

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting

February 22, 2001

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 – January 10, 2001 Special Board Meeting, January 25, 2001 Regular Board meeting and executive session Exhibit VI-1
2. Bills Payable, Payroll for January 12, 2001, January 26, 2001 and February 9, 2001; Estimated payrolls for February 10, 2001 through March 23, 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

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| A. RECOMMENDATION: | Resolution to issue \$4,085,000 General Obligation Limited Tax Bonds (Funding) | Exhibit VII-A |
| B. RECOMMENDATION: | Resolution to issue \$88,800,000 General Obligations Bonds (Referendum) | Exhibit VII-B |
| C. RECOMMENDATION: | Legat/HOK Architectural Contract | Exhibit VII-C |
| D. RECOMMENDATION: | Gilbane Construction Management Contract | Exhibit VII-D |
| E. RECOMMENDATION: | Tuition (In-District) Fiscal Year 2001-2002 | Exhibit VII-E |
| F. RECOMMENDATION: | Tuition (International) Fiscal Year 2001-2002 | Exhibit VII-F |
| G. RECOMMENDATION: | Proposed Course Fee Changes for the 2001-2002 Academic Year | Exhibit VII-G |
| H. RECOMMENDATION: | Commissioning of John Medwedeff to Create Artwork for Harper College as Part of Illinois Capital Development Board's Art-in- Architecture Program | Exhibit VII-H |
| I. RECOMMENDATION: | Affiliation Agreement Between William Rainey Harper College and the Medical Practice of Kathleen Pearson, D.O. | Exhibit VII-I |
| J. RECOMMENDATION: | Affiliation Agreement Between William Rainey Harper College and The Transcription Practice of Cheryl Bowers | Exhibit VII-J |
| K. RECOMMENDATION: | Affiliation Agreement Between William Rainey Harper College and Healthworks OMEGA of Highland Park Hospital | Exhibit VII-K |
| L. RECOMMENDATION: | Affiliation Agreement Between William Rainey Harper College and The Medical Practice of Michael Melnick, MD | Exhibit VII-L |
| M. RECOMMENDATION: | Affiliation Agreement Between William Rainey Harper College and The Transcription Practice of Estelle Moorhouse | Exhibit VII-M |
| N. RECOMMENDATION: | Affiliation Agreement Between William Rainey Harper College and Marriott Senior Living Services, Inc. | Exhibit VII-N |
| O. RECOMMENDATION: | Workforce Violence Policy | Exhibit VII-O |
| P. RECOMMENDATION: | Policy on Compliance with the Abused and Neglected Child Reporting Act Policy | Exhibit VII-P |
| Q. RECOMMENDATION: | Second Reading – Trustee Emeritus Policy | Exhibit VII-Q |
| R. RECOMMENDATION: | Educational Service Providers | Exhibit VII-R |
| S. RECOMMENDATION: | Horizons Contract | Exhibit VII-S |

T. RECOMMENDATION: Sabbatical Leaves

Exhibit VII-T

U. RECOMMENDATION: Build-out of 650 Higgins

Exhibit VII-U

VIII. President's Report

IX. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

On-Campus Events

*March 22, 2001	7:00 p.m. – Regular Board Meeting – Room A242
*April 5, 2001	5:30 p.m. – Board Canvass of Election – Room A242
*April 26, 2001	7:00 p.m. – Regular Board Meeting – Room A242
*May 24, 2001	7:00 p.m. – Regular Board Meeting – Room A242

Off-Campus Events

March 17, 2001	Time TBA – Board Retreat at Motorola
April 3, 2001	Consolidated Election

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

XI. Adjournment

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #512
COUNTIES OF COOK, KANE, LAKE AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, January 25, 2001

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Kolze on Thursday, January 25, 2001 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 (7:22 p.m. arrival), Gillette, Hess, Howard, Kolze and Shure;
Student Member Fisher
Absent: None

Also present: Robert Breuder, President; Ed Dolan, V.P. Institutional Advancement; Joan Kindle, V.P. Student Affairs; Bonnie Henry, V.P. Human Resources and Internal Affairs; Tom Choice, V.P. Academic Affairs; Colleen Murphy, V.P. Marketing; Linda Kolbusz, Special Assistant to the President; Joe Accardi; Larry Bielawa; Carol Blotteaux; Catherine Brod; Lori Danaher; Dave Dluger; Julie Fleenor; Robert Getz; Bill Howard; Leon Hussissian; Cheryl Kisunzu; Liz McKay; Russ Mills; Elena Pokot; Sheila Quirk; Fred Skorude; Doug Van Nostran and John Warchal. Harper Student: John Ziemba.

Guests: Shruti Dat☺, Daily Herald; Jeffrey Jameson, Stanley Consultants; John Hipsky, New Generations and Candidate for Board of Trustees; David Hill, Candidate for Board of Trustees; Laurie Stone, Greater O'Hare Association and Candidate for Board of Trustees; Bill and Helen Huley, Northwest Tax Watch; Charles Burnidge, John Cinelli, Burnidge Cassell Associates; Helen Shumate, citizen.

CITIZEN PARTICIPATION

There was no citizen participation.

STUDENT TRUSTEE REPORT

Student Member Fisher noted that the first week of classes went very well. Events held in the Student and Administration Center were attended by many students. Food Services donated pizza, the Program Board provided a Roots of Rock concert and WHCM supplied ice cream and entertained with WHCM Live Remote.

The John Fraser Art Exhibit begins next week and will be held throughout the month. The College looks forward to

three major lectures coming up next month: Michael Eric Dyson for Black History Month; John Fraser, the artist; and Herman Boone, the inspiration behind the movie "Remember the Titans."

Chair Kolze thanked Student Member Fisher for her report.

APPROVAL OF AGENDA Chair Kolze noted that a handout entitled "Changes to Board Exhibits" was distributed to Board members. Changes include the withdrawals of a retirement and a resignation in Exhibit VI-5 Personnel Actions. The individuals have changed their minds. He noted that the Board would vote to approve a Special Board meeting to be held on February 13.

Chair Kolze noted that there would be an executive session for the purpose of discussing appointment, employment and dismissal of personnel, collective bargaining and the consideration of purchase of real estate for the benefit of the College.

Member Barton moved, Member Hess 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 Chair Kolze asked if any Board member would like to remove an item from the Consent Agenda for separate discussion. Hearing none, he asked for a motion to approve the Consent Agenda.

Member Howard moved, Member Barton seconded, approval of the minutes for the December 20, 2000 regular Board meeting and executive session; bills payable; payroll for December 15 and December 29, 2000; estimated payrolls for January 1, 2001 through February 23, 2001; bid awards; purchase orders; revised personnel action sheets; student service awards for Fall 2000; financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits VI-1 through VI-9 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,693,446.21
Tuition Refunds	52,537.39

The payrolls of December 15, 2000 in the amount of \$1,863,118.05; December 29, 2000 in the amount of \$1,502,029.24; and estimated payroll of January 1, 2001 through February 23, 2001 in the amount of \$6,780,771.99.

Bid Awards	Ex. VI-3a	Award items #1 and 2 on bid Q00113 for trash can liners to Valdes Enterprises, Inc., the lowest responsible bidder meeting specifications, in the amount of \$10,503.
	Ex. VI-3b	Award bid Q00119 for restroom plumbing maintenance supplies to K & L Supply Co., the low bidder, in the amount of \$27,863.50.
	Ex. VI-3c	Award bid Q00112 to upgrade the existing Heating, Ventilation and Air Conditioning system in the Music Instruction Center to Bartlett Heating and Air Conditioning, Inc., the low bidder, in the amount of \$254,254, and for approval of Engineering Fees of \$17,798, reimbursables in the amount of \$16,479, and a contingency in the amount of \$28,425 for a total award of \$316,956.
	Ex. VI-3d	Award bid Q00123 to Warner Offset, Inc., the low bidder for printing of the Summer 2001 Course Schedules, which are major publications promoting enrollment, in the amount of \$55,600.
Purchase Orders	Ex. VI-4a	Approve issuance of a purchase order to Element K Press, for Microsoft Office and Microsoft Windows software training manuals for Business and Professional Development classes, in an amount not to exceed \$15,000.
	Ex. VI-4b	Approve issuance of a purchase order to Sun Microsystems, for course books for Solaris 8 and Java classes offered within the TECH (Technical Education

and Consulting @ Harper) program, in an amount not to exceed \$40,000.

Ex. VI-4c Approve issuance of a change order in the amount of \$10,047.20 to Warner Offset, Inc., for Purchase Order #016089 for printing of the Spring 2001 Course Schedules, for a new total of \$52,749.20.

Personnel Actions

Administrator Appointment

Joseph Accardi, Dean of Resources for Learning, RES LRN, 02/19/01, \$79,000/year

Faculty Appointments

Joyce Grattoni, Instructor, LS/HS, 01/10/01, \$35,512/year

Joyce Johnson, Instructor, AE/LS-ESL, 01/10/01,
\$34,411/year

Geraldine Kale-Smith, Assistant Professor, LS/HS, 01/10/01,
\$41,046/year

Professional/Technical Appointments

Carol Yanik, Instructional Specialist, p/t, ADS, 01/08/01,
\$17,550/year

Johnny Lai, Desktop Integration Analyst, IT/CS, 01/03/01,
\$40,754/year

Classified Staff Appointments

Marlene Bernstein, Administrative Assistant, CORP SRV, 01/03/01, \$33,275/year

Telia Butler, Program Specialist, TECH, 02/05/01,
\$32,500/year

Faculty Retirement

Frank Smith, Professor, LIB ARTS, 05/31/01, 33 years

Classified Staff Retirements

Rita Brunett, Library Assistant I, LIB SER, 07/31/01, 19
years 1 month

Eva Groft, Administrative Assistant, BUS/SS, 06/30/01, 24
years 3 months

Lorel Kelson, Print Shop Assistant, Marketing Services, 05/01/01, 22 years 8 months

Classified Staff Resignations

Janice Hoss, Executive Assistant, President's Office, 01/10/01, 2 days

Jyll Olson, Lab Assistant, BIO, LS/HS, 02/23/01, 8 years 7 months

Member Gillette noted that when he previously asked for clarification on the number of books purchased in Exhibits VI-4a and VI-4b, he was pleased with the response he received. The College is purchasing up to 250 books at \$150 each in Exhibit VI-4b and \$12.50 each in Exhibit VI-4a. The number of books purchased depends on the number of students enrolled in the class. Students will pay a lab fee which covers the cost of the books. He complimented the staff on these purchase orders.

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.

NEW BUSINESS:

Affiliation Agreements:
Glen Ellyn, Wheaton & Mid-America Clinic (the DuPage Medical Group);
The Medical Practice of Sydney Cohen, MD; The Medical Practice of H. Gordon Davis III, MD, SC; Arlington Chiropractic Clinic; and Healthworld

Chair Kolze noted that these affiliation agreements have been reviewed by legal counsel. The Board agreed to vote on all of them at once.

Member Howard moved, Member Hess seconded, approval of the following Affiliation Agreements: between William Rainey Harper College and Glen Ellyn, Wheaton & Mid-America Clinic (the DuPage Medical Group) for use of clinical facilities for students in the Medical Office Administration Program; between William Rainey Harper College and The Medical Practice of Sidney Cohen, MD, for use of clinical facilities for students in the Medical Office Administration (Health Insurance Billing Specialist) Program; between William Rainey Harper College and The Medical Practice of H. Gordon Davis III, MD, SC, for use of clinical facilities for students in the Medical Office Administration Program; between William Rainey Harper College and Arlington Chiropractic Clinic for use of clinical facilities for students in the Medical Office Administration (Health Care Secretary) Program; and between William Rainey Harper College and Healthworld for use of clinical facilities for students in the Dietetic Technician Program, as outlined in Exhibits VII-A, VII-B, VII-C, VII-D and VII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

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.

Capital Project
Application - Increase
in Detention Pond Size
and Utility Infrastructure

Member Barton moved, Member Howard seconded, approval of Capital Project Application forms for Increase in Detention Pond Size and Utilities Tunnel Project, as outlined in Exhibit VII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Bob Getz explained that the College has been working with the Metropolitan Water Reclamation District (MWRD) with regard to obtaining permits for the new facilities—the Conference Center and the Performing Arts Center—and their parking lots. The College had to make adjustments to the pond and the level of the water. The site work around the Conference Center was never finalized. This will allow utilities and sewer water to get across the culvert. This type of work should be done now instead of after the site work is approved.

In response to Member Barton, Mr. Getz explained that these are simply adjustments so they will have sufficient drainage into the ponds to meet requirements of the MWRD.

Member Howard stated that she is happy to see this very good advance planning. She also pointed out that there should be consistency in the documents with regard to referencing campus buildings. The materials should reflect the new names of the buildings, instead of the old labels "Building A," "Building B," etc.

