

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

April 26, 2001

7:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Educational Presentations
- IV. Student Trustee Report
- V. Approval of Agenda
- VI. Approval of Consent Agenda* (Roll Call Vote)

For Approval

- 1. Minutes – March 8, 2001 Special Board Meeting and executive session, March 22, 2001 Regular Board meeting and executive session Exhibit VI-1
- 2. Bills Payable, Payroll for March 22, 2001 and April 6, 2001; Estimated payrolls for April 7, 2001 through June 1, 2001 Exhibit VI-2
- 3. Bid Awards Exhibit VI-3
- 4. Purchase Orders Exhibit VI-4
- 5. Personnel Action Sheets Exhibit VI-5
- 6. Review of Executive Session Minutes Exhibit VI-6
- 7. Employee Assistance Program

For Information

- 8. Financial Statements Exhibit VI-8
- 9. Committee and Liaison Reports Exhibit VI-9
- 10. Grants and Gifts Status Report Exhibit VI-10

* 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 Exhibit VII-A

Harper College and:
 - Advanced Surgical Associates
 - The Bureau of Office Services
 - The Medical Transcription Practice of Laurie
 Kovalenko

- B. RECOMMENDATION: Faculty Promotions, 2001-2002 Academic Year Exhibit VII-B
- C. RECOMMENDATION: Contract With Smith Group JJR, Inc. for Exhibit VII-C
 Recognition as the College Landscape
 Architect
- D. RECOMMENDATION: First Reading of Chapters 1, 2 and 3 of the Board Exhibit VII-D
 Policy Manual
- E. RECOMMENDATION: Presentation and Adoption of Institutional Core Exhibit VII-E
 Values
- F. RECOMMENDATION: Model Lease Agreement for 650 Higgins Exhibit VII-F
- G. RECOMMENDATION: Resolution Appointing Board of Directors for Exhibit VII-G
 Hilltop Professional Plaza Condominium
 Association (650 Higgins)

VIII. Citizens' Participation

IX. President's Report

X. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

On-Campus Events

- April 26-28, 2001 8:00 p.m. - Theatre - Boys' Life by Howard Korder - Liberal Arts Center
 Drama Lab, L109
- April 29, 2001 2:00 p.m. - Theatre - Boys' Life by Howard Korder - Liberal Arts Center
 Drama Lab, L109
- May 1, 2001 7:30 p.m. - Harper Piano Ensemble - Business and Social Science
 Center, Theatre, J143
- May 3, 2001 7:30 p.m. - Concert - Harper Steel Band - Business and Social Science
 Center, Theatre, J143
- May 4, 2001 1:00 p.m. and 8:00 p.m. - Harper's Bizarre Fashion Show - Wellness and
 Sports Center
- May 6, 2001 3:00 p.m. - Harper Festival Chorus - Wellness and Sports Center
- May 8, 2001 7:30 p.m. - Harper Wind Ensemble - Business and Social Science Center,
 Theatre, J143
- May 9, 2001 7:00 p.m. - Honors Convocation - Business and Social Science Center,
 Theatre, J143
- May 10, 2001 7:30 p.m. - Harper Jazz Band and Combos - Business and Social Science
 Center, Theatre, J143
- May 11, 2001 7:30 p.m. - Harper Concert Choir / Camerata Singers - Business and Social
 Science Center, Theatre, J143
- May 17, 2001 7:00 p.m. - Dental Hygiene Graduation - Business and Social Science Center,
 Theatre, J143
- May 19, 2001 7:30 p.m. - Harper Symphony Orchestra - Business and Social Science Center,

Theatre, J143

May 20, 2001	3:00 p.m. - Graduation - Wellness and Sports Center
*May 24, 2001	7:00 p.m. - Regular Board Meeting – Room A242
*June 27, 2001 (Wed.)	7:00 p.m. - Regular Board Meeting – Room A242
*July 25, 2001 (Wed.)	7:00 p.m. - Regular Board Meeting – Room A242
*August 23, 2001	7:00 p.m. - Regular Board Meeting – Room A242

Off-Campus Events

May 13, 2001	7:00 p.m. - Harper/Palatine Concert Band - Cutting Hall, Palatine
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- XI. Other Business (including executive session, if necessary)
- XII. Adjournment

Minutes of the Special Board Meeting of Thursday, March 8, 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 Special Board Meeting of Thursday, March 8, 2001

CALL TO ORDER: The Special Meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Kolze on Thursday, March 8, 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, Gillette, Hess, Howard, Kolze and Shure; Student Member Fisher
Absent: Member Botterman

Also present: Robert Breuder, President; David McShane, V.P. Information Technology; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Linda Kolbusz, Special Assistant to the President; Carol Blotteaux; Dave Dluger; John Farris; Leon Hussissian and Sheila Quirk.

