30/00	Vis-O-Graphic Printing, Inc.	Harvest Ball 2000	\$4,970.00	Printing
Total			\$7,876.00	

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to Issue \$4,085,000 Limited Tax Funding Bonds to Pay Claims against the District.

II. REASON FOR CONSIDERATION

Recent state legislation permits local governments to issue limited tax bonds in lieu of general obligation bonds that have otherwise been authorized by applicable law. Limited tax bonds will be secured by a 1995 non-referendum bond debt service extension base. The base amount for each local government will become available as existing non-referendum general obligation bonds are paid or retired.

The College has retired bonds recently. The retirement of these bonds creates bond capacity, up to the debt service extension base, to finance Funding Bonds.

The College has obligations which can be met through the issuance of Funding Bonds. The College has a legal budget which was presented to the Board of Trustees on August 31, 2000. This bond sale will enable the College to meet its educational objectives, and meet its financial obligations. This can be accomplished without increasing the tax levy on the property owners of the district, because of the retirement of other bonds.

III. BACKGROUND INFORMATION

The College Board of Trustees has made a commitment in the past which now needs to be funded. The commitment is to provide matching funds for the building of the Instructional Conference Center and Theater. These items qualify as obligations which may be satisfied through the Funding Bonds portion of a General Obligation Limited Tax Bond sale.

IV. RECOMMENDATION

The Administration recommends that the Board approve the Resolution to Issue Limited Tax Bonds.

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, held in the Student and Administration Building, 1200 West Algonquin Road, Palatine, Illinois, in said Community College District at _____ o'clock P.M., on the 20th day of December, 2000.

* * *

The meeting was called to order by the Chairman and upon the roll being called, _____, the Chairman, and the following Trustees at said location answered present:

The following Trustees were absent: _____

The Chairman announced that in view of the financial condition of the District, the Board of Trustees would consider the adoption of a resolution setting forth and describing in detail outstanding claims against the District, declaring its intention to issue funding bonds to pay said claims against the District and directing that notice of such intent be published.

Whereupon Trustee _____ introduced and the Secretary read in full a resolution as follows:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, and to issue bonds for the purpose of funding and paying claims against Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and directing that notice of such intention be published as provided by law.

* * *

WHEREAS, pursuant to the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended (the "*Act*"), Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois (the "*District*"), is authorized to issue bonds (the "*Bonds*") to fund and pay claims against the District (the "*Claims*"); and

WHEREAS, the District has presently outstanding and unpaid Claims in the aggregate amount of not less than \$4,085,000, all of the Claims having been heretofore authorized and allowed for proper community college purposes; and

WHEREAS, there are not sufficient funds on hand and available with which to pay the Claims, and the Board of Trustees of the District (the "*Board*") has determined and does hereby determine that it is necessary and in the best interests of the District that the Claims be funded and paid from proceeds of the Bonds in the principal amount of \$4,085,000; and

WHEREAS, before the Bonds can be issued pursuant to the Act, the Board must examine and consider the Claims and must adopt a resolution declaring the Claims to be authorized and allowed for proper community college purposes, set forth and describe in detail the Claims, declare its intention to issue the Bonds for the purpose of paying the Claims and direct that notice of such intention to issue the Bonds be given as provided by law; and

WHEREAS, the Board has examined and considered the Claims:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. The Claims. The Claims consist of the District's obligations pursuant to the Amendment to Trust Agreement, dated the 26th day of January, 2000, and entered into by and between the District and Bank One, NA, Chicago, Illinois (the "*Bank*"), to deposit funds with the Bank, and it is hereby found, determined and declared that the Claims were heretofore authorized and allowed for proper community college purposes and constitute valid and binding unpaid obligations of the District.

Section 3. Declaration of Intent. The Board does hereby determine and declare its intention to avail of the provisions of Article 3A of the Act and to issue the Bonds in the amount of \$4,085,000 for the purpose of paying the Claims.

Section 4. Notice of Intent. In accordance with the provisions of Section 5 of the Local Government Debt Reform Act of the State of Illinois, as amended, notice of said intention to avail of the provisions of Article 3A of the Act and to issue the Bonds for the purpose of paying the Claims shall be given by publication of such notice once in the *Daily Herald* the same being a newspaper of general circulation in the District.

Section 5. Form of Notice. The notice of intention to issue the Bonds shall be in substantially the following form:

**NOTICE OF INTENTION OF
COMMUNITY COLLEGE DISTRICT NO. 512,
COUNTIES OF COOK, KANE, LAKE AND MCHENRY AND STATE OF ILLINOIS,
TO ISSUE \$4,085,000 FUNDING BONDS**

PUBLIC NOTICE is hereby given that on the 20th day of December, 2000, the Board of Trustees (the "*Board*") of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois (the "*District*"), did adopt a resolution declaring its intention and determination to issue bonds in the aggregate amount of \$4,085,000 for the purpose of paying presently outstanding and unpaid claims against the District, all of which unpaid claims have been heretofore authorized and allowed for proper community college purposes and it is the intention of the Board to avail of the provisions of Article 3A (Sections 3A-6 to 3A-9, inclusive) of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and to issue said bonds for the purpose of funding and paying said unpaid claims.