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.

First Reading:
Trustee Emeritus
Status

Chair Kolze noted that Exhibit VII-G is the first reading of an addition to the Board of Trustees Policy Manual for the designation of the Trustee Emeritus Status. Member Gillette had brought this to the attention of the Board several months

ago. The policy is very general in nature, but directs the administration to develop more specific guidelines. He reminded Board members that there is no action required with a first reading. He asked Board members to contact the President's Office, prior to the next Board meeting, with any suggestions for change. Member Gillette explained that Gary Davis picked up the policy as a Best Practice from McHenry Community College. He did not want to take credit for the idea.

PRESIDENT'S REPORT

Construction Update: Performing Arts Center

Dr. Breuder announced that he invited Charles Burnidge, of Burnidge Cassell Associates, to give an update on the progress of the Conference Center and the Performing Arts Center. Dr. Breuder explained that Mr. Burnidge is the designer of the two buildings, the architect associated with the project and the individual working with the Capital Development Board (CDB). Chair Kolze welcomed Mr. Burnidge to the Board meeting and expressed appreciation for his attendance. He explained the history of the projects, Mr. Burnidge's involvement since the onset and the relationship between Harper College, the CDB and Burnidge Cassell Associates.

The CDB is the director of the two projects and, therefore, they control what happens in the Performing Arts Center and the Conference Center. The Board understands that Mr. Burnidge's contract is with the CDB, and that the Board is not authorized to give him any kind of direction; however, they are interested in what is happening. Chair Kolze added that there is a level of frustration on the part of the Board for not seeing more action. The Performing Arts Center and the Conference Center have been a dream of the Board for a long time. The Board does not intend to be critical or to point fingers. They just want to see an increase in progress and to maintain good working relationships with everyone. When the buildings are complete, it is their desire for all to say that the construction of the Performing Arts Center and the Conference Center was a good experience that resulted in two excellent buildings built to specification with cost containment. It is also their desire that these be buildings of which the Harper public can be very proud.

In response to Member Gillette, Chair Kolze clarified that the CDB (Capital Development Board, State of Illinois) has supplied approximately one-third of the funds for the buildings. When the College becomes involved in a relationship with them, the CDB is the dominant partner.

Harper College is the user, but the CDB has the contract with, and gives direction to, Burnidge Cassell.

Charles Burnidge noted that while it is true that their contractual agreement is with the CDB, the user is never out of their hearts. It is Harper's dreams that they have tried to design and create; their passion is at Harper College. Mr. Burnidge introduced John Cinelli, the architect onsite at Harper College each day representing Burnidge Cassell. Mr. Cinelli has many titles: field architect, project manager and onsite representative, and he fulfills all those roles.

Mr. Burnidge explained that he would address the following topics given to him earlier by the Board.

Project Timeframe and Schedules

At a recent meeting, the CDB informed the contractor and the architect that the completion date by their records is June 1, 2002. They have determined that this project is to take 700 working days, and they assign the project from the last signature of contracts that they have with the subcontractor. This has helped improve the working relationship between the contractor and the architect. They had all been frustrated trying to push for the timeframe of February 2002.

Mr. Burnidge described the work that is transpiring. The steel is currently going up on the Conference Center and will be finished by the end of January. Then the metal deck will begin on the platforms, and the lower floor will be enclosed enabling them to work inside of the building. The masonry will arrive in February, with masonry work scheduled to begin early March. There will be a large crew to start the masonry during that month. They have currently been working in the basement of the Conference Center and in the Student and Administration Center, but people do not see that part going on. When asked if the Conference Center would be able to be used in July 2002, Mr. Burnidge answered "Yes." They feel they will have enough time from June 1 to shake down the building. When asked if the Performing Arts Center would be able to be used in August 2002, Mr. Burnidge answered "Yes." They need that extra time between June 1 and August because the Performing Arts Center is a much more complex building to do the shake down of equipment, fly space, lighting and technology. At this point, they feel confident the buildings will be finished and ready for use on those dates.

Seeming Lack of Progress to Date

The cold weather in December slowed down progress. They started with the steel and then had to pull it off for safety reasons. OSHA has very strict regulations of when people can work and when they cannot work. That has made a big difference on the project. It was discouraging to see the steel just sitting on the ground. In this past period of time, the steel workers have been working 10-hour days to erect the steel and to get the project back on schedule.

They have been working on the Performing Arts Center foundation. Mr. Cinelli explained that the steel is currently being fabricated, is due to arrive early March and being erected late March.

Mr. Burnidge stated that their objective is to have these buildings totally enclosed on the outside (external shell, windows, doors and roof) throughout the course of 2001. They will be moving inside and working next winter to complete these buildings in the spring and early summer of 2002. They are hoping to have an earlier scheduled date than June 2002 for the Conference Center.

Mr. Burnidge stated that the tight construction market has also been a problem. If the steel workers cannot work here because of the winter, they might work at a different site where the building is enclosed. It is very difficult to get the contractors to come back on the site once they have gone to another site. They feel that now that the weather has broken a little, more progress will be seen onsite for both buildings.

Member Botterman entered the meeting at 7:22 p.m.

Revisions to Foundation - Performing Arts Center

Mr. Burnidge noted that in October, it was determined that the north foundation wall of the Performing Arts Center was poured at an incorrect elevation. Once it was discovered, responsibility had to be determined. There were issues related to the drawings and there were issues related to the contractor. The architect worked closely with the contractor and with the CDB to minimize any time that would be lost due to the incorrect foundation wall. It was resolved early enough that there will not be any time lost as a result of it. By the time the steel arrives in March, all the foundation work and the underground work will be done. There was a loss of face on the part of the architect and the contractor because of the issues on the drawings. Once something like that happens, responsibility has to be taken and the situation

needs to be resolved. It was noted that Harley Chapman and Bob Getz were brought into the discussions so that they would understand what was taking place.

Relationship with CDB

Mr. Burnidge explained that his firm, as well as the contractor (Paschen), has their contract with the CDB. Five additional contractors (for heating, fire protection, plumbing, electrical and ventilation) provide separate bids and then are assigned for a fee to Paschen, the general contractor. Throughout the course of the job, there are certain obligations of the general contractor and certain obligations of the architect. John Cinelli conducts meetings onsite regarding these obligations. Some meetings are daily with regard to daily work; some meetings are monthly. This is an ongoing team effort between the subcontractors, mechanical engineers, the engineers on the job, the contractors and the general contractor. They interface on a daily basis with Harper via Bob Getz, Harley Chapman (representative for the Performing Arts Center) and Sheila Quirk (representative for the Conference Center).

Mr. Burnidge noted that the two buildings are of primary interest to the architect. His firm is involved with tasks that are not the responsibility of the architect and not the responsibility of the CDB. Harper is bringing to the buildings technology, furnishings and interior design people independent of the contract with the CDB. They are working with personnel on the Harper campus to coordinate those tasks. The architect must understand the building and have the liaison with Harper. The CDB does not necessarily know the Harper people.

John Cinelli explained that he is working with issues relating to audio/visual and data communications within the buildings. People from Harper must be involved early on to make sure they are putting holes in the proper places, and schedules will be coordinated when workers will be coming in to pull the wires. When they put in pre-cast concrete in certain areas of the building, they need to know how the speakers are going to be hung from the ceiling. Burnidge Cassell helps perform the check and balance. Mr. Cinelli noted that he has been very pleased with the excitement when the Harper people get involved and walk around the site. They are making sure they have the popups for the electrical coming in the right spot with the office furniture. The final big issue will be the staging and rigging equipment

in the Performing Arts Center. They are in the process of reviewing the shop drawings.

Budget

As the CDB states it, the budget for this project is \$19,508,728 and included in that is a building construction contingency. Most of the front end work that impacts a contingency is underground work, soils, undetected drainage, electrical, etc. Most of those items have been completed. There is approximately fifty percent remaining in the contingency at this juncture. They feel it is an adequate amount of money to complete the project. They are on budget.

Mr. Burnidge stated that his firm has been involved with this project since 1995. He worked with the Board members of that time, with Harley Chapman, Sheila Quirk and the theatrical and music department. Burnidge Cassell feels that they are a part of the mission and the goal and the dream of Harper College. Their goal is to fulfill that dream and create buildings of which everyone can be very proud. He added that he would be very happy to come back at the request of the Board to give an update, perhaps at particular milestones.

He asked Board members if they had additional questions. Member Barton asked how they resolved the difference in elevation with the Performing Arts Center. Mr. Burnidge explained that the slab was not poured, so it was not as critical an issue as it could have been. That building has caissons because of the soil condition. They had to deal with some caisson caps, and they had to deal with some walls. They were able to resolve those at a minimal change. The only slab that was poured was the bottom of the orchestra lift. They contacted the lift supplier in Quebec and found out that he did not need to have six feet between the bottom of the orchestra floor, the hydraulic lift and the slab. The lift supplier stated that four feet was sufficient in the hydraulic lift area. There is no cost difference. It has all been resolved. In response to Chair Kolze, Mr. Burnidge stated that they did not lose any square feet as a result of the elevation problem. It is the same area in the building, same seating numbers, same capacities and same area of the stage.

Chair Kolze asked Members Botterman and Hess if they had questions. They did not. Student Member Fisher asked if any part of the Student and Administration Center would be

closed off. Mr. Cinelli explained that much of the work is being done in the basement of the Student and Administration Center. Mr. Burnidge reminded everyone that the kitchen facilities within the Student and Administration Center building will be used as the kitchen facilities for the Conference Center. It joins at the corner and also on the other floors so that one can go from the Student and Administration Center into the new Conference Center. There will be times when certain openings must take place in the walls. There most likely will be an interior barricade that will enable them to open the wall without bringing construction dust into the public areas of the Student and Administration Center.

In response to Member Gillette, Mr. Burnidge assured the Board that there would not be a grade change moving from one building to the next.

Member Howard noted she was glad to see the crane working today. The Board has been very frustrated at the lack of progress. She thanked Mr. Burnidge for his report.

In response to Member Shure, Mr. Burnidge agreed that they will contact the President and Board immediately if the cost of the change orders begins to exceed the projections. Member Shure asked if any Trustee candidates in the audience would like to ask questions.

Mr. John Hipsky, candidate for the Board of Trustees, asked which entity pays for the cost of the repair work with regard to the incorrect floor—the contractor, the architect or the College. Mr. Burnidge explained that he will not have the final answer until the end of the project when they have looked at all the budgets, responsibilities, change orders, etc. They put items in categories and keep a running tally. For example, a soil condition problem or an unknown underground pipe would be neither the contractor's nor the architect's responsibility.

Mr. Burnidge explained responsibility with regard to the foundation situation. When they discovered the problem, they realized that there were inconsistencies on the architect's drawings (which includes the team of architects, civil engineers, structural engineers and mechanical engineers). The contractor also has a responsibility to look at the drawings and understand that these floors both had the same elevation note. There is a double responsibility. The CDB asked the architect and the contractor to respond,

which they did. The CDB determined that the architect and the general contractor are both fifty percent responsible for the situation. However, the final outcome will not be determined until the end of the job when the CDB looks at all the costs and contingencies of this project.

In response to David Hill, candidate for the Board of Trustees, Mr. Burnidge explained that \$450,000 of the contingency remains. If there is contingency money left over at the end of the project, the CDB monitors the money. However, the CDB understands that a large amount of the dollars were put there by Harper College. It has been his experience in the past, with another community college project, that the Board or College would have some say in how the excess money would be used. That money is the budget for this Harper project.

In response to Chair Kolze, Mr. Cinelli stated that he is onsite at Harper College 32 hours per week, with the other eight hours spent in his office working on the paperwork or management side of this project. He has been there since the middle of May last year, the beginning of the project. Chair Kolze added that he has heard very good reports about Mr. Cinelli's abilities on this job. He asked if the Board could receive a critical task chart to follow the project and track it through. Mr. Burnidge said he would ask Paschen to update and have one available for the Board. Mr. Burnidge also offered to return at any juncture and update the Board as to schedule, budget, progress, etc. It was noted that a person named Nate Brooks, an architectural student with Burnidge Cassell, is also at Harper College three days per week.

In response to Member Barton, Mr. Burnidge stated that there will be some ancillary serving areas and spaces in the new Conference Center, but the main kitchen space is in the Student and Administration Building. Mr. Cinelli explained that it connects on the first floor and there is a food preparation area in the new Conference Center building, but it is more of a warming area, as opposed to cooking of any nature. In response to Member Barton, Mr. Burnidge explained that there was a great deal of discussion regarding kitchen space and usage during the design phase of the project. With regard to budgeting and other issues, it was decided that the best direction was that those two floors (the main floor and the basement) will be able to facilitate the new structure.

Chair Kolze thanked Mr. Burnidge for addressing the Board. It was noted that he would come again at the request of the Board.