Guests: Joanne Malinowski, Kane, McKenna Capital, Inc.; Tim Kane, Chicago Tribune.

Chair Kolze noted that Member Gillette had requested a brief executive session following the meeting to discuss the appointment, employment and dismissal of personnel. There will be no action anticipated following the executive session.

CONSENT AGENDA: Member Gillette moved, Member Howard seconded, approval of the bid award and purchase order, as outlined in Exhibits III-1 and III-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Bid Award	Ex. III-1A	Award bid Q00120 for Steelcase furniture for Information Technology Administrative Services and Technical Services personnel to Environetx, the low bidder, in the amount of \$122,191.23.
Purchase Order	Ex. III-2A	Approve issuance of a purchase order to Michael Walters Advertising, Inc., for creative development of radio and cable TV ads, newspaper ads and inserts and

for placement of the ads for the TECH program, in the amount of \$8,000 plus \$87,777.83 pass-through to the organizations placing the ads for a total of \$95,777.83.

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

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

Nays: None

Motion carried. Student Member Fisher voted aye.

With regard to Exhibit III-2, Member Gillette explained that the Board had previously asked the President to work with other colleges to share expenses on advertising. In his opinion, it does not make sense to have a separate radio ad for Harper College and another for Oakton Community College, etc. Dr. Breuder reported before the meeting that he had been unsuccessful. Member Gillette strongly suggested that the Harper College Board of Trustees meet with trustees from other community colleges and agree to vote "no" for advertising unless all the schools cooperate with each other. He suspects the next time Dr. Breuder asks the other colleges, he will be more successful.

Member Howard supported the idea. All of the community colleges are offering similar types of programs. It is a good idea to cut advertising expenses. She suggested that perhaps it could be suggested through the Illinois Community College Trustee Association. Member Gillette stated he will talk to Gary Davis and write a letter to the other local colleges suggesting they share advertising expenses.

Member Gillette suggested that the administration supply the Board with a cost accounting for the TECH program. In view of the memo they recently received showing the amount of hours many individuals have put into the purchase of the building, Member Gillette is concerned that they might not be allocating the expenses appropriately. He does not want other academic programs to be burdened unnecessarily. Vice President Thorson explained that any direct expense is charged to the TECH program. For example, the advertising expense and furniture and computers will be charged to their budget; they will not be charged to the educational fund. They do not, however, allocate a portion of her time, the

President's time or Vice President Dave McShane's or his staff's time directly to the TECH Program. She noted that they do not allocate that time for other programs, either. Member Gillette felt that this type of overhead allocation is necessary in cost accounting. Vice President Thorson stated they will provide that information to the Board in the near future. Member Howard reminded them that part of it is for a one-time building acquisition.

NEW BUSINESS:

Resolution to Sell
Taxable Alternate
Revenue Bonds and
Non-Taxable Alternate
Revenue Bonds

Dr. Breuder introduced Joanne Malinowski of Kane, McKenna Capital, Inc. who would be sharing information regarding the sale of the bonds.

Ms. Malinowski stated that there were two series of bonds sold in a competitive sale today totaling \$4,070,000. Both series are general obligation bonds, alternate revenue source. She spoke about the structure and the results of the sale.

Structure of Bonds

The bonds carry the district's general obligation, but they will be payable from another source of revenue. The alternate revenue source is the tuition and fees that the district generates from participation in the TECH Program. That revenue source will be used to pay debt service and, for security for the bond holders, they are laying on top of that the district's general obligation pledge. She explained that the advantage is that the bonds will carry the low interest rates associated with general obligation bonds. If the College were to sell these as pure revenue bonds, without the general obligation (GO) pledge behind it, they would probably be paying one and one-half percent higher interest rates than what they will be paying on these bonds.

Because the district collects approximately \$3.5M worth of revenues for the TECH program and debt service on these bonds is roughly \$500,000, there are obviously sufficient revenues to cover debt service on the bonds. This gives bondholders quite a bit of confidence that the alternate revenue source will actually be used to pay debt service on the bonds.

The bond resolution includes a tax levy that the Board will adopt. On an annual basis (once staff determines and informs the Board), the Board will adopt an abatement resolution and file that resolution with all four counties to abate the property tax levy each year. Ms. Malinowski

explained that the Board adopts the property tax levy up front for all ten years of the bonds so that bondholders are confident that the general obligation is there. It is then up to the Board to abate each year.

Ms. Malinowski explained why there are two different series of bonds. Bond counsel determined that because the College is using the bond proceeds to purchase a building and they will be collecting rent from private sector concerns (a portion of the 650 Higgins building that is occupied by offices and medical offices), the College is required to sell some of the bonds on a taxable basis. This means they will not benefit from the lower interest rates associated with tax exempt bonds. Ms. Malinowski feels that they received quite good rates on the taxable bonds as well. Both series of bonds mature in ten years, which is a fairly rapid retirement, considering they are being used to purchase a building. Harper's practice of aggressively retiring its debt lowers the total interest cost that will be paid; the shorter the debt, the less interest the College will be paying.

