

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

Regular Board Meeting Agenda

March 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 – February 22, 2001 Regular Board meeting and executive session Exhibit VI-1
2. Bills Payable, Payroll for February 23, 2001 and March 9, 2001; Estimated payrolls for March 10, 2001 through May 4, 2001 Exhibit VI-2
3. Bid Awards Exhibit VI-3
4. Purchase Orders Exhibit VI-4
5. Personnel Action Sheets Exhibit VI-5
6. Faculty Status Tenure Report Exhibit VI-6

For Information

7. Financial Statements Exhibit VI-7
8. Committee and Liaison Reports Exhibit VI-8
9. Grants and Gifts Status Report Exhibit VI-9

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

VII. New Business

- A. RECOMMENDATION: Affiliation Agreements Between William Rainey Harper College and:  
- The Clinical Professional Counseling Practice of Sandra L. Kakacek  
- The Medical Practice of Dr. Ishwar Patel  
- Physician Reimbursement Specialists Exhibit VII-A
- B. RECOMMENDATION: Faculty Promotions, 2001-2002 Academic Year Exhibit VII-B
- C. RECOMMENDATION: Second Reading – Workforce Violence Policy Exhibit VII-C
- D. RECOMMENDATION: Second Reading – Abused and Neglected Child Reporting Act Exhibit VII-D

VIII. President's Report

- Presentation: Student Achievements

IX. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: \* = Required)

On-Campus Events

- |                    |  |
|--------------------|--|
| March 23-24, 2001  | 8:00 p.m. – Theatre – Elephant Man – Business and Social Science Center – J143                             |
| March 25, 2001     | 2:00 p.m. – Theatre – Elephant Man – Business and Social Science Center – J143                             |
| March 26 – April 1 | SPRING BREAK   |
| March 31, 2001     | 7:00 p.m. – Free Guitar Recital – Steve Suvada, Steve Vasquez<br>Business and Social Science Center – J143 |
| March 31, 2001     | 7:30 p.m. – Dourlet Foundation Guitar Concert - Business and Social Science Center – J143                  |
| *April 5, 2001     | 5:30 p.m. – Board Canvass of Election – Room A242  |
| April 6, 2001      | 8:00 p.m. – Harper Symphony Orchestra - Business and Social Science Center – J143                          |
| April 19, 2001     | 5:30 p.m. – Career EXPO – Wellness and Sports Center   |
| April 20-21, 2001  | 7:30 p.m. – Harper College Dance Company - Business and Social Science Center – J143                       |
| April 24, 2001     | 7:30 p.m. – Harper Guitar Ensemble – Business and Social Science Center – J143                             |
| *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

- April 3, 2001 Consolidated Election

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

XI. Adjournment

## Minutes of the Regular Board Meeting of Tuesday, February 22, 2001

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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, February 22, 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, February 22, 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, 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; David McShane, V.P. Information Technology; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Linda Kolbusz, Special Assistant to the President; Joe Accardi; Mary Azawi; Larry Bielawa; Carol Blotteaux; Catherine Brod; John Farris; Julie Fleenor; Robert Getz; Bill Howard; Leon Hussissian; Thea Keshavarzi; Cheryl Kisunzu; Roberta Lindenthaler; Karen Lustig; Liz McKay; Russ Mills; Maria Moten; Sheryl Otto; Elena Pokot; Sheila Quirk; Fred Skorude; Chris Staub; Doug Van Nostran and John Warchal. Harper Student: James Skyles.

Guests: Tim Kane, Chicago Tribune; Michael Lundeen, Legat Architects; Joanne Malinowski, Kane McKenna; John Hipsky, New Generations and Candidate for Board of Trustees; John Ratliff, Candidate for Board of Trustees; Laurie Stone, Greater O'Hare Association and Candidate for Board of Trustees; Kent Klena, citizen.

CITIZEN  
PARTICIPATION

Dr. Julie Fleenor addressed the Board on behalf of the Faculty Senate. She distributed a memorandum dated February 22, 2001 to the Harper College Board of Trustees from the Faculty Senate regarding the proposed raise in student tuition and the construction management contract. The Faculty Senate has grave concerns about the impact of an increase, and planned future increases, on the ability of the students to afford to attend college. They are also concerned about enrollment, retention and their ability to

attract students to Harper College. Additionally, they feel this is a "slap in the face" of the voters who approved the \$88M for the new buildings.

The Faculty Senate is concerned about Exhibit VII-D, the construction management contract. By the Board giving authority to sign the contract to the President, they feel this appears to violate Illinois State Statute 805/3-27.1 under contract pages 512 and 513 of the 1994 Illinois School Code. It is the fiduciary responsibility of the Board to have oversight of all contracts, particularly those biddable at \$10,000 or more, and accountability to the public for this public money. The Faculty Senate states that the Board of Trustees should maintain control of these funds and this contract, for the protection of the public money, the Board itself and the College administration.

James Skyles, Student Senate President, addressed the Board as a student paying his way through college. He expressed disapproval for the action coming before the Board to raise student tuition. He noted that when he started at Harper College two years ago, he paid \$820 (tuition and fees) for 16 credit hours of classes; next year these same classes would cost him \$1,044. If the tuition increase proposal passes, the per credit hour tuition and fees will have gone from \$50 per credit hour to \$63.25 per credit hour in only two years. This increase marked a 27 percent increase of student per hour tuition and fees in the past two years. He firmly stressed that he cannot afford to go to college if this passes. His family income eliminates the possibility of financial aid, and his part-time job/full-time student status creates too little income for him to pay tuition. For him, every penny counts; and for other students, the situation is more dire. Education has become more of a luxury than a right.

Mr. Skyles noted that these rising costs of community college tuition show that they are losing site of what the visionaries of the community college system wanted—an education that the working class could afford. One of these visionaries was Dr. William Rainey Harper, their College namesake. He asked the Board of Trustees to keep Dr. Harper's vision alive and keep Harper College affordable to all people, especially the working class. Chair Kolze thanked Dr. Fleenor and Mr. Skyles.

#### STUDENT TRUSTEE

Student Member Fisher noted that mid-terms start next

REPORT

week. March is Women's History Month with numerous events scheduled. Harper's production of the Elephant Man opens March 15. On Friday, February 23, football coach Herman Boone, the inspiration behind "Remember the Titans," will be speaking at Harper College.

On February 3 through 7, Student Member Fisher had the honor of attending the National Legislative Seminar with Trustee Kris Howard in Washington, D.C. She had the opportunity to speak directly with senators Phillip Crane and Mark Kirk on behalf of students across the district with regard to the federal Pell Grant. She noted that since she has received the Pell Grant, she was able to give firsthand experience. The American Association of Community Colleges (AACC) and the Association of Community College Trustees (ACCT) are looking for an increase of \$600 in the grant. With their help and with the new Bush administration, Student Member Fisher feels that the increase will be much greater than that. She felt that this experience was probably the most exciting she has had as a Student Trustee. She saw Congress in action, received a tour of the Pentagon and the White House and was able to meet Hillary Clinton. She thanked the Board very much.

Chair Kolze thanked Student Member Fisher and noted that he heard she conducted herself very well. He was glad she was able to attend and be part of the delegation.

APPROVAL OF AGENDA Chair Kolze noted that changes to the agenda include: the withdrawal of Exhibit VI-3b (to be addressed in March); the revision of Exhibit VI-4d to correct a date; and the addition of a Special Board meeting on March 8 for the purpose of selling alternate revenue bonds.

Chair Kolze noted that there would be an executive session for the purpose of discussing appointment, employment and dismissal of personnel and collective bargaining. Member Shure stated that with the long agenda, he felt the evening would get too late with the addition of an executive session. Chair Kolze stated that it was too early to make that decision. In response to Member Shure, Chair Kolze stated that there may be action taken following the executive session.

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

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Fisher voted aye.

### CONSENT AGENDA

Member Shure requested that Exhibit VI-5 Personnel Action Sheets be removed for discussion.

Member Gillette moved, Member Barton seconded, approval of the minutes for the January 10, 2001 special Board meeting; January 25, 2001 regular Board meeting and executive session; bills payable; payroll for January 12, 2001, January 26, 2001 and February 9, 2001; estimated payrolls for February 10, 2001 through March 23, 2001; revised bid awards; revised purchase orders; financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits VI-1 through VI-4 and VI-6 through VI-8 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$4,552,395.77
Tuition Refunds	174,566.80

The payrolls of January 12, 2001 in the amount of \$1,412,448.68; January 26, 2001 in the amount of \$1,504,813.04; February 9, 2001 in the amount of \$1,899,282.54; and estimated payroll of February 10, 2001 through March 23, 2001 in the amount of \$5,157,204.80.