ANNOUNCEMENTS BY
CHAIR

Chair Kolze distributed handouts with an update on the March 17 Board retreat. He noted that he and Linda Kolbusz would be asking for Board member input soon. They would like all members to have some part in planning for the retreat.

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information.

Chair Kolze asked Board members to call the President's Office if they are planning to attend the legislative luncheon on February 2.

It was noted that April 5 is the Board canvass of the election. Chair Kolze introduced and welcomed individuals in the audience who are candidates for Board positions: David Hill, John Hipsky and Laurie Stone.

Special Board Meeting

Chair Kolze noted that February 13 is a date proposed by the administration for a Special Meeting with regard to the sale of bonds. Member Gillette stated that he would not be in town February 13 and 14. Members Howard, Shure, Barton, Kolze, Botterman and Student Member Fisher all stated that February 13 was acceptable to them. There was discussion regarding whether the meeting could be changed to February 15. Dr. Breuder stated that Vice President Judy Thorson chose February 13 for a reason. Since Vice President Thorson was not present at the meeting, it was decided to approve the meeting as scheduled for February 13 at 7:00 p.m. with the understanding that Dr. Breuder would try to move it to February 15, if at all possible.

Member Botterman moved, Member Barton seconded, to schedule a Special Board meeting for 7:00 p.m. Tuesday, February 13, 2001, if it cannot be scheduled for Thursday, February 15. It was noted that Dr. Breuder would check with Vice President Judy Thorson regarding this issue.

Upon roll call, the vote was as follows:

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

Nays: Member Gillette

Motion carried. Student Member Fisher voted aye.

OTHER BUSINESS

Vice President Tom Choice introduced newly-hired Dean for Resources for Learning, Joe Accardi, who will begin on February 19. The Board welcomed him.

EXECUTIVE SESSION

Member Hess moved, Member Howard seconded, that the meeting adjourn into executive session to discuss the appointment, employment and dismissal of personnel, collective bargaining, and consideration of purchase of real estate for the benefit of the College.

Upon roll call, the vote was as follows:

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

Nays: None

The motion carried at 7:56 p.m.

Following executive session, the Board reconvened the Regular meeting at 9:11p.m.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 9:12 p.m.

Chair

Secretary

BOARD REQUESTS

JANUARY 25, 2001 REGULAR BOARD MEETING

1. Member Howard pointed out that there should be consistency in the documents (Exhibit VII-F) with regard to referencing campus buildings. The materials should reflect the new names of the buildings, instead of the old labels "Building A," "Building B," etc.
2. With regard to the Trustee Emeritus Status policy, Chair Kolze asked Board members to contact the President's Office, prior to the next Board meeting, with any suggestions for change.
3. Chair Kolze asked if the Board could receive a critical task chart to follow the project and track it through. Mr. Burnidge said he would ask Paschen to update and have one available for the Board. Mr. Burnidge also offered to return at any juncture and update the Board as to schedule, budget, progress, etc.
4. Chair Kolze asked Board members to call the President's Office if they are planning to attend the legislative luncheon on February 2.
5. It was noted that Dr. Breuder would check with Vice President Judy Thorson regarding the possibility of scheduling the Special Board meeting on Thursday, February 15.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

February 22, 2001

SUMMARY OF BIDS

- Exhibit VI – 3a The administration recommends that the Board award Q00124 to Victorin Business Machines, the low bidder for Compaq Local Area Network servers and accessories, in the amount of \$62,536.00.
- Exhibit VI – 3b The administration recommends that the Board award Q00120 for Steelcase furniture for Information Technology Administrative Services and Technical Services personnel to Office Equipment Company, the lowest responsible bidder meeting specifications, in the amount of \$123,658.80.
- Exhibit VI – 3c The administration recommends that the Board award Q00127 to Multiple Images Printing, the low bidder meeting specifications for printing of the April 2001 Harper College Magazine, in the amount of \$21,745.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00124 for Compaq Local Area Network servers and accessories as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$62,536 are provided in the 2000/01 Education Fund budget, under account number 0195-245-585.10.

III. INFORMATION

A legal bid notice was published and 39 bids solicited. Six responses were received. The following is a recap of the bid tab sheet:

<u>Bidder</u>	<u>Servers</u>
Victorin Business Machines	\$62,536
CDW-Government, Inc.	62,824
Ace Computers	63,698
Creative Computers Integrated Technologies	65,755
The Woodfield Group	67,716
Daly Computers	69,930

The requested equipment includes Local Area Network (LAN) servers and accessories necessary to support the LANDDesk implementation, enhance remote access capabilities (Citrix), and upgrade the network firewall and lab servers. Also included is the equipment necessary to provide backup/restore capabilities for the student email system. Like all computer equipment on campus, servers must be refreshed on a consistent basis to ensure system availability during scheduled production hours. Further, many new

projects require additional server resources not presently available on the LAN.

This request includes the two servers needed for the LANDesk software approved by Board action December 1, 2000. The cost per server for this project is \$9,764.

IV.

RECOMMENDATION

The administration recommends that the Board award Q00124 to Victorin Business Machines, the low bidder for Compaq Local Area Network servers and accessories, in the amount of \$62,536.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00120 for Steelcase furniture for Information Technology Administrative Services and Technical Services personnel as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$124,000 are provided in the 2000/01 Operations and Maintenance Fund budget, under account number 0292-039-585.

III. INFORMATION

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

Environetx	\$ 122,751.23
Office Equipment Company	123,658.80
Educational & Institutional	
Cooperative Services, Inc.	132,239.08

The bid received from Environetx does not meet specifications. Environetx, in some areas, substituted lower cost components that will not meet the needs of the user.

This furniture will replace the existing furniture that is 20 to 25 years old and unable to support current technology.

Space for the Information Technology staff is at a premium. In an effort to accommodate additional staff in the existing space, a space planner was hired to recommend the best possible use of

this limited area. Staff will be located within the workgroups with which they must communicate with on a daily basis. The furniture requested will ergonomically accommodate the personnel and all of the equipment they need to do their jobs effectively.

IV. RECOMMENDATION

The administration recommends that the Board award Q00120 for Steelcase furniture for Information Technology Administrative Services and Technical Services personnel to Office Equipment Company, the lowest responsible bidder meeting specifications, in the amount of \$123,658.80.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00127 for printing of the April 2001 Harper College Magazine as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$21,745 are provided in the 2000/01 Education Fund budget, under account number 0181-060-547.

III. INFORMATION

A legal bid notice was published and 17 bids solicited. Six responses were received. The following is a recap of the bid tab sheet:

Precise Printing Network, Inc.	\$17,995
Platinum Graphics	18,451
Hagg Press	20,982
Multiple Images Printing	21,745
Consolidated Press, Inc.	23,105
VP Printing, Inc.	26,415

Stochastic screening was specified for this important job. For the Harper College Magazine (The View), full-size photographs are shot by a professional photographer. People are in most of the photographs. It is best to use stochastic screening with photography of people because the result is crisper and clearer than with conventional printing, and the color is perfect.

The bid from Precise Printing Network, Inc. is not being accepted because the vendor has no experience with stochastic screening, and also is unable to provide a proof that matches the press. The

proof would be a continuous tone pictographic image, which is like a photographic image rather than something that is printed. Thus, there would be no way to proof the job until it goes to press. It is better to proof a job through all of its stages before it goes to press. Many more adjustments can be made at the pre-press stage than at the printing stage.

Platinum Graphics does not do stochastic screening. Hagg Press withdrew its bid.

This recommendation is to award the bid to Multiple Images Printing.

The magazine will target those with whom Harper College already has a relationship. Its purpose will be to build stronger bonds of allegiance, support and pride of association with the College. It will position Harper positively in the minds of constituents as the first choice in higher education. Some constituents may also provide private sector support, become corporate clients or business partners, or be volunteers or ambassadors for Harper in various settings.

IV. RECOMMENDATION

The administration recommends that the Board award Q00127 to Multiple Images Printing, the low bidder meeting specifications for printing of the April 2001 Harper College Magazine, in the amount of \$21,745.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

February 22, 2001

SUMMARY OF PURCHASE ORDERS

- Exhibit VI – 4a The administration recommends that the Board approve issuance of a purchase order to Kreuger International, Inc. for computer classroom furniture for use by Harper College at the Rolling Meadows Police Neighborhood Resource Center (PNRC), in the amount of \$10,723.24.
- Exhibit VI – 4b The administration recommends that the Board approve the issuance of a purchase order to Kreuger International, Inc. for computer laboratory furniture for four computer labs at the new TECH Center in Schaumburg, in the amount of \$59,332.84.
- Exhibit VI – 4c The administration recommends that the Board approve issuance of a purchase order to The Gale Group, for Subscription Service for World Wide Web access via the Literature Resource Center Database, in the amount of \$15,794.
- Exhibit VI – 4d The administration recommends that the Board approve issuance of a purchase order to R. J. Galla Co., Inc., for Public Official Bonds issued in conjunction with the sale of construction bonds on February 22, 2001, in the amount of \$94,360 at inception, estimated additional premium 07/01/02-07/01/03 of \$4,500, and 07/01/03-**07/01/04** of \$8,281 for a total not to exceed \$107,141.
- Exhibit VI – 4e The administration recommends that the Board approve issuance of a purchase order to Dynamic Business Partners, for customized Delphi training for Information Technology staff, in the amount of \$19,050.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Kreuger International, Inc. for computer classroom furniture for use by Harper College at the Rolling Meadows Police Neighborhood Resource Center (PNRC), as requested by the Academic Enrichment and Language Studies Division for the Adult Educational Development department.

II. BUDGET STATUS

Funds in the amount of \$10,723.24 are provided in the Restricted Purposes Fund budget, under account number 0619-601-585-00.5171.

III. INFORMATION

The Adult Educational Development department has held classes at the PNRC since its beginning over ten years ago. During this time, the demand for classes has far exceeded the space available. The Rolling Meadows Library also has a need for more space for the library at the PNRC and has requested permission to occupy the present Harper College classroom. That request led to discussions with the PNRC to expand space for Harper in exchange for the present Harper space. As a result, two apartments were renovated by the PNRC, which will mean an additional Harper classroom in the complex for a total of two.

The two classrooms will be furnished as computer classrooms, one with the furniture presently used and the other with the new furniture on this request which will be funded by the Special Populations Grant. There will also be tables and chairs in these classrooms so that the rooms can have multiple functions. The classrooms will enable the department to respond better to the needs of the residents of this area of the Harper District.

This purchase is from the State of Illinois Joint Purchasing Agreement Contract number PSD4008241. This purchase complies with Board Policy and State Statute.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Kreuger International, Inc. for computer classroom furniture for use by Harper College at the Rolling Meadows Police Neighborhood Resource Center (PNRC), in the amount of \$10,723.24.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Kreuger International, Inc., for computer laboratory furniture for four computer labs at the new TECH Center in Schaumburg as requested by Strategic Alliances for Technical Education and Consulting @ Harper (TECH) program.

II. BUDGET STATUS

Funds in the amount of \$59,332.84 are provided in the Auxiliary Enterprise Fund budget, under account number 0548-528-586.00-2512.

III. INFORMATION

Computer lab furniture will be needed in the new TECH Center in Schaumburg, contingent upon completing the purchase for this location. It is necessary to request approval at this time to ensure the May 1, 2001 opening date for the program.

This request is for the initial four labs. Each lab will contain 19 workstations, which is the standard used for classes in the TECH program.

This purchase is from the State of Illinois Joint Purchasing Agreement Contract number PSD4008241. This purchase complies with Board Policy and State Statute.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Kreuger International, Inc. for computer laboratory furniture for four computer labs at the new TECH Center in Schaumburg, in the amount of \$59,332.84.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to The Gale Group, for Subscription Service for World Wide Web access via the Literature Resource Center Database, as requested by Library Services.

II. BUDGET STATUS

Funds in the amount of \$15,794 are provided in the 2000/01 Education Fund budget, under account number 0121-024-546.1.

III. INFORMATION

Probably no areas of the Harper College Library are more heavily utilized by students for their coursework than the English and literature collections. Last year, in response to a call for more resources, Library Services initiated a subscription to the Literature Resource Center Database. It is a truly unique periodical reference tool that is only developed and provided by the Gale Group.

The Literature Resource Center Database is a complete literature reference database providing biographies, bibliographies and critical analysis of literary figures from all time periods, in genres such as fiction, nonfiction, poetry, drama, history and journalism. It provides coverage of more than 100,000 writers, including a wide array of full-text information. The database also provides access to current, full-text critical essays on major authors via World Wide Web links to 74 prominent literary journals, and includes some 4000 explications and overviews of prominent literary works, as well as links to 5000 websites focusing on major authors and their works.