Results of Sale

Ms. Malinowski noted that sealed bids were opened for the competitive sale at her office this morning. A total of five bids were received, representing twelve underwriters, on the Series C bonds (tax exempt). Four bids were received, representing eight underwriters, on the Series D (taxable) bonds. She explained that the difference between the number of bids and the number of underwriters reflects the fact that some underwriters group together as a syndicate and bid together as a small group.

She recommended that the district accept the bid from Harris Trust and Savings Bank which offered a bid of 4.22 percent interest for the Series C bonds. She recommended that the district accept the bid of Bernardi Securities which offered a bid of 5.97 percent interest for the Series D (taxable) bonds. She called attention to the summary report in Exhibit C, which lists the bidders for each of the series of bonds. She noted how close the interest rates were. For example, the next lowest bidder after Harris Trust and Savings Bank offered an interest rate that was .004 percent higher. The sale was very competitive. Her firm had estimated, prior to the sale, that the bonds would sell for approximately 4.27 percent. The College received bids that were slightly better. She noted that they had good participation by local underwriters, as well as out-of-state underwriters.

With regard to the Series D bonds, her firm had estimated the bonds would sell for approximately 6.05 percent; Bernardi Securities was the only bidder below six percent. The next lowest bid was 6.0068 percent interest, showing again that it was a very competitive bid.

Ms. Malinowski called attention to a chart in Exhibit C which compared Harper's interest rates to those of recent sales. There are two pages on the tax exempt bonds and one page on the taxable bonds. She apologized for the headings being mismarked. With regard to the tax exempt bonds, she feels Harper College compares very favorably against others, especially with the natural Aaa rating.

With regard to the taxable bonds, she explained that there are very few taxable sales in the municipal market to begin with. There is not much to compare Harper's sale against, especially in general obligation bonds. Most of the taxable sales that they have seen in the market are for things such as multi-family housing bonds or mortgage revenue bonds—things that do not carry general obligation. In this case, they do have two general obligation bonds that are tax increment bonds and another general obligation bond for waste disposal for a county in Minnesota. She noted that these do not all have the same rating. The College's sale is quite comparable to one and better than another.

Chair Kolze asked Board members if they had questions. Hearing none, he thanked Ms. Malinowski for her presentation.

Member Howard moved, Member Gillette seconded, adoption of the resolution for purchase of the bonds for 650 Higgins, as outlined in Exhibit IV-A (attached to the minutes in the Board of Trustees' Official Book of Minutes). Member Gillette commented that none of these will appear on anybody's tax bill. Member Howard added that this is what the Board did to finance the Bookstore.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Fisher voted aye.

BOARD REQUESTS

MARCH 8, 2001 SPECIAL BOARD MEETING

1. Member Gillette strongly suggested that the Harper College Board of Trustees meet with trustees from other community colleges and agree to vote "no" for advertising unless all the schools cooperate with each other. Member Gillette stated he will talk to Gary Davis and write a letter to the other local colleges suggesting they share advertising expenses.
2. Member Gillette suggested that the administration supply the Board with a cost accounting for the TECH program. Vice President Thorson stated they will provide that information to the Board in the near future.

Minutes of the Regular Board Meeting of Tuesday, March 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, March 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, March 22, 2001 at 7:02 p.m. in the Student and Administration Center (Room A-242), 1200 W. Algonquin Road, Palatine, Illinois.

In the absence of Member Barton, Chair Kolze asked Member Hess to act as Secretary Pro Tem.

ROLL CALL: Present: Members Botterman, Gillette, Hess, Howard, Kolze and Shure; Student Member Fisher
Absent: Member Barton

Also present: Robert Breuder, President; Ed Dolan, V.P. Institutional Advancement; Bonnie Henry, V.P. Human Resources and Internal 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; Patrick Beach; Larry Bielawa; Carol Blotteaux; Catherine Brod; Steve Catlin; Harley Chapman; Marilyn Cook; Lori Danaher; Robert Getz; Pascuala Herrera; Leon Hussissian; Graham Johnson; Thea Keshavarzi; Cheryl Kisunzu; Marcia Litrenta; Tom McCabe; Liz McKay; Russ Mills; Maria Moten; Jeanne Pankanin; Elena Pokot; Sheila Quirk; Fred Skorude; Frank Solano; Chris Staub; Dawit Teklu; Tom Thompson; Matthew Tomaszewski and Doug Van Nostran. Harper Students: Angelica Camacho; Pam Carlino; Julie Chavez; Mercedes Gallegos; Jose Luis Macias; Bobby Mancilla; Jonathan Sanchez; Carla Sandoval; Debbie Schreiner; Becky Torres; Maria Torres; Dipal Trivedi;

Guests: Tim Kane, Chicago Tribune; Michael Lundeen, Legat Architects; William and Helen Huley, Northwest Tax Watch; Lawrence R. Levin, Lawrence R. Levin, Inc.; Mary Patrick, Laura Scales, JT; Laurie Stone, Greater O'Hare Association and Candidate for Board of Trustees.