### Bid Awards

Ex. VI-3a Award bid Q00124 to Victorin Business Machines, the low bidder for Compaq Local Area Network servers and accessories, in the amount of \$62,536.00.

Ex. VI-3b (Withdrawn)

Ex. VI-3c Award bid 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.

### Purchase Orders

Ex. VI-4a 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.

- Ex. VI-4b Approve 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.
- Ex. VI-4c 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.
- Ex. VI-4d 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.
- Ex. VI-4e 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.

Chair Kolze pointed out that the Legislative Meeting went very well. It was organized by the Legislative Committee, with Patrick Botterman as Chair and Kris Howard as a member. The legislators are very supportive of Harper College and seemed pleased to be there. He thanked the Committee for their report on the trip to Washington, DC, as well.

Chair Kolze noted that many times, the College is told they should be looking for outside sources of revenue other than tax money and tuition. With regard to the Grants and Gifts Status Report, he thanked those involved in the \$4,670,000 received from July to the present which has increased the College revenue.

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



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

Motion carried. Student Member Fisher voted aye.

## Personnel Actions

Member Shure asked if any of the faculty or supervisory appointments were minority/diversity appointments. Vice President Thorson explained that Duane Sell, Ed Bockman, Darrell Richie and Beth Younglove are all current employees being moved into different positions. Member Shure stated that he did not believe the Breuder/ Kolze administration was fulfilling the Board policy of diversity. He informed the Board that until he is convinced that this is being done, he will be voting against all personnel actions. In response to Board members' questions, Member Shure clarified that he was concerned about faculty and supervisory positions. He did not think Dr. Breuder had ever hired an administrator from a minority group.

Member Barton expressed disagreement with Member Shure's comment. She felt that it is not the "Breuder/Kolze administration," but the Board and those in the College who do the interviewing and hiring, who make the decisions. She added that since she has been on the Board for 16 years, there has been a long-standing effort to bring people of color into the College. Member Shure asked if this is possibly a sign of entrenched institutional discrimination. He added that when he is convinced that the policy of the Board is being implemented, he will begin to vote "yes" for the personnel actions.

Member Barton moved, Member Gillette seconded, approval of the Personnel Actions, as outlined in Exhibit VI-5 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

### Faculty Appointment

Duane Sell, Professor, TM/PS, 01/13/01, \$85,229/year

### Professional/Technical Appointments

David Broucek, Desktop Integration Analyst, IT/CS,  
001/27/01, \$47,970/year

Jia Loh, Operations Analyst, IT/AS, 02/19/01, \$37,500/year

### Supervisory/Confidential Appointments

Edward Bockman, Assistant Laboratory Manager of  
Extension Sites, IT/CS, 01/27/01, \$67,000/year

Darrell Richie, Project Supervisor, PHY PLT, 01/03/01,  
\$59,304/year  
Beth Younglove, Project Accountant, ACCT SER, 02/12/01,  
\$41,508/year

Classified Staff Appointments

Roisin Gilmore, Application Clerk, p/t, ADM, 01/29/01,  
\$16,965/year  
Yomika Patel, Program Assistant, TECH, 02/26/01,  
\$26,750/year  
Ali Taghi Pour, Box Office Assistant, p/t, Theatre/BOX OFF,  
01/29/01, \$12,870/year

Harper #512 IEA-NEA Appointment

Alexis Fresneda, Custodian, PHY PLT, 02/13/01,  
\$19,739/year

Harper #512 IEA-NEA Retirement

Alfred Kornett, Painter, PHY PLT, 05/04/01, 27 years

Classified Staff Resignations

Maribel Belen, Clerk/Receptionist, BKST, 01/12/01, 1 year  
Michael Byrne, Clerk/Receptionist, p/t, ADM-IC, 02/01/01, 4  
months  
Azim Husain, Computer Operator, IT/AS, 02/28/01, 7 years  
10 months  
Natalie Kahn, Program Assistant, TECH, 02/09/01, 8 months  
Mary Quarnstrom, Secretary, ADM OUTR, 02/09/01, 13  
years 4 months

Upon roll call, the vote was as follows:

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

Nays: Member Shure

Motion carried. Student Member Fisher voted aye.

NEW BUSINESS:

Kane McKenna  
Presentation - Bond  
Resolutions

Joanne Malinowski, Senior Vice President of Kane McKenna, came forward to address the Board. She has been the financial advisor for the College since 1996; however, Kane McKenna has been working with Harper since the early 1990's. She explained that Kane McKenna is an independent financial advisor who helped the College to structure the bond issue and then sell them in the market. The bonds were sold competitively. Kane McKenna did not underwrite the bonds or buy any of the bonds. They work on

behalf of the College to get the bonds into the marketplace for underwriters to purchase them.

She distributed copies of the two bond resolutions which are on the agenda for adoption, one for the issuance of \$88.8M of general obligation bonds Series 2001A, the other for the issuance of \$4.085M of general obligation limited tax bonds Series 2001B. The two series of bonds were sold competitively today. Because the uses of the bonds are different, they are in two series. The \$88.8M of bonds are for the bonds approved by the voter referendum. They are payable from property taxes levied over the 20-year life of the bond. The second series of limited tax bonds have a different legal authority and do not require a referendum.

The bonds are called serial bonds, which means that there is a certain amount of principle being retired in each year of the next 20 years. In each of those years, there is a different interest rate, unlike a commercial loan or a mortgage where there is one interest rate that applies for the entire 20 years. When structuring the bonds, they wanted to be mindful of what paying back the large sum of interest meant in terms of property tax impact. The largest single expense associated with issuing bonds is the interest to be paid. As the College financial advisor, they try to structure those bonds in a way that will pay the lowest possible interest costs on their borrowing. With these bonds, the district will pay approximately \$45M worth of interest on the bond over a 20-year period. After working with Harper staff, their recommendation was to structure the principle retirement more aggressively so they pay off more bonds in the first eight years than in the last 12 years. Serial bonds have lower interest rates in the earlier years, which means that they will be paying less interest by paying them back at that lower interest rate. They estimate that will save the district several million dollars in overall interest costs by structuring the bonds that way.

In addition, the fact that the district was upgraded by Moody's Investors Service to a Aaa credit rating contributed to overall interest savings and lower debt service. Ms. Malinowski explained that the Aaa rating is the highest rating category in connection with the issuance of these bonds. She noted that everyone in the institution should be proud of this, from the Board to the staff, because it is obviously a team effort. It is a real feather in Harper's cap. There are only two other community colleges in the United States that enjoy a Aaa rating by Moody's. She estimated that having

Harper move from a Aa1 to a Aaa has saved the district over \$1M in interest costs over the life of the bonds.

On behalf of the Board, Chair Kolze expressed gratitude for the team that accomplished this. It is a real mark of distinction in terms of the way to handle financial affairs. In response to Member Howard, Ms. Malinowski explained that all this will translate into lower property tax levies over the next 20 years that will be used to retire these bonds.

Ms. Malinowski added that a third element which contributed to lower interest rates was the timing of the sale. Interest rates in the past six months have been quite favorable. The timing of this sale is important because they generally have noticed that interest rates in the first couple of months of the year are lower than in the last quarter of the previous year. It was the recommendation of Kane McKenna that the district (even though they received approval for the voter referendum in November) hold off and issue bonds after the first of the year, late January or early February.

The end result of all the various factors (timing of the sale, Aaa rating, accelerated debt service) brings total principle and interest on these Series 2001A bonds to \$137M, which is several million dollars less than what was estimated in the fall.

The Series 2001B bonds, slightly over \$4M, are called general obligation limited tax bonds. Ms. Malinowski explained that, while these are payable from property taxes, the district faces a limit on the amount of debt service on any given year that it can use to pay these bonds. That means that the issuance of this \$4M series will not have an impact on property taxpayers of the district, because the district is required to keep debt service on these bonds out into the future at the same levels that it had back in 1995. These bonds have a very short maturity—they are paid off in four years. They are able to recycle these kinds of bonds under state legislation; the district has issued four series of bonds already. It will continue to issue limited tax bonds every few years to pay for things like capital equipment, technology and other capital improvements.