The database amplifies and complements the Library's print collection in ways that have proven extremely effective for Harper College students. Like all of the Library's databases, it is accessible to students 24 hours a day from anywhere that they have access to the World Wide Web. Students and faculty alike have expressed that the Literature Resource Center Database is a powerful reference tool to assist them in their coursework.

This recommendation is to renew Subscription Service for World Wide Web access via the Literature Resource Center Database for the period of February 20, 2001 through February 19, 2002.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to The Gale Group, for Subscription Service for World Wide Web access via the Literature Resource Center Database, in the amount of \$15,794.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to R. J. Galla Co., Inc. for Public Official Bonds issued in conjunction with the sale of construction bonds on February 22, 2001 as requested by Administrative Services for the College Treasurer.

II. BUDGET STATUS

Funds are provided in the Operations and Maintenance Restricted Fund Budget, under account number 0392-039-565.30-9038.

III. INFORMATION

In accordance with State Statute, the College must purchase bonds to cover the Treasurer at 100 percent of the value of the bonds. In preparation for the sale of bonds, the insurance broker for the College was contacted to approach the market for the lowest cost bond rates covering an initial \$94,000,000 at inception. R. J. Galla Co., Inc. contacted six sureties. The companies submitting proposals were:

Fidelity & Deposit Insurance Co.	40 cents per \$1,000
Liberty Mutual Insurance Co.	46 cents per \$1,000
Kemper Insurance Co.	75 cents per \$1,000
CNA	\$1.00 per \$1,000
Travelers Insurance	\$1.00 per \$1,000
St. Paul Insurance Co.	\$2.00 per \$1,000

The companies were approached with the entire \$94,000,000. Each company responded with the amounts of risk they would be willing to take. The bonds will be written in three layers as indicated below:

Year One Penal Sum \$94,000,000

	<u>Premium</u>
Fidelity & Deposit Insurance Co. \$38,000,000 with a term of 2/22/01 – 7/01/03	\$35,701
Liberty Mutual Insurance Co. \$31,000,000 with a term of 2/22/01 – 7/01/03	33,440
Kemper Insurance Co. \$25,000,000 with a term of 2/22/01 – 7/01/02	<u>25,219</u>
Total Premium at Inception	\$94,360

Year Two Penal Sum \$75,000,000

Fidelity & Deposit Insurance Co.	-0-
Liberty Mutual Insurance Co.	-0-
Kemper Insurance Co. \$6,000,000 with a term of 7/1/02 – 7/1/03	\$ 4,500

Year Three Penal Sum \$20,413,893

Fidelity & Deposit Insurance Co. \$20,413,893 with a term of 7/1/03 – 7/1/04	\$ 8,281
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The total estimated bond premium for the term of the project is \$107,141. In order to lock in rates, Fidelity & Deposit Insurance Co. and Liberty Mutual Insurance Co. will be prepaid to 7/1/03. Kemper Insurance Co. will be prepaid to 7/1/02.

The premiums for these bonds will come from the proceeds of the bond sale.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to R. J. Galla Co., Inc., for Public Official Bonds issued in conjunction with the sale of construction bonds on February 22, 2001, in the amount of \$94,360 at inception, estimated additional premium 07/01/02-07/01/03 of \$4,500, and 07/01/03-~~07/01/04~~ of \$8,281 for a total not to exceed \$107,141.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Dynamic Business Partners for customized Delphi training for Information Technology (IT) staff as requested by Information Technology.

II. BUDGET STATUS

Funds in a amount of \$19,050.00 will be provided in the 2000/01 Technology Plan budget, under account number 0695-245-539.00-4509.

III. INFORMATION

In keeping with the state-of-the-art environment, the vendor of the Regent Integrated Application System (Computing Options) is transitioning from 4GL Application software (Power House) to Object-Oriented software (Delphi from Borland). In order to provide adequate support to the Harper community, the IT team must be trained in Delphi. From past experience it has been determined that the most effective way to structure this training is to conduct onsite classes, customized to specific Harper needs. Since most of the Delphi training opportunities are out of state, the onsite option also represents the most cost-effective choice.

Four training contractors, Dynamic Business Partners, Optimax Corp., Dunn System, Inc., and Korson-McGregor, were contacted. After discussing IT's requirements and obtaining cost estimates, it was determined that Dynamic Business Partners could best meet IT's needs. The arrangement provides IT with intensive group training for 14 people at \$850 per person, advanced training for 11

people at \$650 per person, and two full days of individual consultations based on specific project needs.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Dynamic Business Partners, for customized Delphi training for Information Technology staff, in the amount of \$19,050.00.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

- A. Ratification of Faculty Appointment.
- B. Ratification of Professional/Technical Appointments.
- C. Ratification of Supervisory/Confidential Appointments.
- D. Ratification of Classified Staff Appointments.
- E. Ratification of Harper #512 IEA-NEA Appointment.
- F. Ratification of Harper #512 IEA-NEA Retirement.
- G. Ratification of Classified Staff Resignations.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees ratify the Faculty, the Professional/Technical, the Supervisory/Confidential, the Classified Staff and the Harper #512 IEA-NEA Appointments; the Harper #512 IEA-NEA Retirement; 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

The attached report of liaison activity is submitted for Board information. This month's report is from:

Legislative Committee
- Patrick Botterman
- Kris Howard

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: February 9, 2001

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
Health & Safety Physical Plant R. Getz	Installation of ADA Accessible elevator in Building "D"	ICCB \$235,808	01/01/01 12/31/01
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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
Perkins III J. Hennig	Continuation of FY2000 Award. Career and Technical Education	ISBE \$234,903	07/01/00 06/30/01
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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
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 \$60,000	07/01/00 06/30/01
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
Industrial Training Program L. Danaher	To suport training needs of industry	Illinois Chamber of Commerce DCCA \$70,000	12/01/00 12/31/01
Northern Illinois Regional Alliance Corporate Services L. Danaher	To deliver customized training for manufacturing firms	Illinois Manufacturers Association DCCA \$52,430	07/01/00 06/30/01

Total as of February 9, 2001

\$4,670,670

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 Appeal
Year-to-Date

Description	#Gifts	Cash, Stock	Pledges	Gift In Kind	Planned Giving	Total
Alumni Arts Festival	43	\$1,783.00	\$0.00	\$0.00	\$0.00	\$1,783.00
Harvest Ball 2000	373	\$117,215.00	\$0.00	\$26,479.00	\$0.00	\$143,694.00
Board Appeal	1	\$2,615.70	\$0.00	\$0.00	\$0.00	\$2,615.70
Chapman Retirement	5	\$90.00	\$1,430.00	\$0.00	\$0.00	\$1,520.00
Direct Mail 2000 – Alumni	102	\$2,150.00	\$0.00	\$0.00	\$0.00	\$2,150.00
Direct Mail 2000 – Annuitants	3	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00
Direct Mail 2000 – Board	10	\$5,550.00	\$0.00	\$0.00	\$0.00	\$5,550.00
Direct Mail 2000 – Donor	11	\$2,535.00	\$0.00	\$0.00	\$0.00	\$2,535.00
Direct Mail 2000 – Music Over	5	\$375.00	\$0.00	\$0.00	\$0.00	\$375.00
Direct Mail 2000 – Music Under	6	\$260.00	\$0.00	\$0.00	\$0.00	\$260.00
Direct Mail 2000 – Prospect	3	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00
Direct Mail 2000 – Trustees	3	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00
Elizabeth Schmik Hull Fund	3	\$175.00	\$0.00	\$0.00	\$0.00	\$175.00
Tradition of Excellence Campaign 2000	6	\$123.76	\$100.00	\$0.00	\$0.00	\$223.76
Evans Scholarship	18	\$180.00	\$0.00	\$0.00	\$0.00	\$180.00
2000 Foundation Golf Outing	16	\$15,475.00	\$0.00	\$3,551.50	\$0.00	\$19,026.50
Sign Language Interpreting Program	6	\$1,525.00	\$0.00	\$0.00	\$0.00	\$1,525.00
Newsletter	1	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Nils Johnson Memorial Scholarship	7	\$1,320.00	\$0.00	\$0.00	\$0.00	\$1,320.00
Personal Solicitation	1	\$0.00	\$27,000.00	\$0.00	\$0.00	\$27,000.00
Planned Giving	3	\$0.00	\$0.00	\$0.00	\$342,000.00	\$342,000.00
Proposal	5	\$26,600.00	\$0.00	\$0.00	\$0.00	\$26,600.00
Anne Rodgers Scott Endowment for Student Success	14	\$660.00	\$0.00	\$0.00	\$0.00	\$660.00
Special Initiatives	8	\$988.57	\$0.00	\$0.00	\$0.00	\$988.57
Stewardship	13	\$29,082.75	\$0.00	\$0.00	\$0.00	\$29,082.75
Unsolicited	32	\$21,219.67	\$0.00	\$10,972.46	\$0.00	\$32,192.13
Young Artists' Competition	15	\$340.00	\$0.00	\$0.00	\$0.00	\$340.00
TOTAL	713	\$231,413.45	\$28,530.00	\$41,002.96	\$342,000.00	\$642,946.41

Harper College Educational Foundation
Gift Summary by Appeal
 January 2001

Description	#Gifts	Cash, Pledges	Pledges	Gift In Kind	Planned Giving	Total
Direct Mail 2000 – Alumni	33	\$679.00	\$0.00	\$0.00	\$0.00	\$679.00
Direct Mail 2000 – Annuitants	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Direct Mail 2000 – Board	2	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00
Direct Mail 2000 – Donor	3	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00
Direct Mail 2000 – Music Over	2	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Direct Mail 2000 – Music Under	3	\$135.00	\$0.00	\$0.00	\$0.00	\$135.00
Direct Mail 2000 – Prospect	3	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00
Direct Mail 2000 – Trustees	1	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
Tradition of Excellence Campaign 2000	2	\$18.76	\$0.00	\$0.00	\$0.00	\$18.76
Nils Johnson Memorial Scholarship	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Anne Rodgers Scott Endowment for Student Success	4	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
Special Intiatives	5	\$688.57	\$0.00	\$0.00	\$0.00	\$688.57
Unsolicited	1	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
TOTAL	61	\$3,871.33	\$0.00	\$0.00	\$0.00	\$3,871.33

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to Issue \$4,085,000 Limited Tax Funding Bonds, Series B2001 and for Levy of Tax to Pay Principal and Interest on said bonds.

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.

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 a portion of the Conference Center and Performing Arts Center. 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.

The attached resolution is a “Sample”.

(Bids will be opened the day of the Board Meeting. After bid opening and analysis, the final numbers will be inserted in the resolution. The complete resolution will be hand delivered the night of the Board Meeting).

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to Issue \$88,800,000 General Obligation (Referendum) Bonds, Series A, 2001 and for Levy of Tax to Pay Principal and Interest on said bonds.

II. REASON FOR CONSIDERATION

In November, 2000, the voters of the District overwhelming (57%) approved a referendum placed on the ballot by the College of \$88,800,000. The bids for these bonds have been solicited and opened.

III. BACKGROUND INFORMATION

The College has been working for a number of months since the referendum in preparing for the sale of these bonds. The goal of the preparation included structuring the debt and improving the College's credit rating so that the best possible interest rates could be attained for the voters of the district. The lower the interest rates, the less taxpayer money needed to repay the bonds. The College was successful in upgrading its credit rating from Aa1 to Aaa.

IV. RECOMMENDATION

The Administration recommends that the Board approve the Resolution to Issue General Obligation (Referendum) Bonds.

The attached Resolution is a "Sample".

(Bids will be opened the day of the Board Meeting. After bid opening and analysis, the final numbers will be inserted in the resolution. The complete resolution will be hand delivered the night of the Board Meeting).

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Consideration of sabbatical leaves for faculty, beginning Fall term of the 2001-02 academic year.

II. REASON FOR CONSIDERATION

Article IV-J of the Collective Bargaining Agreement provides for sabbatical leaves to be given upon approval by the Board of Trustees provided such leaves would add to the effectiveness of the faculty member and benefit the College.

III. BACKGROUND INFORMATION

Sabbatical Leave applications were received from two faculty and these requests were reviewed and recommended by the Sabbatical Leave Committee and by appropriate administrators. A summary of each sabbatical leave proposal is attached.

IV. RECOMMENDATION

It is recommended that the following faculty members be granted a sabbatical leave for the requested one-semester time period at full salary.

Randy Schietzelt	Fall, 2001 Full Salary (one semester)
Paul Sipiera	Spring, 2002 Full Salary (one semester)

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Contract with Gilbane for construction management services related to science, health careers and emerging technology facilities.

II. REASON FOR CONSIDERATION

The College passed an \$88,800,000 referendum in November, 2000 by an overwhelming majority (57%). The College is now ready to proceed to designing and building the facilities that this referendum will fund. The College has determined that it needs the services of a construction management firm to ensure this project is delivered on time, within budget and to specifications.