Dr. Breuder asked for a moment of silence in recognition of Kevin Geiger and Margaret Scott, two members of the Harper family who passed away recently.

Presentation:
Student Achievements

Dr. Breuder introduced Director of Student Activities, Jeanne Pankanin, who would be presenting a short program on student achievements and awards. Ms. Pankanin recognized Tracy Fisher for her fine job this year as Student Trustee. Ms. Fisher's last meeting will be in April.

Ms. Pankanin introduced Tom Thompson of Access and Disability Services (ADS) who would be spotlighting current student Becky Torres and former student Kevin Nawracaj. Both students were served by ADS and are now fulfilling their dreams.

Mr. Thompson showed a film clip of a recent interview by the Channel 7 News Team which featured Harper College fashion design major Becky Torres. The film clip showed Becky's achievements in fashion design, a dream of hers since third or fourth grade. The Harper College Fashion Design Department and ADS have accommodated her physical needs, as Becky is a wheelchair user. She has a special sewing machine which does not require the use of a foot pedal, a specially adapted ironing board, scissors, table and mannequin. Following the film clip, Becky Torres addressed the Board. She described her positive experience at Harper College. The staff has been very helpful and accommodating—they even helped her coordinate a trip to Paris, France to study fashion at a design competition. Ms. Torres plans to transfer to Northern Illinois University after another semester at Harper College. Chair Kolze thanked Ms. Torres and wished her the best of luck in the future.

Assistant Professor Pascuala Herrera addressed the Board to highlight former student Kevin Nawracaj, whom she had tutored in ADS from 1994-1996. She explained that Kevin came to Harper College in 1994 with a severe reading disability and a poor academic history in high school. As a learning disability (LD) specialist, she hears the dreams and desires of students and uses those dreams to encourage and motivate them. Kevin very clearly told Ms. Herrera that his goal was to play professional football. Although, in her opinion, it may not have been a realistic goal, she helped outline the steps for Kevin academically to help his dream become a reality. Kevin struggled with school, but always came in for as much tutoring as possible. He was very concerned about keeping his eligibility in order to play quarterback for the Hawks. Many times he felt frustrated and wanted to quit, but the dream kept him going. Kevin completed his associates degree in 1996 and went on to

Central Arkansas. After saying "goodbye" to Kevin, Ms. Herrera told him to always keep his dream alive.

On February 15, after not hearing from Kevin for over four years, Ms. Herrera received a phone call from Kevin. He told her that the previous day, he had signed a contract with the San Francisco 49ers. He wanted to let her know that his dream was becoming a reality, and he thanked her for the support and encouragement she gave him while he was at Harper. Kevin Nawracaj taught her a lesson about never giving up on a dream. She quoted Babe Ruth who said, "It is hard to beat a person who never gives up." She thanked the Board for giving her the opportunity to share Kevin's story. Chair Kolze thanked Ms. Herrera.

Marcia Litrenta, Speech Team Coach and Chair of the Speech and Theater Department, addressed the Board and introduced several representatives from the Harper College Speech Team: Dipal Trivedi, Debbie Schreiner, Bobby Mancilla and Maria Torres. Ms. Litrenta explained that the Speech Team competes in 12 different events—six of which are public speaking events (informative speaking, persuasive speaking), and six of which are acting or interpretation events (poetry, prose, readers theater). They compete locally, regionally and nationally against two-year schools and four-year universities. They start competing in October and finish in the middle of April. They have a large team averaging 15 to 20 members; most schools average 5 to 10 members. Each student is involved in four or five different events (sometimes more). Currently, they have 48 different programs that must be polished and coached from October until April.

Ms. Litrenta highlighted some of the Speech Team achievements: they have beaten Northwestern University, Illinois State University, Bradley University, Northern Illinois University and College of DuPage. They are State Champions for two years in a row. Last weekend they won Regionals (for the second year in a row); they will be going to Nationals in Jacksonville, Florida, April 8 through 15. She noted that the students learn an important part of speech competition in their performance, but also in running tournaments. Harper hosts the high school conference tournament and the mid-suburban league for Districts 211 and 214. Fremd High School has won every year for the last five years. Ms. Litrenta listed some of the on-campus events.

Speech Team representatives Debbie Schreiner, Dipal Trivedi, Maria Torres and Bobby Mancilla each shared what participating in the Speech Team has taught them and how these skills will help them in the future. Chair Kolze thanked them and wished them good luck in their competitions.