With regard to the sale, Ms. Malinowski noted that it was a competitive sale, as opposed to the other form of sale which is called "negotiated." As Harper's financial advisor, Kane McKenna structured the bond issue, informed underwriters of the upcoming sale and then accepted signed, sealed bids

today which are all confidential. It is similar to a bid opening at the College for construction contracts. The objective is to award the bonds to the underwriter who comes in with the lowest interest rate (interest is the biggest expense, so they want to minimize the interest rate). Prior to the actual bid opening today, Kane McKenna was responsible for disseminating electronically, as well as hard copy, copies of Harper's official statement. This is the offering document of the bonds that was advertised in the financial media, electronic media. The goal was to try to get the attention of as many investors as possible because this was a large sale amount; with the Aaa rating, it would be a very attractive bond issue for investment.

Sealed bids are received, the underwriters can either fax in or phone in the bids to several individuals at our office. Those received by phone are sealed into envelopes and turned over to Ms. Malinowski, and then all bids are promptly opened at 11:00. This insures the privacy of each of those individual bidders who can be assured of a secret bid.

In today's bond sale, five bids were received for the Series A bonds and two bids were received for the Series B bonds. Underwriters will form a syndicate and group together to bid on the bonds; therefore, those bids represented 23 underwriters from across the country. LaSalle Capital Markets, a division of ADM Amro (a Dutch owned bank with offices throughout this country and the world) was the low bidder on the Series A bonds, with an interest rate of 4.785. Their syndicate had 11 other members. Ms. Malinowski's summary shows the full list of bidders and interest rates.

Solomon Smith Barney was the lower of two bidders for the Series B bonds, with an interest rate of 3.82 percent.

In response to Member Shure, Ms. Malinowski explained that a typing error inaccurately showed Solomon Smith Barney as the higher of the two bidders. She apologized for the typing error.

Ms. Malinowski spoke about market conditions, and how they affected the number of bids received. It was a very busy week in the bond market. Yesterday, there were over one billion dollars worth of bonds sold competitively. Some of the successful bidders on the very large sales from yesterday were expected to bid on Harper's bids today. They did not submit a bid, most likely because they had already purchased hundreds of millions of dollars worth of

bonds from yesterday's sale. Additionally, there was a sale this morning on the east coast that sold before Harper's. The successful bidder of that bond issue, in turn, did not bid on Harper's. In some cases, they have enjoyed as many as nine or ten bids. She wanted to make clear how the number of bids is driven by market conditions. The net interest rate received by Harper is quite favorable. She is pleased to make the two recommendations this evening.

Ms. Malinowski explained about the process that transpired to get the Aaa rating upgrade. It required the effort of a lot of people at the College to make that happen. Ms. Malinowski, along with Dr. Breuder, Vice President Thorson, other Vice Presidents and staff, worked very hard to put together a successful rating presentation with Moody's. Two presentations took place: one in Palatine in January where representatives from Moody's took a tour of the district (to show the diverse tax base), and a tour of the College (to show how these bonds will be used for educational goals); a second presentation took place in late January in New York. The second presentation concentrated primarily on financial information, detailed information on historical financial results (operating surpluses, projections for change in operating budget as a result of maintaining increased square footage). They also described the structure of the bonds. The sum total of that effort is to try and convince Moody's, not only that there is a great tax base, but that the College is garnering and protecting its resources well, and that they are good stewards of public funds. The message came across loud and clear, as evidenced by the credit rating report in Board members' information packet.

Three of the key factors that Moody's mentioned in their credit report are: Harper's substantial and affluent tax base, consistently sound financial operations and favorable debt position. She shared favorable comments on those factors. The College has a 14 billion dollar EAV on the tax base. This is a large district with a wonderful mix of uses; roughly half is residential, the other half is commercial property. The College is not too dependent on any one property taxpayer or not too dependent on a commercial tax base to generate the taxes to pay off the bonds. The district includes a majority of the affluent northwest suburbs of the Chicago area, and the property tax collections are very strong, with a rate of 99-100 percent every year. They also cited the fact that there is undeveloped land in the north and west portions of the district, which allows opportunities for growth. The tax base on the commercial side includes several national and

multinational concerns, and they have checked credit ratings on some of those corporate taxpayers.

With regard to Harper's financial operations, Moody's mentioned their conservative budget practices. The fact that they think the College is conservatively budgeting for the increase in operating expenses as a result of additional square footage is a real credit to everyone at the College. Finally, Moody's mentioned the College's favorable debt position. In the overall picture, Harper has had very little debt in previous years, roughly \$3M in general obligation bonds prior to the issuance of these bonds. Even though Moody's was cognizant of the fact that this is a very large bond issue, they took into account that the district has had very low debt in the past, and that the debt is being structured in a very positive way.

Additionally, Moody's noted the voter support for these bonds in terms of the credit upgrade. The fact that 92,000 voters (56.8 percent) went to the polls and said "yes" to this very large bond issue is a real accomplishment. Getting that was not easy. It is important to see that that is even noted by the credit rating agencies in their report on evaluating Harper's credit.

Finally, Harper's report comments on and compliments the College's strong management team. Ms. Malinowski echoed that compliment. She has worked for Kane McKenna for 11 years, in the industry for 25 years and has had a broad range of clients. Harper is an institution that has a very strong vision of where it wants to go. She feels that comes right from the top, from this Board and with the leadership and determination of key staff such as President Breuder and Vice President Judy Thorson, among others. She sees a lot of professionalism and dedication to help the Board shape financial policies and plans and then implement those financial policies on a day-in and day-out basis. That is how the College gets budget surpluses every year, and that is how they have a plan to move forward and implement \$90M issuance of bonds. She mentioned that it is a pleasure to serve as Harper's financial advisor.

In response to Member Gillette's question regarding Exhibit D in the handout, Ms. Malinowski explained that when looking at interest rates with other seemingly comparable sales, it may look like Harper's interest rates are higher. Even though Harper is basically in the same credit rating category with them, it is still a little bit like comparing apples

to oranges. The credit rating alone is not the only factor that will influence the interest rate of the bonds. Two things are at work: the high volume of bonds sold competitively yesterday, and the fact that some states offer an exemption of interest on their bonds from state income taxes, and some states actually have quite high tax rates. Residents in those states who buy those bonds will enjoy a double tax exemption, both in federal income tax and state income tax. That is not the case in Illinois. Ms. Malinowski stated that there has been some pressure on the legislature to change that. It results in a little bit of an interest rate differential between states that do have that exemption and states that do not (Illinois).

In response to Member Gillette, Vice President Thorson noted that page 14 on the \$4M bond packet and page 17 on the \$88M bond packet show the winning bid information.

Resolution to Issue  
\$4,085,000 General  
Obligation Limited Tax  
Bonds (Funding)

Member Howard moved, Member Barton seconded, approval of the resolution providing for the Issue of \$4,085,000 General Obligation Limited Tax Bonds Series 2001B, of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and for the levy of a direct annual tax sufficient to pay the principal and interest of said bonds, as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Botterman explained that he should excuse himself from voting on this action, because he has worked on a number of political campaigns with Axelrod and Associates, a media consulting group and one of the underwriters for Solomon Smith Barney. He was not sure if any of his contacts at Axelrod and Associates are involved with the financial end of the company, but he felt he should excuse himself from voting. Joanne Malinowski clarified that Solomon Smith Barney bid alone on the Series B bonds, and they were the winner of the Series B bonds. They bid in a syndicate with Axelrod and Associates only on Series A bonds, and their bid with the syndicate was not a successful bid. She further clarified that Axelrod is not involved in the purchase of the series B bonds; therefore, Member Botterman could very well vote on this action.

Upon roll call, the vote was as follows:

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



Nays: None

Motion carried. Student Member Fisher voted aye.

Resolution to Issue  
\$88,800,000 General  
Obligation Bonds  
(Referendum)

Member Gillette moved, Member Howard seconded, approval of the resolution providing for the issuance of \$88,800,000 General Obligation Bonds, Series 2001A, of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and for the levy of a direct annual tax sufficient to pay the principal and interest of said bonds, as outlined in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette noted Harper College has worked to save the taxpayers money in three ways. By delaying the issuance of these bonds until now, several months after the referendum passed, they have saved millions of dollars for the taxpayers. They have the additional savings from Harper College employees successfully working to achieve the Aaa rating from Moody's. Finally, with the help of their financial advisor, they have structured the payment for the serial bonds in such a way that they will be paying much less interest with the lower interest rate. Member Gillette noted that, with the projected growth of the district, the people paying taxes now will be paying a lesser amount on the last year the bond is paid off.

Chair Kolze noted that he and Member Gillette were present when these things were discussed with the professionals. At the end, the professionals wanted to hire Member Gillette to join their team.