III. BACKGROUND INFORMATION

The College has been through an RFP process for selecting a construction manager. The result of the process was that Gilbane was deemed to be the firm that best met the College's needs for a construction management firm. The company has extensive educational experience. The team presented by Gilbane also had extensive construction management experience in building science and technology facilities. Final cost of this contract will be determined by length of the construction phase which is presently estimated to be between 18 and 24 months. Based on an estimated construction cost of \$67,439,687, Gilbane's fee would likely range between 5.48 and 6.19 percent.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board delegate the authority to sign this contract to the President, once it has been reviewed and finalized by the attorney.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Tuition (In-District) Fiscal Year 2001-2002

II. REASON FOR CONSIDERATION

Board Policy 3.3 states that tuition rates will be established by action of the Board of Trustees.

III. BACKGROUND INFORMATION

Board Budget Guidelines adopted in December, 1999 state: "The Board recognizes that a tuition philosophy that defines the student share is necessary and has decided that the target should be 25% of per capita cost". The current per capita cost is \$277.29. This means the student tuition could be as high as \$69.25. The current tuition is \$54. When the Board established its guideline, it also decided that a modest, but continuous increase in tuition was the best way to reach this goal. This strategy allowed both students and the College to do long range planning. In order to reach the 25% goal, the tuition has been rising by \$4.00. In Fiscal Year 2001, the administration proposed no increase in tuition, but did add new fees.

IV. RECOMMENDATION

It is the recommendation of the administration that the Tuition (In-District) for Fiscal Year 2001-2002 be increased by \$4.00 from \$54 to \$58.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Tuition (International) Fiscal Year 2001-2002

II. REASON FOR CONSIDERATION

Board Policy 3.3 states that tuition rates will be established by action of the Board of Trustees.

III. BACKGROUND INFORMATION

International tuition has been set by ICCB rule as the per capita cost, as determined by the College audit. In the past few years, this rule has been relaxed and the Board now has the authority to set this rate. Three of our neighboring community colleges have taken action to contain tuition for these students.

The current charge for these students at Harper is \$274.39 and would rise to \$277.29 if it stayed at the per capita cost for next year.

IV. RECOMMENDATION

It is the recommendation of the administration that the Tuition (International) for Fiscal Year 2001-2002 remain at \$274.39.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Proposed Course Fee Changes for the 2001-02 academic year.

II. REASON FOR CONSIDERATION

The Board is to establish a fee schedule per section 3.3 of the Board Policy Manual. These fees are to cover various costs beyond those covered by the regular tuition fees.

III. BACKGROUND INFORMATION

These fee changes will be incorporated into the College's registration system. Therefore, fee changes must be acted upon prior to March 19, 2001 when early registration begins for the summer 2001 semester.

IV. RECOMMENDATION

The administration recommends approval of the Proposed Credit Fee Changes for 2001-02, effective with the 2001 summer semester.

**Proposed Fee Changes
2001 - 02**

DIV	COURSE		COURSE TITLE	CURRENT	PROPOSED	PROPOSED
	DEPT	#		2000-01	2001-02	INC/DEC
BUS/SS	GEG	112	Physical Geography Laboratory	new course	\$10.00	DNA
BUS/SS	MGT	225	Applied General Statistics	\$10.00	\$15.00	\$5.00
BUS/SS	MKT	190	Export Documentation	\$0.00	\$50.00	\$50.00
BUS/SS	MKT	285	Topics in Marketing	\$47.00 *	\$25.00 *	-\$22.00
LIBARTS	IND	106	Materials and Sources	\$10.00	\$11.00	\$1.00
LIBARTS	IND	114	Codes for Interior Designers	\$5.00	\$7.00	\$2.00
LIBARTS	IND	116	Interior Detailing and Construction Drawing	\$5.00	\$8.00	\$3.00
LIBARTS	IND	203	3-D Design for Interiors	\$5.00	\$12.00	\$7.00
LIBARTS	IND	215	Interior Design Topics	\$5.00	\$8.00	\$3.00
LIBARTS	MUS	180	Minor Applied Music -- Flute & Piccolo	\$142.00	\$246.00	\$104.00
LIBARTS	MUS	181	Oboe and English Horn	\$142.00	\$246.00	\$104.00
LIBARTS	MUS	182	Clarinet	\$142.00	\$246.00	\$104.00
LIBARTS	MUS	183	Bassoon and Contra Bassoon	\$142.00	\$246.00	\$104.00
LIBARTS	MUS	184	Saxophone	\$142.00	\$246.00	\$104.00
LIBARTS	MUS	185	French Horn	\$142.00	\$246.00	\$104.00
LIBARTS	MUS	186	Trumpet	\$142.00	\$246.00	\$104.00
LIBARTS	MUS	187	Trombone	\$142.00	\$246.00	\$104.00
LIBARTS	MUS	188	Baritone	\$142.00	\$246.00	\$104.00
LIBARTS	MUS	189	Tuba	\$142.00	\$246.00	\$104.00
LIBARTS	MUS	190	Percussion	\$142.00	\$246.00	\$104.00
LIBARTS	MUS	191	Violin	\$142.00	\$246.00	\$104.00
LIBARTS	MUS	192	Viola	\$142.00	\$246.00	\$104.00
LIBARTS	MUS	193	Cello	\$142.00	\$246.00	\$104.00
LIBARTS	MUS	194	String Bass	\$142.00	\$246.00	\$104.00
LIBARTS	MUS	195	Harp	\$142.00	\$246.00	\$104.00
LIBARTS	MUS	196	Piano	\$142.00	\$246.00	\$104.00
LIBARTS	MUS	197	Organ	\$142.00	\$246.00	\$104.00
LIBARTS	MUS	198	Voice	\$142.00	\$246.00	\$104.00
LIBARTS	MUS	199	Classical Guitar	\$142.00	\$246.00	\$104.00
LIBARTS	MUS	280	Minor Applied Music -- Flute & Piccolo	\$284.00	\$492.00	\$208.00
LIBARTS	MUS	281	Oboe and English Horn	\$284.00	\$492.00	\$208.00
LIBARTS	MUS	282	Clarinet	\$284.00	\$492.00	\$208.00
LIBARTS	MUS	283	Bassoon and Contra Bassoon	\$284.00	\$492.00	\$208.00
LIBARTS	MUS	284	Saxophone	\$284.00	\$492.00	\$208.00
LIBARTS	MUS	285	French Horn	\$284.00	\$492.00	\$208.00
LIBARTS	MUS	286	Trumpet	\$284.00	\$492.00	\$208.00
LIBARTS	MUS	287	Trombone	\$284.00	\$492.00	\$208.00
LIBARTS	MUS	288	Baritone	\$284.00	\$492.00	\$208.00
LIBARTS	MUS	289	Tuba	\$284.00	\$492.00	\$208.00
LIBARTS	MUS	290	Percussion	\$284.00	\$492.00	\$208.00
LIBARTS	MUS	291	Violin	\$284.00	\$492.00	\$208.00
LIBARTS	MUS	292	Viola	\$284.00	\$492.00	\$208.00
LIBARTS	MUS	293	Cello	\$284.00	\$492.00	\$208.00
LIBARTS	MUS	294	String Bass	\$284.00	\$492.00	\$208.00
LIBARTS	MUS	295	Harp	\$284.00	\$492.00	\$208.00

**Proposed Fee Changes
2001 - 02**

DIV	COURSE		COURSE TITLE	CURRENT	PROPOSED	PROPOSED
	DEPT	#		2000-01	2001-02	INC/DEC
LIBARTS	MUS	296	Piano	\$284.00	\$492.00	\$208.00
LIBARTS	MUS	297	Organ	\$284.00	\$492.00	\$208.00
LIBARTS	MUS	298	Voice	\$284.00	\$492.00	\$208.00
LIBARTS	MUS	299	Classical Guitar	\$284.00	\$492.00	\$208.00
LSHS	BIO	104	Environmental Laboratory Biology	\$31.50	\$32.50	\$1.00
LSHS	BIO	110	Principles of Biology	\$32.50	\$33.50	\$1.00
LSHS	BIO	120	General Botany	\$25.75	\$26.75	\$1.00
LSHS	BIO	130	Microbiology	\$42.25	\$43.25	\$1.00
LSHS	BIO	140	General Zoology	\$30.50	\$31.50	\$1.00
LSHS	BIO	160	Human Anatomy	\$25.75	\$26.75	\$1.00
LSHS	BIO	161	Human Physiology	\$24.75	\$25.75	\$1.00
LSHS	DHY	111	Dental Radiology	\$85.00	\$95.00	\$10.00
LSHS	DHY	159	Head and Neck Anatomy	\$12.00	\$15.00	\$3.00
LSHS	DHY	161	Dental Anatomy	\$26.50	\$30.00	\$3.50
LSHS	DHY	190	General and Oral Pathology	\$12.00	\$15.00	\$3.00
LSHS	DHY	200	Periodontology	\$44.00	\$45.00	\$1.00
LSHS	DHY	202	Radiology I	\$60.00	\$75.00	\$15.00
LSHS	DHY	203	Radiology II	\$60.00	\$75.00	\$15.00
LSHS	DHY	220	Community Dentistry I	\$28.00	\$30.00	\$2.00
LSHS	DHY	221	Community Dentistry II	\$39.00	\$40.00	\$1.00
LSHS	DHY	240	Dental Pharmacology	\$12.00	\$15.00	\$3.00
LSHS	DHY	250	Clinical Dental Hygiene III	\$135.00	\$145.00	\$10.00
LSHS	DHY	251	Clinical Dental Hygiene IV	\$135.00	\$145.00	\$10.00
LSHS	DHY	269	Science of Dental Materials	\$12.00	\$15.00	\$3.00
LSHS	MOA	145	Health Care Records Management	\$21.00	\$22.00	\$1.00
LSHS	MOA	195	Health Insurance and Coding	\$19.00	\$24.00	\$5.00
LSHS	MOA	250	Health Insurance Billing Specialist	\$9.00	\$15.00	\$6.00
LSHS	MOA	260	Medical Transcriptionist Seminar and Externship	\$9.00	\$15.00	\$6.00
LSHS	MOA	270	Health Care Secretary Seminar and Externship	\$9.00	\$15.00	\$6.00
LSHS	MOA	280	Medical Office Assistant Seminar and Externship	\$9.00	\$15.00	\$6.00
LSHS	MOA	290	Health Care Office Manager Seminar and Externship	\$9.00	\$15.00	\$6.00
LSHS	PHT	100	Survey of Pharmacy Practice	new course	\$10.00	DNA
LSHS	PKM	140	Grounds Equipment and Shop Operation	\$60.00	\$75.00	\$15.00
LSHS	PKM	220	Arboriculture	\$60.00	\$65.00	\$5.00
LSHS	PKM	230	Contracts, Specifications, Estimating	\$12.50	\$15.00	\$2.50
LSHS	PKM	242	Golf Course Management	\$15.00	\$20.00	\$5.00
LSHS	PST	101	Woody Plants	\$20.00	25.00	\$5.00
LSHS	PST	102	Plant Diseases and Pests	\$22.50	25.00	\$2.50
LSHS	PST	103	Herbaceous Plants	\$20.00	25.00	\$5.00
LSHS	PST	110	Soil Science	\$40.00	\$45.00	\$5.00
TMPS	MTH	130	Mathematics for Elementary Teaching I	\$15.00	\$20.00	\$5.00
TMPS	MTH	131	Mathematics for Elementary Teaching II	\$15.00	\$20.00	\$5.00
TMPS	PHY	121	Introductory Physics I	\$20.00	\$25.00	\$5.00
TMPS	PHY	122	Introductory Physics II	\$20.00	\$25.00	\$5.00
TMPS	PHY	201	General Physics I- Mechanics	\$20.00	\$25.00	\$5.00

**Proposed Fee Changes
2001 - 02**

DIV	COURSE		COURSE TITLE	CURRENT	PROPOSED	PROPOSED
	DEPT	#		2000-01	2001-02	INC/DEC
TMPS	PHY	202	General Physics II- Heat Electricity and Magnetism	\$20.00	\$25.00	\$5.00
TMPS	PHY	203	General Physics III- Wave Motion, Sound, Light and Mod. Phy.	\$20.00	\$25.00	\$5.00
TMPS	RAC	101	Refrigeration Fundamentals	\$35.00	\$25.00	-\$10.00
TMPS	RAC	102	Refrigeration Systems	\$35.00	\$25.00	-\$10.00
TMPS	RAC	103	Heating Principles	\$35.00	\$25.00	-\$10.00
TMPS	RAC	104	Residential Comfort Systems	\$35.00	\$25.00	-\$10.00
TMPS	RAC	105	Heating and Cooling Controls	\$35.00	\$25.00	-\$10.00
TMPS	RAC	106	Advanced Controls	\$35.00	\$25.00	-\$10.00
TMPS	RAC	108	Domestic Preparation Appliances	\$35.00	\$25.00	-\$10.00
WHP	HPI	101	Fundamentals of Exercise Testing	\$45.00	\$50.00	\$5.00
WHP	HPI	103	Prevention and Treatment of Cardiac Emergencies	\$25.00	\$30.00	\$5.00
WHP	HPI	105	Electrocardiography	\$45.00	\$50.00	\$5.00
WHP	HPI	115	Clinical Laboratory Skills	\$25.00	\$30.00	\$5.00
WHP	PED	100	Nutrition and Exercise for the Adult	\$15.00	\$20.00	\$5.00
WHP	PED	219	Care and Prevention of Athletic Injuries	new course	\$20.00	DNA
			* = variable rate			

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Commissioning of John Medwedeff to create a piece of artwork for Harper College as part of the Illinois Capital Development Board's Art-in-Architecture Program, an integral part of the construction of the College's Performing Arts Center and Conference Center.