Jeanne Pankanin explained that Latinos Unidos is one of the biggest and most active student clubs on campus. Recently, the group attended a Latinos student leadership conference at Northern Illinois University, where they were recognized as the Outstanding Latino Student Organization for their service at Harper College, as well as to the area Latino community. Frank Solano and Juanita Bassler are co-advisors for the group.

Latinos Unidos President Bobby Mancilla gave a presentation, along with Vice President Mercedes Gallegos and Treasurer Jose Macias. Additional members were recognized in the audience. What started as a handful of Latino students at Harper College in 1990 has now blossomed into one of the strongest organizations on campus. While most clubs at Harper average 12-15 members, Latinos Unidos currently has over 70 active members. These dedicated students have made a difference to many students throughout the campus.

Back in 1990, Latino students enrolled at Harper would come to campus, go to class and go back home. With the help of advisors Frank Solano and Juanita Bassler, their organization has major plans every year to reach out to the community. Members serve on student panels, work in financial aid workshops, act as translators for bilingual students, and help with open houses. Approximately 300 district students are acquainted with Harper College programs, staff and services as a result of these programs.

Mr. Mancilla listed many successful events and celebrations organized by Latinos Unidos on the Harper Campus. Over 700 students and community members attend these events each year. Their members mentor junior high school students at Holmes Middle School in Wheeling. They visit neighboring high schools and speak to promote Harper College and, most importantly, higher education. They organize and hold the Latinos United in Culture and Education (LUCE) Conference on campus, where they speak to over 150 high school students each year. They discuss Latino issues and speak of the value of higher learning.

Mr. Mancilla noted that Latinos Unidos is just the starting block for many students. They motivate their members to get involved in activities on campus. They have members on the Speech Team, Student Senate, Program Board and serving as Orientation Leaders. Two former members were elected Student Trustee. Latinos Unidos members have grown out of the organization and on to better things. He listed the occupations of several former members—teacher, social worker, restaurant owner, accountant and doctor.

Their organization recently won the Outstanding Latino Organization award at the Voice of Alliance of Latino Students (VALE) conference at NIU. They have been attending this conference for years. It is attended by other Latino student organizations from community colleges, four-year universities and high schools. They are happy to get the recognition and represent Harper College in this way. In the past, their organization has received the JC Penney Golden Rule award for Outstanding Community Service. It has accomplished a great deal in only 10 years. He thanked the Board for the opportunity to speak to them this evening.

In closing, Jeanne Pankanin thanked Board members for their selfless service. It is greatly appreciated.

Member Gillette expressed the sense of pride he feels when students come forward and share their experiences and accomplishments. He feels pride for the students, as well as the teachers who help them.

Member Howard noted that the teachers, counselors and mentors who have helped these students really deserve accolades. She added that we are all here to create opportunities for people to achieve their full potential, regardless of their background.

Member Shure noted that he would save his remarks until later in the meeting, when he will address the issue of diversity.

Chair Kolze stated that Board members often get bogged down with business issues, but seeing the students and hearing about their achievements puts everything into perspective. It makes it worthwhile to serve on a Board.

Member Hess thanked everyone for a wonderful presentation. She is impressed with what the students are

accomplishing and how the faculty has been assisting them. She very much appreciated hearing about a different culture.

Student Member Fisher stated that she is proud of her constituents. She thanked them for coming to the meeting and sharing with the Board.

CITIZEN PARTICIPATION

Mr. William Huley of Northwest Tax Watch (NTW) addressed the Board in regard to the April 3 election, which will include a vote for candidates running for two trustee positions on the Harper College Board of Trustees and a vote for candidates running for three positions on the District 211 Board of Trustees. In an effort to inform the public, NTW hosted two very extensive forums that were televised—the first one was for Harper College and the second one was for District 211. They were pleased with the turnout and the issues that were addressed at the forums. Mr. Huley encouraged everyone to watch the televised forums: March 24 at 4:00 p.m. on Channel 3, March 27 at 4:00 p.m., March 28 at 7:00 p.m. and March 29 at 4:00 p.m. He urged everyone to vote on April 3.

Associate Professor Patrick Beach addressed the Board in regard to Exhibit VII-C, addition to the Board of Trustees Policy Manual - Workplace Violence. He expressed primary concerns: the proposed policy is overly broad and reactionary to workplace violence issues outside the College community; the proposed policy includes language in conflict with existing employee contract language and uses excessively vague language; the proposed policy includes penalties and fact-finding for behavior not covered by existing criminal law. Additionally, Mr. Beach stated that the attached addendum to the administrative policy manual uses vague language, delegates authority for activity without assurance that skills and training are present before the duties are assigned. No basic due process protections are assured, and he feels all this will result in exacerbation and poor employee relations.