Ms. Malinowski explained that this is a collaborative effort. Her firm does not just dream up these ideas. Every bond issue is structured around the particular goals of the client. It is not a cookie cutter approach. The College had particular goals they were trying to meet, and her firm tried to help them meet those goals.

Member Gillette commented that the low interest rate makes it seem as if it were 1944. The series A interest rate the College received is 3.82 percent; the last time anyone received a home mortgage rate like that was 1944 or 1945. The \$88.8M bond received a rate under five percent; that has not happened since 1951 or 1952.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Fisher voted aye.

Legat / HOK  
Architectural Contract

Chair Kolze noted that the selection of architects began at the time of the first referendum which subsequently failed. He and some current Board members were involved in the interview process at that time. After reviewing many proposals, Legat and HOK were deemed to be the best firms at that time. The relationship between Legat and Harper goes back many years. They know the College very well.

Chair Kolze noted that revised Exhibit VII-C includes the statement "this contract will state the fee is six percent of construction costs, plus appropriate reimbursables, as defined in the contract." This is limiting and more specific than the prior recommendation.

Member Gillette noted that earlier he had asked how the College would make sure the architect did not design a \$150M building. He was pleased with the answer he received, which was that instead of the CDB controlling things (as they are with the Conference Center and Performing Arts Center), the College will have control of this project. Also, by hiring a construction management firm with a great deal of experience and charging them with the pre-construction duties, pricing will be looked at in great detail before they even receive the final drawings. The College will not even go out to bid if the prices look wrong.

Member Barton moved, Student Member Fisher seconded, to delegate to the College President the authority to sign a contract with Legat/HOK once it has been reviewed and finalized by the College's legal counsel. The contract will state the fee is six percent of construction costs, plus appropriate reimbursables, as defined in the contract, as outlined in revised Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard noted that there is nothing unusual about this action. When the Board authorizes the President to sign the contract, they know exactly what is in the contract and know what they are voting on. They are simply authorizing the consummation of the contract; somebody has to sign it. Chair Kolze reminded everyone that legal counsel actually

works for the Board; they do not work for the President and staff.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Fisher voted aye.

#### Gilbane Construction Management Contract

Member Barton moved, Member Howard seconded, to delegate to the College President authority to execute a maximum price contract with Gilbane once it has been reviewed and finalized by the College's legal counsel, as outlined in revised Exhibit VII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze explained the changes in the recommendation section of revised Exhibit VII-D. The word "attorney" has been replaced with "College's legal counsel," and the phrase "maximum price contract" was inserted at the suggestion of Member Gillette. Member Gillette explained that this would hold the construction management (CM) firm to that price. They will control the schedule, and if they allow the schedule to slip out four months longer (without an act of God), their contract states exactly what the maximum price is. They will get no more. On the other hand, if the project comes in sooner than the schedule and their costs are lower, they do not get paid extra money. They are bound. It is a win-win situation. The modification and spreadsheet are attached.

Member Shure asked if Pepper was not cheaper than Gilbane, looking at this guaranteed maximum price (GMP). Vice President Thorson explained that they did not choose to go with the GMP. Dr. Breuder added that they saw value in going the non-GMP route. It was universal by the screening committee and endorsed by the Board committee. This leaves Gilbane at \$3,692,922, but it could be less than that because of the biddable items which are marked with asterisks in the document. After bidding them out, if the number comes in less, the amount would drop below that. It was the consensus of the architect and all who reviewed it that a non-GMP is the best way to go. Member Shure stated that he does not have the same confidence, in view of the present project coming in so late. Dr. Breuder reiterated that the College is not in control of the current Performing Arts Center and Conference Center projects. The architect is

hired by the Capital Development Board (CDB) and the contractors now work under the auspices of the CDB. The College will have control over the project they are discussing this evening. In response to Member Shure, Dr. Breuder stated that Pepper is a local firm that does national and regional business; Gilbane Contractors is a national firm that does national business, regional business and local business. In response to Member Shure's questions about Gilbane, Dr. Breuder stated that their headquarters is in Rhode Island, and he has never used a CM in his entire professional career.

Member Gillette commented that a GMP sounds nice; however, it is not a number that is available now. The College would pay them hundreds of thousands of dollars to guarantee a price that they would tell us later on. There is no price tied into it until the drawings are done. Dr. Breuder added that the CM hedges his number by incorporating a substantially large contingency fee. For example, they will put \$2-3M in contingencies for a \$70M job. The more contingency dollars earmarked, the less money you have for the actual project. It does not make sense. This was the best number they could negotiate, and the protections are there with both the 18 month scenario and the 24 month scenario. Having sat through a lot of the discussion on this topic, he feels very comfortable that the right squeezing was done and the right questions were asked. They should have good construction management.

In response to Member Hess, Dr. Breuder explained that Gilbane is strictly a construction management firm; they cannot do the work themselves. They will bid out the work and enter into a contractual relationship with the contractors.

Member Gillette noted that the sealed bids come into Vice President Thorson's office or the Purchasing Department. The Board will then award them to the lowest responsible bidder. Dr. Breuder added that the CM is active in the marketplace and knows how to solicit bids and get maximum participation for best pricing. Vice President Thorson explained that after this Board awards the bid, the winning bidders will be assigned to the CM to manage them. The College has no risk of managing these contractors.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Fisher voted aye.

Tuition (In-District)  
Fiscal Year 2001-2002

Member Barton moved, Member Howard seconded, that the Tuition (In-District) for Fiscal Year 2001-2002 be increased by \$4.00 from \$54 to \$58, as outlined in Exhibit VII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze explained that the Board is in a no-win situation, because the public says, "Try to keep the taxes down and have students pay a greater share;" and the students say, "Don't raise the tuition." Back in 1999, The Board felt the best way to do this would be to establish a goal and then raise a small amount each year, or at least consider it. At that time, the Board adopted a budget goal of students paying 25 percent of per capita cost. The state allows up to 33 percent of per capita cost, which would be \$92 with the per capita cost, as defined by the state this year.

Member Howard noted that the Board is always reluctant to do this; however, this is the best plan to offset the rising costs.

Student Member Fisher stated that, as the student representative to the Board of Trustees, she cannot vote for a tuition increase for two reasons. Harper College has just received a Aaa rating by Moody's stating that the College is already in financially sound operation and favorable debt position. Another reason is stated in a quote from the North Central Association of Colleges and Schools taken from the Strategic Long Range Plan (SLRP) for 2000-2003 (page 53, No. 29): "given the various sound financial position of the College, the recent actions by the Board of Trustees to raise tuition at the institution \$4 each year for the next four years appears very questionable, in light of the historical mission of the community college of realizing the dreams of students who are often first generation college students. The tuition increases are hard to justify in terms of financial need in the short term and may result in declining enrollment. In addition, these appear to contradict the Board's tuition philosophy which defines the student tuition target to be 20 percent of the budget." In response to Chair Kolze, Student Member Fisher stated that the date of preparation of the document was September 22, 1997. Chair Kolze noted that the 25 percent goal was adopted in December 1999, which was after that publication.

Board members noted that continuously increasing salary and benefits is a large chunk of the operating budget. Without increased revenue, the College would not be able to give raises or have a balanced budget. There was discussion regarding revisiting the policy and the percentage of student share. Board members noted that the College has tried to increase the amount of financial assistance for those students who really have trouble paying tuition.

Dr. Breuder talked about Board Budget Guidelines which were approved officially and are followed. He read one guideline that may have had some bearing on the new Aaa rating by Moody's: "The Board expects that the College will end each fiscal year with an excess of revenue over expenses of two percent or greater." This was done, in part, to help maintain the fiscal stability and strength of this institution. It was a wise thing to do, as evidenced by the reduced interest charges discussed earlier. As President of the College, he takes no joy in making the recommendation to increase tuition. However, he knows it is the right thing to do—increase incrementally, instead of one large amount later. He discussed pay increases and contract negotiations and explained that the 4.2 percent increase next year will cost the College in excess of \$1.6M in pure dollars alone. The \$4 increase will generate approximately \$1M in revenue. Already there is a \$600,000 shortfall which has to come from either the State of Illinois or the local taxing body (which has a limit because of the tax cap). If the College does not generate additional revenue, it would have to reach into the fund balance; and if that is reduced too much, then the College would be taken out of the current financial situation with Moody's.

Chair Kolze suggested approving the increase this evening and then looking at the Board Budget Guidelines to see if they need to be adjusted.

In response to Member Gillette, Vice President Choice explained that timing is critical because the prices must be put into publication for registration (beginning in April) for the summer semester.