II. BUDGET STATUS

The State of Illinois and private sector funds will provide the \$145,000 commissioning fee.

III. INFORMATION

The Art-In-Architecture Program is administered by the Illinois Capital Development Board (CDB). The Program is coordinated by Michael A. Dunbar, and is identified in their Procedures Manual as follows:

"The purpose of the Art-in-Architecture Program is to promote and preserve the visual arts in Illinois by securing artwork for placement in, or around, public buildings constructed with State funds. Public Act 80-241, signed into law on August 13, 1977, mandates that through the Art-in-Architecture Program, the Capital Development Board spend one-half of one percent of the construction appropriation for state-funded building projects on the purchase of artwork for those projects. The Act applies to all State-financed buildings that are accessible to the general public.

A Fine Arts Review Committee (FARC) is selected for each project and their function is to 'review, select and recommend artists or works of art to the Executive Director of the Capital Development Board (CDB) for final selection.' A FARC is formed for each CDB project for which Art-in-Architecture funds have been allocated." Each FARC is composed of six voting members, as stated in Public Act 80-241:

- a. Designing architect
- b. Director of the Illinois Arts Council or designee
- c. Director of the Illinois State Museum or designee

- d. Two appointees by the County Board
- e. One appointee by the Mayor

The User Agency also appoints a non-voting member for advisement purposes."

The FARC committee (under the coordination of Michael Dunbar and including additional people Harper added to bring the total committee size to approximately eighteen) reviewed the works of approximately two dozen Illinois architects and unanimously selected John Medwedeff of Murphysboro, Illinois.

John Medwedeff is the owner of Medwedeff Forge and Design, which specializes in the design and production of large-scale architectural iron work, interior furnishings and sculpture. His commissions are located in Alabama, Colorado, Connecticut, Georgia, Illinois, Mississippi, Missouri, New York, Tennessee, Vermont, Virginia and St. Trope, France.

IV. RECOMMENDATION:

The Administration recommends that the Illinois Capital Development Board enter into a contract with Illinois artist John Medwedeff, for a fee not to exceed \$145,000, to create a piece of artwork under the Art-in-Architecture Program for location on the Palatine Campus adjacent to the Performing Arts Center which is currently under construction.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and The Medical Practice of Kathleen Pearson, D.O., for use of clinical facilities for students in the Medical Office Administration Program.

II. REASON FOR CONSIDERATION

An Affiliation 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 The Medical Practice of Kathleen Pearson, D.O., are consistent with the clinical objectives of the Harper College Medical Office Administration Program.

This agreement has been approved by appropriate officers of The Medical Practice of Kathleen Pearson, D.O.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and The Medical Practice of Kathleen Pearson, D.O., be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and The Transcription Practice of Cheryl Bowers for use of clinical facilities for students in the Medical Office Administration Program (Medical Transcription).

II. REASON FOR CONSIDERATION

An Affiliation 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 The Transcription Practice of Cheryl Bowers are consistent with the clinical objectives of the Harper College Medical Office Administration Program (Medical Transcription).

This agreement has been approved by appropriate officers of The Transcription Practice of Cheryl Bowers.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and The Transcription Practice of Cheryl Bowers be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and Healthworks OMEGA of Highland Park Hospital for use of clinical facilities for students in the in the Medical Office Administration Program.

II. REASON FOR CONSIDERATION

An Affiliation 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 Healthworks OMEGA of Highland Park Hospital are consistent with the clinical objectives of the Harper College Medical Office Administration Program.

This agreement has been approved by appropriate officers of Healthworks OMEGA of Highland Park Hospital.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and Healthworks OMEGA of Highland Park Hospital be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and The Medical Practice of Michael Melnick, M.D., for use of clinical facilities for students in the Medical Office Administration Program.

II. REASON FOR CONSIDERATION

An Affiliation 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 The Medical Practice of Michael Melnick, M.D., are consistent with the clinical objectives of the Harper College Medical Office Administration Program.

This agreement has been approved by appropriate officers of The Medical Practice of Michael Melnick, M.D.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and The Medical Practice of Michael Melnick, M.D., be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and The Transcription Practice of Estelle Moorhouse for use of clinical facilities for students in the Medical Office Administration Program (Medical Transcription).

II. REASON FOR CONSIDERATION

An Affiliation 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 The Transcription Practice of Estelle Moorhouse are consistent with the clinical objectives of the Harper College Medical Office Administration Program (Medical Transcription).

This agreement has been approved by appropriate officers of The Transcription Practice of Estelle Moorhouse.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and The Transcription Practice of Estelle Moorhouse be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and Marriott Senior Living Services, Inc. for use of clinical facilities for students in the Dietetic Technician Program.

II. REASON FOR CONSIDERATION

An Affiliation 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 Marriott Senior Living Services, Inc. are consistent with the clinical objectives of the Dietetic Technician Program.

This agreement has been approved by appropriate officers of Marriott Senior Living Services, Inc.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and Marriott Senior Living Services, Inc. be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

First Reading of an addition to the Board of Trustees Policy Manual for a Workplace Violence Policy

II. REASON FOR CONSIDERATION

Amendments to Board policy require approval of the Board of Trustees. Changes to Board policy require two readings prior to adoption.

III. BACKGROUND INFORMATION

The policy was recommended to the President by the Human Resources Committee to demonstrate the College's commitment to a safe environment. The policy has been reviewed by a college attorney.

IV. RECOMMENDATION

This is presented for a first reading by the Board of Trustees. Following are administrative procedures for Board Policy 7.11.2.

WILLIAM RAINEY HARPER COLLEGE

POLICY STATEMENT

Title: Workplace Violence

No. 7.11.2

Approved:

Revised:

Harper College is committed to maintaining an environment for its students and employees which is free from violence, threats of violence, aggression, intimidation, harassment and sexual harassment of any sort from other students and employees, as well as outside parties, including visitors to the College, vendors and those having no legitimate purpose to be on the College's campus.

To ensure a safe environment for employees and students, Harper College prohibits the wearing, transporting, storage or presence of firearms or other dangerous weapons in its facilities or on its property. Any employee or student in possession of a firearm or other weapon within Harper facilities/property or while otherwise fulfilling job responsibilities may face disciplinary action, including termination. To the extent allowed by law, Harper College prohibits persons from carrying weapons in any of its facilities or on its property. This policy does not apply to any law enforcement personnel engaged in official duties or to persons specifically authorized by the College President as exempt from this policy.

Any acts of workplace violence will not be tolerated, and all reports of such incidents will be taken seriously and dealt with appropriately. Individuals who commit such acts may be removed from the premises and subject to disciplinary action, criminal penalties, or both.

All members of the campus community are encouraged to report conflicts that compromise the health and effectiveness of individual employees and their worksites before they become major problems.

Procedures to implement this policy and the process for determining violations to this policy will be published in the Administrative Services Procedure Manual, in the Student Handbook/Datebook and other appropriate publications.

ADMINISTRATIVE PROCEDURES FOR BOARD POLICY 7.11.2
WORKPLACE VIOLENCE

EMERGENCY PROCEDURES

Call Public Safety at 911 or extension 6211

IMMEDIATE PHYSICAL DANGER:

Get out of the area and away from the immediate threat.

Call Public Safety immediately after you are in a safe place.

VIOLENCE COMMITTED:

Call Public Safety immediately if a person commits an act of violence against you or another person.

INTIMIDATING SITUATION:

Call Public Safety if a person has communicated a direct or indirect threat of physical or mental harm against you in any form (i.e., oral or written statements, gestures, expressions).

Call Public Safety immediately from a location away from the person who is causing the intimidation. Be prepared to give the dispatcher all the facts, and remain on the line until the officers arrive.

NON-EMERGENCY PROCEDURES

If you are not in immediate physical danger, but you have experienced or witnessed harassment (also see separate Sexual Harassment policy and procedures) or intimidation:

Report instances of intimidation or concerns about workplace violence to your direct supervisor. * Determine with your supervisor if the issue can be resolved at this level.

* If your direct supervisor is the person with whom you are experiencing the conflict, report the incident to that person's direct supervisor. If that person is also involved in the conflict, you may report the concern to the Workplace Violence Investigation Officer (WVIO).

- 2) If the conflict cannot be resolved with your direct supervisor, file a formal written complaint with the WVIO (appointed by the President). The complaint should describe the alleged violation, the person(s) against whom the complaint is being filed, and dates of the action(s) as well as the remedy or relief sought (Use Workplace Violence Incident Report Form).
- 3) Upon receipt of the written complaint, the WVIO will review and discuss the complaint with all parties directly involved. On the basis of the written complaint and discussion(s) the WVIO will determine what further investigative action is required.
- 4) After the initial discussion(s) with the complainant, the WVIO will conduct further investigation as deemed appropriate. Such investigation may include, but is not limited to:
 - a) Interviewing the party(ies) alleged to have committed the act;
 - b) Interviewing witnesses identified by the complaining or accused party; and
 - c) Reviewing documents relevant to the complaint.
- 5) As a result of the above initial steps, resolution with the parties will be explored. If resolution is not achieved, the WVIO will determine the appropriate actions to be taken.
- 6) The WVIO shall prepare a confidential report with regard to the investigation. The report shall state whether or not the WVIO believes a violation of the College's Workplace Violence policy has occurred and whether or not resolution has been achieved. The WVIO's report shall be completed within thirty days of receipt of any complaint(s); however, such time may be extended for an additional thirty days if necessary.
- 7) If resolution is not achieved, the person accused of workplace violence may be subject to disciplinary action up to and including termination of employment. Also, one or both parties may be referred to the Employee Assistance Program or recommended for counseling in order to understand the nature and/or deal with the consequences of the complaint.
- 8) A copy of the confidential report will be sent to and maintained by the Vice President of Human Resources and Internal Affairs of the College. The WVIO's findings shall be sent to the complaining and accused parties.
- 9) Either party may appeal, in writing, the decision of the WVIO by filing an appeal

with the President within five calendar days of receipt of the decision. The President shall respond within thirty calendar days of receipt of the appeal.

- 10) All reports of concerns made under this policy are confidential. Supervisors, the WVIO and other necessary administrators are directed to limit disclosure of information to only those persons who, in their discretion, are required to be made aware of a complaint made under this policy. Investigations under this policy are to be made with the least amount of disclosure needed to effectively carry out the investigation. Further, the final report of the WVIO and all discussions concerning a resolution of a complaint will be kept confidential and released to only those persons who are required to have knowledge. Those making a report of misconduct under this Policy, those interviewed in an investigation under this Policy and those who are the subject of a report under this Policy are requested to limit their disclosure of information to their supervisor, the WVIO, and/or other necessary persons.

The Workplace Violence Complaint Procedure will be evaluated each year by the Workplace Violence Investigation Officer and the Vice President of Human Resources and Internal Affairs. Recommendations for changes in this procedure will be brought to the Human Resources Committee.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

First Reading of an addition to the Board of Trustees Policy Manual for a policy on compliance with the Abused and Neglected Child Reporting Act.

II. REASON FOR CONSIDERATION

Amendments to Board policy require approval of the Board of Trustees. Changes to Board policy require two readings prior to adoption.

III. BACKGROUND INFORMATION

The policy meets a legal mandate to comply with the Abused and Neglected Child Reporting Act (“Act”) (325 ILCS 5/1 et seq.)

IV. RECOMMENDATION

This is presented for a first reading by the Board of Trustees. Following are administrative procedures for Board Policy to comply with the Abused and Neglected Child Reporting Act (“Act”) (325 ILCS 5/1 et seq.).

WILLIAM RAINEY HARPER COLLEGE

POLICY STATEMENT

Title: Abused and Neglected Child Report Act

No.

Approved:

Revised:

It is the policy of William Rainey Harper Community College No. 512 to fully comply with the Abused and Neglected Child Reporting Act ("Act") (325 ILCS 5/1 et seq.). All teachers, administrators, nurses, social workers, psychologists, and school personnel with similar responsibilities or child care worker (hereafter "employees") having reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child shall immediately report or cause a report to be made to the Department of Children and Family Services ("DCFS"). Employees shall also cooperate in the investigation of such cases.