He called attention to the paragraph 1, line 5, reference to those who have "no legitimate purpose" on the College's campus. He asked who will define and interpret what is "legitimate," and how will this definition be used in other policies on this campus.

Paragraph 2, lines 2 and 3, refer to "dangerous weapons." He asked if these include the pepper spray carried by many of his female students, and he asked if he is required to

report these weapons when he sees them. Mr. Beach stated that, if a member of the community has the license to carry a weapon and has fulfilled state and local requirements, he does not think the College can or should restrict their lawful behavior.

Paragraphs 2 and 3 reflect termination that might occur and removal from premises without any assurance of due process. He added that the terms "gestures, expressions and mental harm" are far too general and that a raised eyebrow could be interpreted as an aggressive glance and would fall under the policy. He is afraid all of this will create more conflicts. Mr. Beach noted that many of these issues were brought up in a College Assembly meeting dated October 22, 2000; however, none of these issues are addressed in the current document.

He noted that statistics reported by Harper College Public Safety in their latest report reflected that no violent crime occurred on this campus in the last four reporting years, including murder, sexual assault, robbery, aggravated assault or weapons violation. Mr. Beach suggested that this Exhibit be tabled and returned to the College governance process to be reworked.

In response to Chair Kolze, Mr. Beach stated that he personally did not bring up these issues in October, but the issues can be found in the minutes of the October 22 College Assembly meeting when the material was introduced. In response to Chair Kolze, Mr. Beach stated that he did not contact the administration at the time of the first reading. However, when he saw the exhibit this week, he spoke at length with Elizabeth Minicz on the Human Resource Committee under the College Assembly, with Larry Bielawa in Human Resources, with several Faculty Senate officers and with Mr. Harkins, Chair of the Assembly.

Chair Kolze thanked Mr. Beach and noted that the Board will be addressing this item later in the meeting.

STUDENT TRUSTEE REPORT

Student Member Fisher noted that last week, 324 people attended a sold-out performance of Willie Porter and Peter Mulvey's Java Jam Concert series in the Student and Administration Center. The event was sponsored by the Program Board. Willie Porter will be appearing at the House of Blues in another sold-out performance.

On April 19, Harper College Program Board will hold the Clothes Line project. Hanging from a clothesline will be different colored T-shirts, each representing a specific type of violent act committed toward women. The Program Board won an award for this project two years ago.

Along with the Harper College Speech Team, the Women's Basketball team is doing very well. The basketball team competed last Friday and Saturday in New York. They are now ranked fourth in the nation among Women Jr. College's Basketball Association.

Chair Kolze thanked Student Member Fisher for her report. It was noted that she will give her last report next month.

APPROVAL OF AGENDA Chair Kolze noted that changes to the agenda include the addition of Exhibit VII-E, engaging the services of a communications consultant. He also called attention to an error regarding the affiliation agreements in Exhibit VII-A. Through administrative oversight, the affiliation agreement is the exact same copy for all three, with the same practice name filled in. This is an error. He noted that Legal Counsel has reviewed each of the correct affiliation agreements, which are similar except for the respective names. Chair Kolze added that if Board members wished to see the corrected copies, they could postpone the action this evening. Conversely, they could simply vote tonight, with the understanding that the correct names are placed in the affiliation agreements.

Chair Kolze also noted that there was a time change from 5:30 p.m. to 4:30 p.m. for the April 5 meeting in order to accommodate Board members' schedules. A regular meeting of the Board, including canvass of the election, is scheduled for April 5 at 4:30 p.m.

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

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Fisher voted aye.

CONSENT AGENDA

Member Shure asked to have Exhibit VI-5 points A and B, (ratification of administrator appointment and ratification of professional/technical appointment) removed from the Consent Agenda.

Member Howard asked how long the roof has been on the Wellness Center. It was noted that they are replacing a very old roof.

Member Howard moved, Member Gillette seconded, approval of the minutes for the February 22, 2001 regular Board meeting and executive session; bills payable; payroll for February 23, 2001 and March 9, 2001; estimated payrolls for March 10, 2001 through May 4, 2001; bid awards; purchase orders; personnel action sheets (with the exception of ratification of administrator appointment and ratification of professional/technical appointment); faculty status tenure report; and for information: financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits VI-1 through VI-4, VI-5 (C, D, E and F) through VI-9 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,423,786.99
Tuition Refunds	815,534.73

The payrolls of February 23, 2001 in the amount of \$1,899,573.33; March 9, 2001 in the amount of \$1,901,358.98; and estimated payroll of March 10, 2001 through May 4, 2001 in the amount of \$7,658,878.60.

Bid Awards

Ex. VI-3a Award bid Q00129 for furniture for the Department of Instructional Technology to Environetx, the low bidder, in the amount of \$28,107.08.