Member Gillette asked if the Board could receive, for their study, a report on how the Pell Grant works against tuition and fees. For example, with the \$1,856 tuition, what part does the Pell Grant cover? Chair Kolze asked if they could

also have information regarding what happens to scholarships that are left over (if people do not seek them).

Maria Moten explained that the federal Pell Grant program currently awards students up to \$3,300 per year. Next year, it is estimated to cover up to \$3,500 per year. The state program will also cover the tuition increase and will apply to the tuition and fees up to the full amount of the award, which is \$3,500. Additionally, Ms. Moten explained that the Pell Grant will cover a student up to four or five years of enrollment of their undergraduate education. As long as they have not received their undergraduate degree, they can continue to use that money.

Student Member Fisher explained that they had discussed "front-loading" at the conference, which means they would give a student more money within the first two years and less in the third, fourth or fifth year. With regard to the federal Pell Grant, it would cover tuition; however, the student would have to be in the lowest income denominator. Ms. Moten explained that the federal and state Pell Grants are based on financial need. Other programs are available that are non-need based. Those are generally federally subsidized loans.

Member Gillette asked if the administration could brainstorm and figure out how to put out a safety net (with respect to the Foundation and the Board), so that Harper does not turn away a student because they cannot afford it.

Upon roll call, the vote was as follows:

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

Nays: Members Hess and Shure

Motion carried. Student Member Fisher voted nay.

Tuition (International)  
Fiscal Year 2001-2002

Member Barton moved, Member Gillette seconded, that the Tuition (International) for Fiscal Year 2001-2002 remain at \$274.39 per credit hour, as outlined in Exhibit VII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Barton, Vice President Choice noted that international student enrollment fluctuates between 100 and 110.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Fisher voted aye.

In response to Member Gillette, Vice President Choice explained that students with F1 visas must be at Harper full-time, which is a minimum of 12 credit hours. Member Gillette asked if the Board could see a report which showed how many of these students take 13 credit hours, how many take 14 credit hours or 20 credit hours. Vice President Choice noted that it would be easier to look at the fall semester data, because it is complete.

Proposed Course Fee  
Changes for the 2001-  
2002 Academic Year

Member Gillette moved, Member Barton seconded, approval of the Proposed Credit Fee Changes for 2001-2002, effective with the 2001 summer semester, as outlined in Exhibit VII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze explained that these fees come from the actual costs of the course. Some fees have decreased while some have increased. In response to Member Botterman, Vice President Choice explained that the large increases in the Liberal Arts Music program are because the College follows the guidelines of the State of Illinois. Illinois Articulation Initiative statewide established commonality among some programs. There has been a move to require one-hour lessons as opposed to 30-minute lessons in music. The fee is corresponding to a greater cost for one-hour lessons. In response to Member Botterman, Vice President Choice explained that this is not a state mandate, but it is the model for the state in the music program.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Fisher voted nay.



Commissioning of John Medwedeff to Create Artwork for Harper College as Part of Illinois Capital Development Board's Art-in-Architecture Program

Member Gillette moved, Member Howard seconded, approval of the Illinois Capital Development Board entering 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, as outlined in Exhibit VII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Barton, President Breuder explained that this artwork would be exterior, in the center of the circular drive in front of the Student and Administration Center. Chair Kolze asked Member Gillette to explain what he has done regarding this topic. Member Gillette explained first that this is not Harper's money; it comes from the Capital Development Board (CDB). The committee that picks the artwork consisted of the design architect, the director of the Illinois Arts Council, Director of the Illinois State Museum, two appointed members of the county board (Harper has four counties), and one appointed by the mayor. He found out that this is following state law. He went to the Illinois Community College Trustees Association (ICCTA) and asked why county board members and mayors pick the people who choose the architect for something on Harper's campus. Member Gillette was told that they would present a Bill to the state legislature which would allow two appointed members by the College Board and one appointed member by the President when this affects a college campus. Unfortunately, this is not in effect for now; but it should be controlled more by local people in the future.

Dr. Breuder added that he took the liberty of adding almost a dozen people locally (for the Fine Arts Review Committee) to make sure they had input.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Fisher voted aye.

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

Medical Practice of Kathleen Pearson, D.O.;  
The Transcription Practice of Cheryl Bowers; Healthworks OMEGA of Highland Park Hospital; The Medical Practice of Michael Melnik, MD;  
The Transcription Practice of Estelle Moorhouse; Marriott Senior Living Services, Inc.

Member Howard moved, Member Barton seconded, approval of the following Affiliation Agreements: 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; 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); between William Rainey Harper College and Healthworks OMEGA of Highland Park Hospital, for use of clinical facilities for students in the Medical Office Administration Program; between William Rainey Harper College and The Medical Practice of Michael Melnick, MD, for use of clinical facilities for students in the Medical Office Administration Program; and 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); and between William Rainey Harper College and Marriott Senior Living Services, Inc., for use of clinical facilities for students in the Dietetic Technician Program, as outlined in Exhibits VII-I, VII-J, VII-K, VII-L, VII-M and VII-N (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette observed that the College is working with many organizations to give its students the best clinical experiences.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Fisher voted aye.

First Reading: Chair Kolze noted that Exhibit VII-O is the first reading of an addition to the Board of Trustees Policy Manual for a Workforce Violence Policy (Board Policy 7.11.2). 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.

Workforce Violence Policy

Chair Kolze recommended that the following changes be made: "Board Policy 7.11.2" is included in the recommendation; as well as "following the policy are administrative procedures for Board Policy 7.11.2." This will make it more specific.

In response to Member Barton, Vice President Henry clarified that it is a new policy, but an addition to the Policy Manual.

Member Shure asked whether the President could arm all of the security people at Harper College without Board approval. Dr. Breuder stated that he could not do that, nor would he want to. Member Shure suggested making the policy reflect that.

First Reading:  
Policy on Compliance  
with the Abused and  
Neglected Child  
Reporting Act

Chair Kolze noted that Exhibit VII-P is the 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. 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.

Chair Kolze recommended that the following changes be made: "Board Policy 7.20" is included in the recommendation; as well as "following the policy are administrative procedures for Board Policy 7.20." This will make it more specific.

Member Shure asked if a faculty member (or other Harper College employee) reports that a child is being neglected or abused, and a parent turns around and sues the faculty member, would the College have to defend the faculty member legally? Board members suggested clarity in the policy regarding this matter. There was discussion regarding what constitutes a "child" (anyone 18 or under unless they are married, a member of the military service or have been declared their own person by the courts). There was also discussion regarding the DCFS 800 hotline number.

Member Botterman suggested that the College administration disseminate this information for public comment from the employees so that they are fully aware that the institution is concerned about, and is making a serious statement about, workforce violence and child abuse and neglect.

Second Reading:  
Trustee Emeritus  
Policy

Chair Kolze noted that Exhibit VII-Q is the second reading of an addition to the Board of Trustees Policy Manual for the designation of the Trustee Emeritus Status. He recommended that the Board approve the policy, but develop the administrative procedures at another time.

Member Gillette moved, Student Member Fisher seconded, to adopt the Trustee Emeritus policy (1.2.1) which says that "A trustee who leaves the Board of Trustees after serving the College for six or more years may be considered for Trustee Emeritus status upon the request of any member of the Board. Trustee Emeritus Status will be granted upon a majority vote of the Board," as outlined in Exhibit VII-Q (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: Member Botterman

Motion carried. Student Member Fisher voted aye.

Educational Service  
Providers

Member Howard moved, Member Barton seconded, approval of the list of Corporate Services educational service providers for Fiscal Year 2000-01 and 2001-02, as outlined in Exhibit VII-R (attached to the minutes in the Board of Trustees' Official Book of Minutes).

It was noted that there was a misprint in the original exhibit VII-R. It read "Fiscal Year 2000-01 and 2002-02"; however, it should read "Fiscal Year 2000-01 and 2001-02." In response to Member Barton, Vice President Thorson explained that this action is taken every year.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Fisher voted aye.

Member Gillette asked if Harper offers something (a seminar) for seniors with regard to living trusts and estate planning. Vice President Choice explained that they offer

something in the Business and Professional Health areas. Dr. Breuder added that he saw a brochure which showed extensive offerings in certified financial planning.

#### Horizons Contract

Member Howard moved, Member Barton seconded, to delegate the signing of the lease with Horizon Children's Center to the President in the amount of \$16,200 when attorney review is complete, as outlined in Exhibit VII-S (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard noted that this is to lease space while the Northeast Center floor is under construction.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Fisher voted aye.