Procedures to implement this policy will be published in the Administrative Services Procedure Manual.

**ADMINISTRATIVE REGULATIONS GOVERNING
COMPLIANCE WITH THE ILLINOIS ABUSED
AND NEGLECTED CHILD REPORTING ACT**

I. REPORTING REQUIREMENTS AND PROCEDURES

NOTE: Definitions of key terms used below are provided in Part V of these administrative regulations.

- A. An employee who has reasonable cause to believe abuse or neglect has occurred to children known to him in a professional or official capacity shall:
1. Immediately report to DCFS that he believes that a child may be abused or neglected. The report may be made either in person or by telephone to the DCFS Child Abuse Hotline (1-800-252-2873).
 2. Within 48 hours of its making, the initial report should be confirmed in writing to DCFS' appropriate Child Protective Service Unit, using the two-page report format, Form No. 5, of these administrative regulations. That report shall be mailed to the local DCFS office at 4320 W. Montrose, Chicago, IL 60644 with a copy to the State Central Register, DCFS, 406 East Monroe Street, Station No. 70, Springfield, Illinois 62701-1499. A copy of the report shall also be furnished to the Director of the program which the child attends as a confidential record for the Director's information and not as a school record. A copy of the report shall not be placed in the student's file. If the child is dead and there is reasonable cause to believe the death was caused by abuse or neglect, the initial report, in addition to being sent to DCFS, shall be sent to the Medical Examiner or Coroner, located at 2121 W. Harrison Street, Chicago, IL 60612, telephone number 312-666-0500.
 3. Notify the Vice President of Human Resources ("Vice President") or designee of the program in which the child is enrolled that a report has been made.
- B. The name of the reporting employee shall not be disclosed to the parent or guardian, and his name shall not be disclosed within the College.
- C. The Vice President shall assist the employee in further compliance with these regulations if requested to do so.

II. COOPERATION IN INVESTIGATING AND PROSECUTING CHILD ABUSE AND NEGLECT

College employees shall cooperate with DCFS in identifying child abuse or neglect.

A. Interviews

If DCFS employees or local law enforcement officers seek to interview at the College a student suspected of being abused or neglected, they shall make a request to the Vice President or her designee.

1. An interview may be allowed in the discretion of the Vice President or designee, if the Vice President or designee believes that there is good reason for conducting the interview at school. The Vice President or designee should request that she be present during the interview. If an interview is permitted to take place at school, the Vice President or designee should request that Form No. 1 (accompanying these regulations) be executed before the interview.

2. An interview of the student at school shall be allowed upon presentation of a court order.

If the interview takes place based upon a court order, the Vice President or designee shall request a copy of the order. The presence of the Vice President or designee at the in-school interview shall be at the discretion of the DCFS employee(s) or law enforcement official(s).

3. After the interview has been conducted, the Vice President or designee may notify the parent or guardian of the fact that an interview was conducted, but may not disclose any information about the interview.

B. Examinations and photographs

If DCFS employees or law enforcement officials seek to physically examine or photograph at school a child suspected of being abused or neglected, they shall make a request to the Vice President or designee.

1. The Vice President or designee may grant the request if the Vice President or designee believes there is good reason for conducting the examination at school. The Vice President's decision whether to grant the request shall take into consideration the sex of the child and of the examiner; the age, maturity and sensitivities of the child; and the location of the trauma and its seriousness. The presence of the Vice President or designee at the examination and photographing shall be at the discretion of the DCFS or law enforcement official. If the Vice President or designee is present during the examination or photographing, they shall not participate in the examination or photographing of the child. If the examination or photographing is permitted, the Vice President or designee should request

that Form No. 2 be executed before the examination or photographing.

2. Examination or photographing of the student at school shall be allowed upon presentation of a court order. The presence of the Vice President or designee at the photographing or examination shall be at the discretion of the DCFS employee or law enforcement official. If the Vice President or designee is present at the examination or photographing, he or she shall not participate in the examination or photographing of the child. If the examination or photographing takes place based upon a court order, the Vice President or designee shall request a copy of the order.
3. The Vice President or designee may notify the parent or guardian of the fact of the examination or photographing session after it has occurred, but shall not otherwise disclose information about the occurrence.

C. Temporary custody / temporary protective custody

If a law enforcement official assumes temporary custody pursuant to the Juvenile Court Act (705 ILCS 405/1-1 *et seq.*), or if a local law enforcement official or a DCFS employee assumes temporary protective custody pursuant to the Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/1 *et seq.*), the Vice President or designee shall request that Form No. 3 accompanying these regulations be executed before custody is assumed.

D. Judicial proceedings

College employees shall testify fully in any judicial proceeding resulting from a report of abuse or neglect, and shall comply with all court orders and subpoenas.

III. DISSEMINATING COMPLIANCE INFORMATION TO EMPLOYEES

- A. The Vice President shall inform annually all affected employees under her charge of the legal requirements and protections enumerated in the Act. The information to be furnished shall include:
 1. The legal responsibility to report suspected cases of child abuse or neglect to DCFS;
 2. The responsibility to cooperate with DCFS;
 3. The duty to maintain confidentiality with respect to reports made and follow-up measures taken in suspected child abuse and neglect cases;
 4. The fact that school employees who participate in good faith in making or investigating grounds for a report are immune from any liability that might otherwise result by reason of such actions.
- B. Each new employee and any employee hired after 7/1/86 shall sign the statement

provided in Form No. 4 to acknowledge the employee's knowledge and understanding of the Act's reporting requirements. Form No. 5 shall be distributed to each new employee and all other employees annually as a reminder of the reporting requirements.

IV. CHILD ABUSE OR NEGLECT ALLEGATIONS AGAINST COLLEGE EMPLOYEES

A. Procedures

If allegations of child abuse or neglect committed at the College or on College grounds are made against a College employee, the procedure set forth in the foregoing provisions of this policy shall apply unless the alleged perpetrator is the Vice President. In that event, the functions to be performed under this policy by the Vice President, shall be conducted by a designee of the President.

1. Time of investigation

If a teacher is alleged to have engaged in child abuse or neglect, the investigation shall not, to the extent possible, take place when the teacher is scheduled to conduct classes. If the allegation is against any other College employee, the investigation shall be conducted so as to minimize disruption of the school day.

2. Representative present

Any College employee who is accused of child abuse or neglect may have his or her supervisor, association or union representative and/or attorney attend any investigatory interview or meeting at which the employee is present.

3. Employee's rights

At any interview or meeting held by DCFS with a College employee regarding an allegation of sexual abuse or neglect, the DCFS representative shall inform the employee of the employee's due process rights, and of the steps in the investigative process.

4. Coordination of investigation with employee's supervisor

If the report against a teacher or administrator does not involve allegations of sexual abuse or extreme physical abuse, DCFS shall make reasonable efforts to conduct the initial investigation in coordination with the employee's supervisor.

If the report against a teacher or administrator involves allegations of sexual abuse or extreme physical abuse, the *Abused and Neglected Child Reporting Act* requires DCFS to commence its investigation immediately.

V. **DEFINITIONS**

A. **Child**

"Child" means any person under the age of 18 years, unless legally emancipated by reason of marriage or entry into a branch of the United States armed services.

B. **DCFS**

"DCFS" means the Illinois Department of Children and Family Services.

C. **Local law enforcement agency**

"Local law enforcement agency" means the police of a city, town, village or other incorporated area, or the sheriff of an unincorporated area, or any sworn officer of the Illinois Department of State Police.

D. **Abused child**

"Abused child" means a child whose parent or immediate family member, or any person responsible for the child's welfare, or any individual residing in the same house as the child, or a paramour of the child's parent:

1. inflicts, causes to be inflicted, or allows to be inflicted upon such child, physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health or loss or impairment of any bodily function;
2. creates a substantial risk of physical injury to such child by other than accidental means, which would be likely to cause death, disfigurement impairment of physical or emotional health, or loss or impairment of any bodily function;
3. commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the *Illinois Criminal Code*, as amended, and extending those definitions of sex offenses to include children under 18 years of age;
4. commits or allows to be committed an act or acts of torture upon such child;
or
5. inflicts excessive corporal punishment.

E. **Neglected child**

"Neglected child" means any child whose parent or other person responsible for the child's welfare (1) withholds or denies nourishment or medically indicated treatment;

or (2) otherwise does not provide the proper or necessary support, or medical or other remedial care recognized under State law as necessary for a child's well-being, including adequate food, clothing and shelter; or (3) who is abandoned by his parents or other person responsible for the child's welfare. A child shall not be considered neglected or abused for the sole reason that the child's parent or other person responsible for her welfare depends upon spiritual means through prayer alone for the treatment or cure of disease or remedial care. A child shall not be considered neglected or abused solely because the child is not attending school as required by *The School Code*.

F. Child Protective Service Unit

"Child Protective Service Unit" means certain specialized state employees of DCFS assigned by the DCFS Director to perform duties and responsibilities under the Act.

G. Person responsible for the child's welfare

"Person responsible for the child's welfare" means the child's parent, guardian, foster parent, or any other person responsible for the child's welfare at the time of the alleged abuse or neglect, or any person who came to know the child through an official capacity or position of trust, including educational personnel, recreational supervisors, and volunteers or support personnel in any setting where children may be subject to abuse or neglect.

H. Temporary custody as distinguished from temporary protective custody

1. Temporary Custody: This type of custody refers to the authority of a law enforcement official to assume custody pursuant to court order obtained using procedures specified in the Juvenile Court Act. A law enforcement official may also take a minor into temporary custody, without a warrant when the law enforcement official has reasonable cause to believe the child is a neglected or abused minor, as defined in that Act.
2. Temporary Protective Custody: This type of custody refers to the authority of a local law enforcement official, physician, or a DCFS employee under the Abused and Neglected Child Reporting Act to take or retain temporary protective custody of the child without the consent of the person responsible for the child's welfare, if (1) such a person has reason to believe that the circumstances or conditions of the child indicate that continuing in his place of residence or in the care and custody of the person responsible for the child's welfare presents an imminent danger to that child's life or health; and (2) there is not time to apply for a court order under the Juvenile Court Act for temporary custody of the child. The person taking or retaining a child in temporary protective custody shall immediately make every reasonable effort to notify the person responsible for the child's welfare and shall immediately notify DCFS. DCFS shall promptly initiate proceedings under the *Juvenile Court Act* for the continued temporary custody of the child.

REQUEST TO CONDUCT AN IN-SCHOOL INTERVIEW
RELATING TO AN INVESTIGATION OF ABUSE AND/OR NEGLECT

The undersigned certifies that (he) (she) is a designated employee of the Department of Children and Family Services ("DCFS") or local law enforcement officer who is authorized, pursuant to the *Illinois Abused and Neglected Child Reporting Act* ("Act") (325 ILCS 5/1 *et seq.*) to investigate cases of suspected child abuse and/or neglect and to interview the child who is the subject of a report. The undersigned states:

1. That (he) (she) has received a report that _____, age _____, may be an abused or neglected child, based upon a report made on _____ to DCFS and/or _____; and
2. That (he) (she) is authorized pursuant to the Act to make the investigation and to conduct an interview; and
3. That the undersigned is requesting to interview the child during the College day on the College premises because _____

Date: _____

SIGNATURE

AGENCY

PRINT NAME

ADDRESS

(Title of Authorized Official)

TELEPHONE

INTERVIEW AUTHORIZED BY:

(Vice President or Designee)

**REQUEST TO CONDUCT IN-SCHOOL INVESTIGATION OF ABUSE
AND/OR NEGLECT AND TO PHYSICALLY EXAMINE
AND/OR PHOTOGRAPH CHILD IN COLLEGE**

The undersigned certifies that (he) (she) is a designated employee of the Department of Children and Family Services ("DCFS") or local law enforcement officer who is authorized, pursuant to the *Illinois Abused and Neglected Child Reporting Act* ("Act") (325 ILCS 5/1 *et seq.*) to investigate cases of suspected child abuse or neglect and to make a physical examination and/or take photographs of the child who is the subject of a report. The undersigned states:

1. That (he) (she) received a report(s) that _____, age _____, may be an abused or neglected child, based upon a report made on _____ to DCFS; and
2. That (he) (she) is authorized pursuant to the Act to make the investigation, to conduct an interview, and to examine and/or take photographs of the child; and
3. The undersigned is requesting to conduct an interview and the following investigation on the College premises (circle appropriate item(s)):
 - (a) Photograph the child; and
 - (b) Examine the child.
4. The undersigned is requesting to examine and/or photograph the child during the College day on the College premises because

_____ ; and
5. The undersigned has made every reasonable effort to notify the person responsible for the child's welfare.