Ex. VI-3b Award bid 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.

Ex. VI-3c Award bid 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.

Ex. VI-3d Award bid 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.

Purchase Order Ex. VI-4a Approve issuance of a purchase order to EMC Corporation, for hardware upgrade in the amount of \$17,600.

Personnel Actions -
Exh. VI-5 C-F

Classified Staff Appointments

Marilyn Cook, Executive Assistant to the Special Assistant to the President, PR/BD, 03/12/01, \$37,000/year
Karen Lotz, Secretary, ADM, 02/19/01, \$25,400/year
Jessica Semar, Clerk/Receptionist, p/t, ADM, 03/12/01, \$10,647/year

Administrator Retirement

M. Christine Staub, Dean, Student Development, STU DEV, 01/31/02, 13 years

Professional/Technical Resignation

Jennifer Hinton, Information Specialist, MCA, 03/12/01, 2 years 4 months

Classified Staff Resignation

Kathryn Wilmot, Clerk/Receptionist, p/t, AE/LS-Tutoring Center, 03/02/01, 6 months

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

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

Nays: None

Motion carried. Student Member Fisher voted aye.

Personnel Actions -
Exh. VI-5 A-B

In response to Chair Kolze, Member Shure stated they could discuss and vote on VI-5 A and B together.

Member Botterman moved, Member Gillette seconded, approval of Personnel Actions (Ratification of Administrator Appointment and Ratification of Professional/Technical Appointment) as outlined in Exhibit VI-5 A and B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Administrator Appointment

Sarah Stark, Director, Department of Instructional Technology, D/IT, 05/29/01, \$60,000/year

Professional/Technical Appointment

Harry O'Daniels, Operations Analyst, IT/AS, 02/26/01, \$36,500/year

Member Shure asked if Sarah Stark (to be appointed to the Director of the Department of Instructional Technology) considers herself a diversity candidate for that position. Speaking on behalf of Vice President Tom Choice, Steve Catlin answered that Ms. Stark does not consider herself a diversity candidate.

Member Shure asked if Harry O'Daniels (to be replacing Azim Husain as Operations Analyst) considers himself a diversity candidate. Vice President Dave McShane responded that Mr. O'Daniels would consider himself a diversity candidate. Member Shure responded that he probably should have separated these two items. He added that while he does appreciate the efforts of the administration to address the diversity issues, he will be voting against these personnel actions until he feels that all of the I's are dotted and all of the T's are crossed. He appreciates the new format for Board presentations which includes diversity information.

Chair Kolze stated that the Board has been getting a great deal of information from the administration about their efforts with the diversity issue. He is sure that will continue.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Fisher voted aye.

Member Gillette noted that after reviewing the information received from the administration, it is apparent that they advertised in minority publications. The handouts include the title of the publication and the dates an advertisement was placed. Member Gillette pointed out that the dates indicate that this has been an ongoing practice. Member Howard noted that she has received several comments about the systematic steps administration has been taking for years in an effort to attract and interview people of color and other minorities. One faculty member pointed out that when he served on one of these committees, they sometimes reviewed as many as 500 applications for a faculty position, and they have routinely given careful consideration to those coming from diverse backgrounds. This is not really new; it has been done all along in following the Board directive and the campus policy.

Dr. Breuder stated that one positive outcome from this conversation on diversity is this data sheet, provided by the administration, which shows the kinds of actions that have been taken when the College searches for professionals and staff people. There is an extensive array of search committees at work constantly seeking the best qualified applicants to be brought into Harper College. This type of data may not have been provided in such a manner in the past; however, they have been making a concerted effort to attract and ultimately retain the best candidates all along.

Member Hess applauded the administration for the accompanying data sheet to be forthcoming with each appointment of faculty and administrators. Whatever the Board wants to know is on the data sheet. She added that she had no idea the extent to which the administration and faculty go through in looking for candidates and to ensure that they advertise in sources regularly reviewed by a diverse candidate population. Dr. Breuder stated that all of these steps have been taken all along; however, now it will be visible to the Board.

NEW BUSINESS:

Affiliation Agreements:
The Clinical Professional
Counseling Practice of
Sandra L. Kakacek;
The Medical Practice of
Dr. Ishwar Patel;
Physician
Reimbursement

Chair Kolze noted that these affiliation agreements have been reviewed by legal counsel. While they appear in the Board packet as three of the exact same agreements, they are individual agreements, with each separate organization filled in. Board members agreed to vote on all of them at once.

Member Gillette moved, Member Howard seconded,

Specialists

approval of the following Affiliation Agreements: between William Rainey Harper College and the Clinical Professional Counseling Practice of Sandra L. Kakacek; between William Rainey Harper College and The Medical Practice of Dr. Ishwar Patel; and between William Rainey Harper College and Physician Reimbursement Specialists; all to provide for the clinical education for students in the Medical Office Administration Program, as outlined in Revised Exhibits VII-A, VII-B and VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Howard, Chair Kolze reiterated that the agreements are identical except for the name of the practice.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Fisher voted aye.