#### Sabbatical Leaves

Member Howard moved, Member Hess seconded, to grant the following faculty members a sabbatical leave for the requested one-semester time period at full salary: Randy Schietzelt, Fall 2001; Paul Sipiera Spring, 2002; as outlined in Exhibit VII-T (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Board members commented on the interesting and worthwhile experiences in the sabbaticals. Member Howard commented that the Board has been very supportive of sabbatical leaves; they really enhance the professional development of Harper faculty.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Fisher voted aye.

#### Build-Out of 650 Higgins

Member Barton moved, Member Botterman seconded, approval of award Q00128 (pending the final purchase of the building) 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 the Architectural Fees in the

amount of \$50,635, reimbursables 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, as outlined in Exhibit VII-U (attached to the minutes in the Board of Trustees' Official Book of Minutes).

There was discussion regarding whether this was based on the purchase of the building. Dr. Breuder pointed out that the second paragraph from the bottom on the first page states "pending the final purchase of the building."

Member Gillette complimented the purchasing department, because having ten competitive bids helped drive the cost down. He thanked everyone for their hard work.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Fisher voted aye.

Vice President Thorson noted that the low bidder chosen had been recommended to the College by the architects. They had seen this company coming in as low bidder on many other projects. The architects encouraged them to apply. It is a real benefit.

Special Board  
Meeting Scheduled

Member Howard moved, Member Botterman seconded, to schedule a Special Board meeting for 7:00 p.m. Thursday, March 8, 2001.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Fisher voted aye.

Vice President Thorson noted that this meeting will also be contingent upon purchase of the building.

PRESIDENT'S

Dr. Breuder showed the Board a chart which gave

REPORT

information about the possible location for the new building being discussed in reference with the referendum. He explained that the people in the district approved a building program that focuses attention on careers in science, emerging technology and health careers. Originally the thought was to design and build three distinct facilities. As they moved through the discussion process with the architect and the CM, they came to the conclusion that there is enormous economy of scale if they were to build one single building, with three distinct parts. There could then be one contract, as opposed to three individual contracts and the architect could work on one building project as opposed to three distinct building projects that might be staggered. There had also been discussion that the three buildings should be located close to one another, so they could share resources and further cut down costs of operation. With all the variables being considered, they are thinking of positioning the one building (with three parts to it) at the front of the campus on the Algonquin Road side. It would be located behind or in front of the Academic Resource Center and adjacent to the Business and Social Science Center and the Engineering and Applied Technology Center.

The configuration for that building has yet to be identified. There was a preliminary meeting with a screening committee on campus and two members of the Board, where they had a chance to listen to the presentation by HOK and Legat. They have offered some very creative designs. Harper College people are currently working on the educational specifications, which should be complete by mid-April.

Dr. Breuder discussed the future "main entrance" on Algonquin Road, which will make a visual statement to the community.

Dr. Breuder noted that he had previously distributed to Board members an organizational chart showing the three principle partners (Gilbane - construction management firm, Legat/HOK - architectural house and Harper College), their responsibilities and a project calendar. The three groups are working together to complete this 255,000 square foot project within approximately 36 months (from the time the community gave the approval to the time the building is functional), which should be January 2004. It is extremely important that the players relate well to one another. He compared the current project of the Performing Arts Center and Conference Center, which will have taken approximately seven years, and it represents approximately 89,000 square feet.

In response to Member Barton, Dr. Breuder explained that 255,000 square feet will make 50,000 square feet look a bit smaller, but the new building will be a nice complement to the Performing Arts Center.

Michael Lundeen of Legat Architects came forward to make some comments. He was pleased with Dr. Breuder's presentation of the information gathered from their last meeting. He noted that it was really important that the entire group endorsed making this positive statement along Algonquin Road. He discussed the future possibility of a Student Life Center (following the Campus Master Plan) which would be built in that same area, enhancing the entrance. He discussed courtyard plans, building linkages, scaling and designing with future growth in mind.

Vice President Thorson feels that this building will start to balance the fly tower of the Performing Arts Center.

Dr. Breuder reiterated that many people have been instrumental in this project for some time. They worked toward the successful referendum approved by the voters of the district. They identified a very competent financial advisor. He thanked Joanne Malinowski and her firm for a commendable job in leading the College through the process with Moody's. He added that they have identified a great architectural firm with HOK and Legat and also identified a Construction Management firm this evening. They have been working on educational specifications for months, and many people (perhaps over 100) inside the institution are putting in countless hours designing the space that they will occupy. That is a lot of work to get accomplished from last August to the present. Hopefully we will see a shovel go into the ground sometime later this summer.

ANNOUNCEMENTS BY  
CHAIR

Communications

Chair Kolze distributed handouts with Board Retreat information. The retreat is scheduled for March 17. Chair Kolze asked Board members to contact him with any questions.

The Harper Department of Mathematical Sciences recently announced that their students placed first in the State of Illinois and eighth in the nation of the first round of ATYC mathematics competition. The competition takes place three times per year. The second round was taken on Thursday,



February 8. On behalf of the Board, Chair Kolze thanked the math department and congratulated them on this fine achievement.

Vice President Joan Kindle announced that the Harper College Wrestling Team won the National Wrestling Championship last week. Ten of the Harper team members qualified for nationals.

#### Calendar Dates

Calendar dates are printed on the agenda for Board information. Chair Kolze reminded Board members of the April 5 Board Canvass of Election meeting at 5:30 p.m. in Room A242. He introduced and welcomed Board candidates present at the meeting: Richard Gillette, Laurie Stone, John Hipsky and John Ratliff.

#### OTHER BUSINESS

With regard to the Legislative Committee Report, Member Botterman acknowledged that State Representatives Parke, Pankau, Bassi, Wojcik, Mathias and Beubien, along with Senators Jones, Sullivan and Link were in attendance for the Legislative Committee Luncheon on Friday, February 2. Trustees Barton, Howard, Kolze and Gillette and Student Member Fisher were in attendance, as well. Member Botterman noted that Linda Kolbusz and Tracy Fisher did a great deal of work pulling the legislators together for the luncheon. Within the last few years, Dr. Breuder and Ms. Kolbusz have been instrumental in pulling representatives and senators together. Member Botterman added that the representatives and senators were all quite impressed with the Aaa bond rating, given the size of the community college system and the way the boundaries are for Harper. It is a real credit to the administration and to Ms. Kolbusz. The representatives and the senators get constant update from her.

Chair Kolze thanked Ms. Kolbusz, as well. He has noticed a big difference in the legislators' attitude toward Harper. They seem to be more in tune with what Harper is trying to do and are more supportive.

In recognition of Black History Month and National Engineering Week, Member Gillette shared a story of the "Real McCoy."

#### EXECUTIVE SESSION

Member Barton moved, Member Howard seconded, that the meeting adjourn into executive session to discuss the appointment, employment and dismissal of personnel and

collective bargaining. Chair Kolze noted that there may be action taken following executive session.

Upon roll call, the vote was as follows:

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

Nays: Member Shure

The motion carried at 9:11 p.m.

Following executive session, the Board reconvened the Regular meeting at 9:49 p.m.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 9:50 p.m.

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Chair

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Secretary

## BOARD REQUESTS

### FEBRUARY 22, 2001 REGULAR BOARD MEETING

1. Member Gillette asked if the Board could receive, for their study, a report on how the Pell Grant works against tuition and fees. For example, with the \$1,856 tuition, what part does the Pell Grant cover? Chair Kolze asked if they could also have information regarding what happens to scholarships that are left over (if people do not seek them).
2. Member Gillette asked if the administration could brainstorm and figure out how to put out a safety net (with respect to the Foundation and the Board), so that Harper does not turn away a student because they cannot afford it.
3. Member Gillette asked if the Board could see a report which showed how many international students take 13 credit hours, how many take 14 credit hours or 20 credit hours. Vice President Choice noted that it would be easier to look at the fall semester data, because it is complete.
4. With regard to the new policies, Member Botterman suggested that the College administration disseminate the information for public comment from the employees so that they are fully aware that the institution is concerned about, and is making a serious statement about, workforce violence and child abuse and neglect.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

March 22, 2001

SUMMARY OF BIDS

- Exhibit VI – 3a      The administration recommends that the Board award Q00129 for furniture for the Department of Instructional Technology to Environetx, the low bidder, in the amount of \$28,107.08.
- Exhibit VI – 3b      The administration recommends that the Board award Q00130 for roofing removal and replacement work at the Wellness and Sports Center to EW Olson Roofing, Inc., the low bidder, in the amount of \$284,789, and approve Architectural Fees in the amount of \$21,359, reimbursables in the amount of \$8,000, a construction observation fee in the amount not to exceed \$20,000, temporary roof repairs in the amount of \$2,100, and a contingency in the amount of \$28,479 for a total award of \$364,727.
- Exhibit VI – 3c      The administration recommends that the Board award bid request Q00134 for two school buses, one for 14 passengers and one for 12 passengers and a wheelchair lift, to Midwest Transit Equipment, Inc., the low bidder, in the amount of \$73,600.
- Exhibit VI – 3d      The administration recommends that the Board award bid request Q00135 to Von Hoffman Graphics, Inc., the low bidder for printing of the 2001/2002 College Catalog which provides official information about the College, in the amount of \$29,838.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00129 for furniture for the Department of Instructional Technology as requested by Academic Affairs.