Date: _____

SIGNATURE

AGENCY

PRINT NAME

ADDRESS

(Title of Authorized Official)

INTERVIEW, PHOTOGRAPHY,
EXAMINATION AUTHORIZED
BY: (strike out activities not authorized)

(Vice President or Designee)

**NOTICE OF ASSUMING TEMPORARY CUSTODY OR
TEMPORARY PROTECTIVE CUSTODY OF A CHILD**

The undersigned states that (he) (she) is a designated employee of the Department of Children and Family Services (“DCFS”) or local law enforcement officer or treating physician who is authorized, pursuant to the *Illinois Abused and Neglected Child Reporting Act* (325 ILCS 5/1 *et seq.*) and the *Juvenile Court Act* (705 ILCS 405/1-1 *et seq.*) (“Acts”) to assume temporary protective custody or temporary custody to protect a child's welfare where certain conditions and circumstances warrant.

The undersigned states also that the requisite conditions and circumstances, as required under either the *Illinois Abused and Neglected Child Reporting Act* or the *Juvenile Court Act*, exist for the assumption of Temporary Protective Custody or Temporary Custody.

The undersigned acknowledges that the authorized College official who released this child into temporary protective custody has done so on the good faith belief that the above representations are true.

The undersigned shall make every necessary effort pursuant to the Acts to notify the parent, guardian or other person responsible for the child's welfare, as well as DCFS, that he/she has taken temporary custody of this child as required by the Acts.

(Child's Name)

Time child was released into Temporary Custody or Temporary Protective Custody:
_____ : _____

Date: _____

AGENCY

ADDRESS

TELEPHONE NO.

SIGNATURE

PRINT NAME

(Title of Authorized Official)

RELEASE AUTHORIZED BY:

(Vice President or Designee)

ACKNOWLEDGMENT OF MANDATED REPORTER STATUS

I, _____, understand that when I am employed as a
(Employee name)
_____, I will become a mandated reporter under the *Illinois*
(Type of Employment)

Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq.) This means that I am required to report or cause a report to be made to the Child Abuse Hotline number (1-800-25A-BUSE) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24 hours per day, 7 days per week, 365 days per year.

I further understand that any privileged quality of communication between me and my student is not grounds for failure to report suspected child abuse or neglect. I know that if I willfully fail to report suspected child abuse or neglect I may be found guilty of a Class A misdemeanor.

I also understand that if I am subject to licensing under the *Illinois Nursing Act*, the *Medical Practice Act*, the *Psychologist Registration Act*, the *Social Workers Registration Act*, the *Dental Practices Act*, the *School Code*, or "An Act to regulate the practice of Podiatry," I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements which apply to me under the *Illinois Abused and Neglected Child Reporting Act*.

Signature of Applicant/Employee

Date

**EXPLANATION OF THE RESPONSIBILITY OF
COLLEGE PERSONNEL TO REPORT SUSPECTED
CASES OF CHILD ABUSE AND NEGLECT**

Any College personnel including teachers, administrators, nurses, social workers, educational support personnel and psychologists, who have reasonable cause to believe a child known to them in their professional capacity may be an abused or neglected child are required by law to immediately report the case to the Department of Child and Family Services ("DCFS"), pursuant to the *Illinois Abused and Neglected Child Reporting Act*, 325 ILCS 5/1 *et seq.*

An "abused child" is one whose parent, or immediate family member, or other person responsible for the child's welfare, or any individual residing in the same home, or a paramour of the child's parent, inflicts upon or creates a substantial risk of physical or emotional injury to the child, commits a sex offense against the child, or commits torture or inflicts excessive corporal punishment upon the child. A "neglected child" is one whose parent or other person responsible for the child's welfare fails to provide the child with the necessary care and support, such as nourishment, medical care, education as required by law, clothing and shelter, or who is abandoned. A child may not be considered abused or neglected solely because a parent or guardian, in good faith, depends upon spiritual prayer alone for the treatment of disease. A child may not be considered neglected or abused solely because the child is not attending school as required by *The Illinois School Code*.

A report of suspected child abuse or neglect must be made orally to DCFS either by calling the statewide 24-hour child abuse and neglect hotline number (1-800-252-2873) or by contacting the nearest DCFS office by telephone or in person. The oral report must be confirmed in writing to the appropriate Child Protective Service Unit within 48 hours (See pages 3 and 4 attached). College personnel should inform the Vice President that they have reported a suspected abuse or neglect case to DCFS.

When making a report to DCFS, the following information is required, if known:

1. The name and address of the child and his or her parents or guardian.
2. The child's age, sex and race.
3. The nature and extent of the abuse or neglect.
4. Any evidence of previous injuries.
5. The names of persons apparently responsible for the abuse or neglect.
6. The family's composition, including the names, ages, sexes, and races of other children.
7. The reporter's name, occupation, and a place where he or she may be reached.
8. The actions taken by the reporter.
9. Any other information the reporter believes may be helpful.

College personnel who report a suspected case of child abuse or neglect have immunity if the report was made in good faith. College personnel who willfully fail to report a case of abuse or neglect to DCFS are guilty of a Class A misdemeanor and subject to a \$1,000 fine or up to one year in prison, or both, and also may have their certificates suspended for a period not to exceed one year. Anyone who knowingly transmits a false report to DCFS commits the offense of disorderly conduct under subsection (a)(7) of Section 26-1 of the *Illinois Criminal Code*. A violation of this subsection is a Class A misdemeanor, punishable by a term of imprisonment for up to one year or by a fine not to exceed \$1,000, or both. A subsequent violation of the false reporting provision is a Class 4 felony.

STATE OF ILLINOIS
 DEPARTMENT OF CHILDREN AND FAMILY SERVICES
 WRITTEN CONFIRMATION OF SUSPECTED
 CHILD ABUSE,/NEGLECTED REPORT:
 MANDATED REPORTERS

Date: _____

ABOUT: _____

Child's Name	Child's Birthdate	Sex	Race
2nd Child's Name (if any)	2nd Child's Birthdate	Sex	Race
3rd Child's Name (if any)	3rd Child's Birthdate	Sex	Race

Street Address of Child(ren)	City	Zip Code
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Parent(s)/Custodians: _____

Name(s) and Address(es)

Occupation(s)

This is to confirm my oral report of _____, 20____, made in accordance with the Abused and Neglected Child Reporting Act. Please answer the following questions. If you need more space, use the back of this page.

1. What injuries or signs of abuse/neglect are there?
2. How and approximately when did the abuse/neglect occur?
How do you know?
3. Had there been evidence of abuse/neglect before now? ?Yes ? No
4. When was the evidence first seen?
5. If you answered "yes" to question 3, explain the nature of the past evidence of abuse/neglect.
6. Names and addresses of other persons who may be willing to provide information about this case.
7. Your Relationship to Child(ren):
8. Reporter Action Recommended or Taken:

PLEASE CHECK THE APPROPRIATE RESPONSE:

- _____ I saw the child(ren).
- _____ I heard about the child(ren). From whom? _____
- _____ I have / have not (strike out inapplicable term) told the child's family of my concern and of my report to the Department
- _____ I am / am not (strike out inapplicable term) willing to tell the child's family of my concern and of my report to the Department.
- _____ I do / do not (strike out inapplicable term) believe the child is in immediate physical danger.

(Signature)

(Title)

(Organization)

(Phone)

INSTRUCTIONS

The Abused and Neglected Child Reporting Act states that mandated reporters shall promptly report or cause reports to be made in accordance with the provisions of the Act.

The report should be made immediately by telephone to the DCFS Child Abuse Hotline (800-252-2873) and confirmed in writing via the U.S. Mail, postage prepaid, within 48 hours of the initial report.

MAILING INSTRUCTIONS

Mail the original to the nearest office of the Illinois Department of Children and Family Services, Attention: Child Protective Services.

Mail a copy to: State Central Register
Illinois Department of Children and Family Services
406 East Monroe, Station No. 70
Springfield, Illinois 62701-1499

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Educational Service Providers and Rental Facilities

II. REASON FOR CONSIDERATION

The Community College Act, Section 805/3-40 stipulates that the Board may enter into contracts with any person, organization, association, educational institution, or governmental agency for providing or securing educational services. The Administration periodically presents a list of such providers for the Board's approval.

III. BACKGROUND INFORMATION

The College has a growing number of educational service providers it is using to deliver educational programs in both credit and continuing education programs and Corporate Services. The attached list represents the educational service providers we anticipate will provide service in Fiscal Year 2000-01 and 2001-2002 for Corporate Services.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board approve the attached list of Corporate Services educational service providers for Fiscal Year 2000-01 and 2002-02.

**CORPORATE SERVICES
VENDOR LIST (OVER \$10,000)**

COMPANY/CONSULTANT/INSTRUCTOR		SERVICES
George	Hemsley	Certified Financial Planning Program Coordinator
Greg	Backus	Desktop application consulting & training
Chaya	Friedman	Database consulting & training
Cathy	Horwitz	Desktop application consulting & training
Norma	Kaplan	Desktop application consulting & training
Pam	McGinty	Desktop application consulting & training
Deb	Pauley	Desktop application consulting & training
Brigid	Zachar	Desktop application consulting & training
Nicolle	Carfagnini	Management consulting & training
Diane	Decker	Management consulting & training
Claudette	Knowell-Phillipp	Management consulting & training
Cynthia	Rogers	Management consulting & training
Jan	Schurtz	Management consulting & training
Jane	Shuman	Management consulting & training
Cynthia	Aaronson	Management/OD consulting & training
Don	Grady	Management/OD consulting & training
Alice	Smedstad	Management/Compensation consulting & training
Deborah	Tabor	Management/Compensation consulting & training
Jay	Frishkorn	Manufacturing Resources consulting
Alma	Barsanti	Quality consulting & training
Sandra	Franson	Quality consulting & training
Kam	Gupta	Quality consulting & training
Steve	Notter	Quality consulting & training
Total	Quality Systems	Quality consulting & training
Bob	Squires	Quality consulting & training
Jane	Melevin	Telemagic consulting
Achieve	Global	Training Programs & Courseware
ElementK		Computer Courseware

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Lease of up to 5,832 Square Feet of space at Horizons Children's Center, 3316 Schoenbeck Road, Wheeling, Illinois, 60090 for the period of April 1, 2001 to September 30, 2001.

II. REASON FOR CONSIDERATION

The entire first floor of the Northeast Center and sections of the second floor will be undergoing renovation this spring/summer; therefore, the activities that normally occur in this space need to be relocated. A search for reasonably priced space, appropriate space and space in the vicinity of the Northeast Center commenced. The Horizons Children's Center was the best match for our criteria.

III. BACKGROUND INFORMATION

The Northeast Center is having Life Safety work done in the areas of electrical, HVAC, lighting, classroom upgrades, repair of sidewalks and curbs, and toilet rooms remodeling approved at the December 20, 2000 Harper Board Meeting. This item is budgeted in Account #01-28-914-561.

IV. RECOMMENDATION

The Administration recommends the Board delegate the signing of the lease with Horizon Children's Center to the President in the amount of \$12,960 when attorney review is complete.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00128 for the build-out for the new TECH Center in Schaumburg as requested by Physical Plant for the Technical Education and Consulting @ Harper (TECH) program.

II. BUDGET STATUS

Funds in the amount of \$700,000 will be provided in the 2000/01 Auxiliary Enterprises Fund budget, under account number 0592-560-584.

III. INFORMATION

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

Loung's Corp.	\$ 538,355
Tri-State Management Co.	582,000
F. H. Paschen, S.N. Nielsen, Inc.	606,900
Charpie Construction Co., Inc.	634,899
K. R. Miller Contractors, Inc.	641,699
Bergen Construction Co.	642,700
International Contractors, Inc.	644,699
The Dubs Co., Inc.	656,299
R. Rudnick & Co.	729,836

This recommendation is pending the final purchase of the building at 650 W. Higgins in Schaumburg and upon the Village of Schaumburg's approval of the College's special use permit.

This space will provide a presence for the TECH program in the greater Schaumburg area. The project includes providing a new

information network connecting the facility to the main campus, minor demolition of the building as required to construct new walls, new gypsum board walls to define computer labs, a conference room, and offices, adjustment of existing ceilings, lighting, flooring, and washrooms as necessary, mechanical system update, power and data replacement to meet the needs of each space, and other work as required by code and the Village of Schaumburg.

IV. RECOMMENDATION

The administration recommends that the Board award Q00128 for the build-out for the new TECH Center in Schaumburg to Loung's Corp., the low bidder, in the amount of \$538,355, and approve Architectural Fees in the amount of \$50,635, reimburseables in the amount of \$42,200, and a contingency in the amount of \$68,810 (included in the contingency is \$40,000 for a sidewalk and waste enclosure, if still required by Schaumburg after completing the zoning and permitting process) for a total award of \$700,000.