A petition may be filed with the Secretary of the Board within thirty (30) days after the date of publication of this notice signed by not less than **26,100** voters of the District, being equal to ten percent (10%) of the voters of the District, requesting that the proposition to issue said bonds be submitted to the voters of the District. If such petition is filed with the Secretary of the Board within thirty (30) days after the date of publication of this notice and not later than the 15th day of January, 2001, an election on the proposition to issue said bonds shall be held on the 3rd day of April, 2001. If such petition is filed with said Secretary within said thirty (30) day period, but after the 15th day of January, 2001, said election shall be held in the 19th day of March, 2002. The Circuit Court may declare that an emergency referendum should be held prior to either of said election dates pursuant to the provisions of Section 2A-1.4 of the Election Code of the State of Illinois, as amended. If no such petition is filed within said thirty (30) day period,

then the District shall thereafter be authorized to issue said bonds for the purpose hereinabove provided.

By order of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois.

DATED this 20th day of December, 2000.

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

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

Note to Publisher: Please be certain that this notice appears over the names of the Chairman and Secretary of the Board.

Section 6. Further Proceedings. If no petition signed by the requisite number of voters is filed with the Secretary of the Board within thirty (30) days after publication of said notice of intention to issue the Bonds, the Board shall, by appropriate proceedings to be hereafter taken, fix the details concerning the issuance of the Bonds and provide for the levy of a tax to pay principal and interest on the same.

Section 7. Severability. If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Resolution.

Section 8. Repealer and Effective Date. All resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted December 20, 2000.

Chairman, Board of Trustees

Secretary, Board of Trustees

After a full and complete discussion thereof, Trustee _____ moved and Trustee _____ seconded the motion that said resolution as read be adopted.

The Chairman directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

Upon roll call the following Trustees voted AYE: _____

The following Trustees voted NAY: _____

Whereupon, the Chairman declared the motion carried and said resolution adopted, and in open meeting did approve and sign said resolution and did direct the Secretary to record the same in full in the records of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, which was done.

After the adoption of said resolution, other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois (the “Board”), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 20th day of December, 2000, insofar as the same relates to the adoption of a resolution entitled:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, and to issue bonds for the purpose of funding and paying claims against Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and directing that notice of such intention be published as provided by law.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were taken openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that notice of said meeting was duly given to all of the news media requesting such notice, and that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the Local Government Debt Reform Act of the State of Illinois, as amended, and the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the applicable provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 20th day of December, 2000.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

NO PETITION CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees (the “*Board*”) of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois (the “*District*”), and as such official I do further certify that pursuant to a resolution entitled:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, and to issue bonds for the purpose of funding and paying claims against Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and directing that notice of such intention be published as provided by law.

duly adopted by the Board on the 20th day of December, 2000, notice of intention of the District to issue \$4,085,000 Funding Bonds was published on the 11th day of December, 2000, in the *Daily Herald*, the same being a newspaper of general circulation in the District.

I do further certify that no petition has ever been filed in my office as Secretary of the Board or has ever been presented to me as such official requesting that the proposition to issue said bonds be submitted to the voters of the District, but that I provided a petition form regarding the same to every individual requesting one.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 11th day of January, 2001.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
 COUNTY OF _____)

PETITION

We, the undersigned, do hereby certify that we are voters of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and as such voters, we do hereby request that the following proposition be submitted to the voters of said Community College District: "Shall the Board of Trustees of William Rainey Harper Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, be authorized to issue \$4,085,000 bonds for the purpose of paying claims against said Community College District as provided for by Article 3A (Sections 3A-6 to 3A-9, inclusive) of the Public Community College Act of the State of Illinois, as amended?"; and we do hereby further request that the Secretary of said Board of Trustees of said Community College District certify said proposition to the County Clerks of The Counties of Cook, Kane, Lake and McHenry, Illinois, for submission to said voters at the election to be held on the ____ day of _____, 20__:

SIGNATURE	STREET ADDRESS OR RURAL ROUTE NUMBER	CITY, VILLAGE OR TOWN	COUNTY
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois
_____	_____	_____	_____ County, Illinois

The undersigned, being first duly sworn, deposes and certifies that his/her residence address is _____ (Street Address), _____ (City, Village or Town), _____ County, _____ (State), that the signatures on the foregoing petition were signed in his/her presence and are genuine, that to the best of his/her knowledge and belief the persons so signing were at the time of signing said petition registered voters of said Community College District and that their respective residences are correctly stated therein.

Signed and sworn to before me this
 ____ day of _____, 2001.

 Notary Public
 My commission expires _____
 (NOTARY SEAL)

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and Bedingfield/Rosewell Pediatric Practice for use of clinical facilities for students in the Medical Office Assistant 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 Bedingfield/Rosewell Pediatric Practice are consistent with the clinical objectives of the Harper College Medical Office Assistant Program.

This agreement has been approved by appropriate officers of Bedingfield/Rosewell Pediatric Practice.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and Bedingfield/Rosewell Pediatric Practice be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and Greater Northwest Medical for use of clinical facilities for students in the Medical Office Assistant 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 Greater Northwest Medical are consistent with the clinical objectives of the Harper College Medical Office Assistant Program.

This agreement has been approved by appropriate officers of Greater Northwest Medical.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and Typing to Your Liking for use of clinical facilities for students in the Medical Office Administration (Transcriptionist) 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 Typing to Your Liking are consistent with the clinical objectives of the Harper College Medical Office Administration (Transcriptionist) Program.

This agreement has been approved by appropriate officers of Typing to Your Liking.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and Typing to Your Liking be approved as submitted.