II. BUDGET STATUS

Funds in the amount of \$28,107.08 are provided in the 2000/01 Education Fund budget, under account number 0181-911-586.

III. INFORMATION

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

Environetx	\$28,107.08
Office Concepts, Inc.	30,248.28
Educational & Institutional Cooperative, Inc.	30,646.96
Johnson & Associates Business Interiors, Inc.	30,727.96
Office Equipment Company	31,720.99

The College's Instructional Technology Plan calls for the creation of a Department of Instructional Technology to facilitate the development and production of onsite and online instructional resources using technology. The department was created in August, 2000. It has been staffed by the merging of existing positions from three departments. The department will be consolidated in one physical location, rooms F131 and F139 in the Academic Resources Center. This request is to provide appropriate workstations for four people, plus a work/conference area.

IV. RECOMMENDATION

The administration recommends that the Board award Q00129 for furniture for the Department of Instructional Technology to Environetx, the low bidder, in the amount of \$28,107.08.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation of the award of bid request Q00130 for roofing removal and replacement work at the Wellness and Sports Center as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$36,698 and \$453,608 are provided in the 2000/01 Operations and Maintenance Restricted Fund under account numbers 0392-039-533.00-9023 and 0392-039-584.00-9023.

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:

EW Olson Roofing, Inc.	\$284,789
Waukegan Roofing Co., Inc.	293,978
R. E. Burke Roofing & Sheet Metal Co., Inc.	299,000
All American Commercial Roofing	308,000
A-1 Roofing Co.	312,511
Olsson Roofing Co., Inc.	324,494
Knicherbocker Roofing & Paving Co., Inc.	325,900
Bennett & Brosseau Roofing, Inc.	329,200
Cudahy Roofing & Supply, Inc.	339,000

This is an approved Life Safety Project.

The roof on the Wellness and Sports Center, with the exception of the roof over the gymnasium, can no longer be maintained. The roofing material is dried out and beginning to shrink and tear,

causing water to infiltrate under the roofing. As a result, the steel decking and the interior of the structure are being damaged.

IV. RECOMMENDATION

The administration recommends that the Board award Q00130 for roofing removal and replacement work at the Wellness and Sports Center to EW Olson Roofing, Inc., the low bidder, in the amount of \$284,789, and approve Architectural Fees in the amount of \$21,359, reimbursables in the amount of \$8,000, a construction observation fee in the amount not to exceed \$20,000, temporary roof repairs in the amount of \$2,100, and a contingency in the amount of \$28,479 for a total award of \$364,727.



WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00134 for two school buses, one for 14 passengers and one for 12 passengers and a wheelchair lift, as requested by Academic Affairs and Student Affairs.

II. BUDGET STATUS

Funds in the amount of \$73,600 are provided in the 2000/01 Operations and Maintenance Fund budget, under account number 0292-039-587.

III. INFORMATION

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

	LEV Unleaded Gas	Diesel
Midwest Transit Equipment, Inc.	\$68,800	\$73,600
Tri State Bus Sales	71,577	76,325
Illinois Bus & Van Center	No Bid	No Bid

Illinois Bus & Van Center indicated that they could not meet specifications and did not want to bid an alternate vehicle because of existing statutes regarding the construction of school buses.

The College has a need to use vehicles, for the transportation of students and participants in summer programs, that meet standards set by statute for the transportation of K-12 students. In addition, the College does not currently have a vehicle in its fleet that can accommodate the needs of a wheelchair bound student. A

decision was made to trade-in two 1995 Dodge Caravans which were already scheduled for replacement, and purchase mid-sized school buses that will meet both of these needs.

A decision has been made to purchase two buses with diesel engines. Diesel engines have a longer life than engines that use LEV unleaded gas. The additional length of service that diesel engines provide more than offsets the additional cost.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00134 for two school buses, one for 14 passengers and one for 12 passengers and a wheelchair lift, to Midwest Transit Equipment, Inc., the low bidder, in the amount of \$73,600.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00135 for printing of the 2001/2002 College Catalog which provides official information about the College, as requested by the Marketing Services department.

II. BUDGET STATUS

Funds in the amount of \$29,838 are provided in the 2000/2001 Educational Fund budget, under account number 0181-060-547.

III. INFORMATION

A legal bid notice was published and 28 bids solicited. Seven responses were received. The following is a recap of the bid tab as pertains to a 320-page catalog:

Von Hoffman Graphics, Inc.	\$ 29,838.00
Moore North America, Inc.	31,080.00
Creasey Printing Services	32,001.00
Banta Corp.	32,907.63
Action Printing	39,113.00
Platinum Graphics	44,987.00
VP Printing, Inc.	63,196.00

The catalog provides official information about Harper College. It lists all the programs of study and requirements for degree and certificate programs. In addition, it contains admission information as well as academic information and course descriptions.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00135 to Von Hoffman Graphics, Inc., the low bidder for printing of the 2001/2002 College Catalog which provides official information about the College, in the amount of \$29,838.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

March 22, 2001

SUMMARY OF PURCHASE ORDERS

Exhibit VI – 4a

The administration recommends that the Board approve issuance of a purchase order to EMC Corporation, for hardware upgrade in the amount of \$17,600.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to EMC Corporation, for hardware upgrade as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$17,600 are provided in the 2000/2001 Operations & Maintenance Fund budget, under account number 0295-245-585.10.

III. INFORMATION

This request is for the purchase of additional cache memory for the EMC mass data storage devices. These storage devices house the administrative data used by the College's production Hewlett-Packard computing systems. The additional memory will provide enhanced through-put of data necessary to support e-commerce initiatives, specifically Web registration and other related functionality. EMC is a sole-source provider for this hardware.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to EMC Corporation, for hardware upgrade in the amount of \$17,600.

WILLIAM RAINEY HARPER COLLEGE  
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

- A. Ratification of Administrator Appointment.
- B. Ratification of Professional/Technical Appointment.
- C. Ratification of Classified Staff Appointments.
- D. Ratification of Administrator Retirement.
- E. Ratification of Professional/Technical Resignation.
- F. Ratification of Classified Staff Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Faculty Tenure Status Report

II. REASON FOR CONSIDERATION

Article III.M.2 of the 1999-02 Agreement with the faculty requires that the College President notify all faculty "who shall enter upon tenure at the onset of the subsequent academic year."

III. BACKGROUND INFORMATION

Since 1980, resulting from a change in the Community College Act, Board of Trustee action is required only for the denial of tenure. The administration informs the Board of the tenure status of all probationary faculty after review by the Faculty Tenure Committee and the administrative staff.

Attached are the names of faculty who are currently non-tenured and the academic year each would be first eligible for tenure.

Additionally there is a summary of tenure status during the spring, 2001 semester.



**NON-TENURED FACULTY**  
**2000-2001 Academic Year**

**FIRST YEAR EMPLOYED**

**FIRST YEAR ELIGIBLE FOR TENURE**

**1998-99**

**2001-2002**

Marjorie Brickley -*Early Childhood Education*  
Terry Ann Felke -*Computer Information Systems*  
Alice Roberts -*ESL/Linguistics*  
Sam Rosby -*Art*  
Judith Zaplatynsky -*Computer Information Systems*

**1999-2000**

**2002-2003**

Barb Anderson -*Nursing*  
Gregory Clemons -*Music*  
Kristin Conroy -*Counselor*  
Rebecca Curtin -*Computer Information Systems*  
Deborah Damcott -*Physics*  
Karen Duellman -*Math*  
Geoffrey Durian -*Math Lab*  
John Finan -*Spanish*  
Jason James -*Computer Science*

Beata Kania -*Fashion*  
Wendy Mertes -*Early Childhood*  
Perry Pollock -*Art*  
Manivong Ratts -*Counselor*  
Regina Rector -*Biology*  
Nancy Rice -*Math*  
Barbara Solheim -*Philosophy*  
Pat Widder -*Math Lab*

**2000-2001**

**2003-2004**

Carole Bomba -*Nursing*  
Willis Boughton -*Computer Information Systems*  
Bonnie Chisolm -*Dental Hygiene*  
Diana Cincinello -*Adult Ed Development*  
Maria Coons -*Banking and Financial Services*  
Thomas Dowd -*Chemistry*  
Joan Fiske *mid-year* -*Sign Language Interpretation*  
Mary Gawienowski -*English as Second Language*  
Kathleen Hanahan -*Counselor*  
Kimberly Heinz -*Library Services*  
William Hengtgen -*Counselor*

George Hoeltje -*Electronics*  
Seema Kurup -*English*  
Timothy Littell -*Counselor*  
Kris Piepenburg -*English*  
Peter Puleo -*Criminal Justice*  
Catherine Restovich -*English*  
David Richmond -*History*  
Denise Dudzinski-Walsh -*Nursing*  
Benjamin Yoder -*English as Second Language*

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

Reports from liaison officers are provided as part of the Consent Agenda.

III. INFORMATION

There are no committee reports this month.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Grants and gifts status report.

II. REASON FOR CONSIDERATION

The Board is provided with a monthly update of grants and gifts.

III. BACKGROUND INFORMATION

The attachment reports the current status of operational public and private grants to the College, and status of cash donations and in-kind gifts to the Educational Foundation.

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

**Reported: March 9, 2001**

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES Starts - Ends</b>
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

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES Starts - Ends</b>
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

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES Starts - Ends</b>
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 March 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**  
**February 2001**

Description	#Gifts	Cash	Pldgs,Unslid Stk	Gift-In-Kind	Planned Giv
Board Appeal	1	\$2,589.38	\$0.00	\$0.00	\$
Direct Mail 2000 - Alumni	54	\$1,742.00	\$0.00	\$0.00	\$
Direct Mail 2000 - Annuitants	1	\$100.00	\$0.00	\$0.00	\$
Direct Mail 2000 - Donor	7	\$1,050.00	\$0.00	\$0.00	\$
Direct Mail 2000 - Music Over	1	\$25.00	\$0.00	\$0.00	\$
Direct Mail 2000 - Music Under	4	\$125.00	\$0.00	\$0.00	\$
Tradition of Excellence Campaign 2000	2	\$18.76	\$0.00	\$0.00	\$
2001 Foundation Golf Outing	1	\$10,000.00	\$0.00	\$0.00	\$
Unsolicited	1	\$100.00	\$0.00	\$0.00	\$
	<b>72</b>	<b>\$15,750.14</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$</b>

**Gift Summary by Appeal**  
**Year-to-Date**  
**July 1, 2000 – February 28, 2001**

Description	#Gifts	Cash	Pldgs, Stk	Gift In Kind	Planned
Alumni Arts Festival	43	\$1,783.00	\$0.00	\$0.00	
Harvest Ball 2000	373	\$117,215.00	\$0.00	\$26,479.00	
Board Appeal	2	\$2,589.38	\$2,615.70	\$0.00	
Special Retirement Fund	5	\$90.00	\$1,430.00	\$0.00	
Direct Mail 2000 - Alumni	156	\$3,892.00	\$0.00	\$0.00	
Direct Mail 2000 - Annuitants	4	\$325.00	\$0.00	\$0.00	
Direct Mail 2000 - Board	10	\$5,550.00	\$0.00	\$0.00	
Direct Mail 2000 - Donor	18	\$3,585.00	\$0.00	\$0.00	
Direct Mail 2000 - Music Over	6	\$400.00	\$0.00	\$0.00	
Direct Mail 2000 - Music Under	10	\$385.00	\$0.00	\$0.00	
Direct Mail 2000 - Prospect	3	\$125.00	\$0.00	\$0.00	
Direct Mail 2000 - Trustees	3	\$600.00	\$0.00	\$0.00	
Elizabeth Schmik Hull Fund	3	\$175.00	\$0.00	\$0.00	
Tradition of Excellence 2000	8	\$142.52	\$100.00	\$0.00	
Evans Scholarship	18	\$180.00	\$0.00	\$0.00	
2000 Foundation Golf Outing	16	\$15,475.00	\$0.00	\$3,551.50	
2001 Foundation Golf Outing	1	\$10,000.00	\$0.00	\$0.00	
Sign Language Interpreting Prg.	6	\$1,525.00	\$0.00	\$0.00	
Newsletter	1	\$200.00	\$0.00	\$0.00	
Nils Johnson Memorial Scholarship	7	\$1,320.00	\$0.00	\$0.00	
Personal Solicitation	1	\$0.00	\$27,000.00	\$0.00	
Planned Giving	3	\$0.00	\$0.00	\$0.00	\$342,000.00
Proposal	5	\$26,600.00	\$0.00	\$0.00	
Anne Rodgers Scott Endowment	14	\$660.00	\$0.00	\$0.00	
Special Initiatives	8	\$988.57	\$0.00	\$0.00	
Stewardship	13	\$20,420.00	\$8,662.75	\$0.00	
Unsolicited	33	\$21,319.67	\$0.00	\$10,972.46	
Young Artists' Competition	15	\$340.00	\$0.00	\$0.00	
<b>Total</b>	<b>785</b>	<b>\$235,885.14</b>	<b>\$39,808.45</b>	<b>\$41,002.96</b>	<b>\$342,000.00</b>



WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

The administration recommends that Affiliation Agreements between William Rainey Harper College and the companies listed below be accepted:

- The Clinical Professional Counseling Practice of Sandra L. Kakacek
- The Medical Practice of Dr. Ishwar Patel
- Physician Reimbursement Specialists

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 above-named companies are consistent with the clinical objectives of the Harper College Medical Office Administration Program.

This agreement has been approved by appropriate officers of these companies.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and the above-named companies be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Faculty Promotions, 2001-2002 Academic Year

II. REASON FOR CONSIDERATION

In accordance with Board Policy 5.2.6, final approval of promotions is made by the Board of Trustees.

III. BACKGROUND INFORMATION

The 1990-93 Agreement between the Board of Trustees and the Faculty Senate stipulated that a faculty promotions procedure be developed beginning with the 1991-92 academic year. On January 30, 1992, the Board of Trustees approved a Faculty Promotion System developed by the Promotions Committee. The promotions procedures in the Faculty Promotions System, page 8, item E, have been followed.

IV. RECOMMENDATION

It is recommended that the Board of Trustees grant the following promotions for the 2001-2002 academic year.

(\*course completion and transcripts to be submitted by August 15, 2001 per promotion procedures)

To Assistant Professor

Tom Goetz* RFL	Richard Johnson* LIBARTS	Jacque Mott LIBARTS
Kurt Neumann* LIBARTS	Kathy Zuo* AELS	

To Associate Professor

Linda Campbell BUSSS	Nancy Davis LIBARTS	Tim Manning TMPS
Lydia Omori* AELS	Renate von Keudell LIBARTS	Wallis Sloat AELS

To Professor

Jane Allendorph LSHS	Dianne Batzkall LIBARTS	Julie Fleenor LIBARTS
Mark Healy BUSSS	Randy Schietzelt LSHS	Mark Zelman LSHS

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Second Reading and Adoption of an addition to the Board of Trustees Policy Manual for Workplace Violence Policy

II. REASON FOR CONSIDERATION

Amendments to Board of Trustees policy require approval of the Board of Trustees. Changes to Board Policy require two readings prior to adoption. The first reading took place at the Board meeting of February 22, 2001

III. BACKGROUND INFORMATION

The 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.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the attached addition to the Board of Trustees Policy Manual for Workplace Violence Policy.

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.

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 ACTION

I. SUBJECT

Second Reading and Adoption of an addition of 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 of Trustees policy require approval of the Board of Trustees. Changes to Board Policy require two readings prior to adoption. The first reading took place at the Board meeting of February 22, 2001.

III. BACKGROUND INFORMATION

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

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the attached addition to the Board of Trustees Policy Manual.



WILLIAM RAINEY HARPER COLLEGE

POLICY STATEMENT

Title: Abused and Neglected Child Report Act

No. 7.20

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)

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(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: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
AGENCY

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
(Title of Authorized Official)

RELEASE AUTHORIZED BY:

\_\_\_\_\_  
TELEPHONE NO.

\_\_\_\_\_  
(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
------------------------------	------	----------

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