Faculty Promotions

Member Howard moved, Member Hess seconded, that the following promotions be granted for the 2001-2002 academic year (* course completion and transcripts to be submitted by August 15, 2001 per promotion procedures), as outlined in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

To Assistant Professor

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

To Associate Professor

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

To Professor

Jane Allendorph - LSHS
Mark Healy - BUSSS

Dianne Batzkall - LIBARTS
Randy Schietzelt - LSHS
Julie Fleenor - LIBARTS
Mark Zelman - LSHS

Chair Kolze noted that all of these have gone through the proper system and are now being presented for Board consideration and approval.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Fisher voted aye.

On behalf of the Board, Member Howard congratulated all of the recipients of faculty promotions.

Second Reading:
Workforce Violence
Policy

Member Botterman moved, Student Member Fisher seconded, approval of the addition to the Board of Trustees Policy Manual for Workplace Violence Policy, as outlined in Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Shure's question about the inclusion of Dr. Breuder's prior statement that he would not unilaterally arm the security force without Board approval, Dr. Breuder stated that the language is extricated from the document. Member Shure stated that in light of Patrick Beach's freedom of expression considerations, he would like to see this policy go back for some revisions.

Dr. Breuder asked Vice President Bonnie Henry and Cheryl Kisunzu to come forward to speak about the issue. He added that, unfortunately, he did not have the opportunity to reflect on Mr. Beach's comments, as they were delivered to the Board only this evening.

Vice President Henry explained that she was not aware of all of the comments. One comment was passed on to her earlier today; however, she did not know that they were of such great concern that they would be brought to the Board this evening. She explained that this policy and procedures were initially written five years ago by a group of primarily faculty and some staff members. Eventually that policy

worked its way through the new shared governance system, the Human Resources (HR) Committee, which is Chaired by Cheryl Kisunzu. The policy was thoroughly worked through the HR Committee and sent through to College Assembly.

Cheryl Kisunzu noted that this policy was presented by Caryn Levington, the campus psychologist. Caryn has been very active, almost since the beginning, in crafting this policy. She has deep concerns as it relates to the safety of this campus. Consistent with her role, she deals with a lot of acute potential abuse type situations that are occurring. Because of the interactions of folks like Caryn and the fine work of the Safety Officers and others involved, escalations have been stopped before a serious tragedy has occurred. Ms. Kisunzu stated that we all recognize that the society in which we are living is increasingly violent. Caryn has taken a very active and integral role in reviewing the policy. With her presentation to the Assembly, while issues were addressed, she felt that this revised document accurately represented faculty concerns, as well as the other constituents that she serves.

In response to Chair Kolze, Vice President Henry stated that legal counsel has reviewed this more than once; however, it remains true to what Caryn and her original committee drafted and what the HR Committee modified and agreed to.

In response to Dr. Breuder, Vice President Henry stated that this came through the College Assembly, but the College Assembly did not take action. Some of the concerns were discussed; however, the College Assembly did not indicate that they would resist, nor did they ask for a revision to the policy in any way. Ms. Kisunzu added that there was no formal rebuttal. The policy was reviewed further by the Policy and Procedure Subcommittee of the HR Committee, prior to giving it back to the HR Committee for formal review. Over the course of almost six years, this one particular policy has been critiqued, as it should be.

Member Shure stated he is concerned that enforcement of this policy would go beyond what the law and courts have said, and it will subject the College to expensive litigation. It may even attract people who want to test this.

Vice President Henry stated that this policy and others have been presented within the context of educating all involved in terms of the intent of the policy.

Member Gillette stated that he supports the whole intent of the policy, and that he is against any violence on campus or the workplace. However, he is concerned about the fact that there is no definition of "weapons." He feels there needs to be some clarity. Ms. Kisunzu noted that this is a challenge because even a desk, a book or a pen could become a weapon, depending on how it is used.

Chair Kolze stated that if this policy has been in the works for six years, the Board ought to approve it and then determine what modifications, if any, are necessary.

Member Hess stated that she agrees with the need for a policy on Workplace Violence. She asked if the College has a policy in place for someone who has suicide ideation or someone who is threatening harm to themselves. Vice President Henry responded that they do not have a policy; however they have procedures. She has a copy of those procedures in her office. In response to Member Hess, Vice President Henry stated that these procedures are printed in the orange safety manual and distributed to all of the administrative offices. She cannot say for sure if everyone is aware of them. They do have access to them. Vice President Henry added that Dr. Levington is aware of them, counselors are aware of them, and she feels that administrators are most likely aware of them. With her experience as an EAP, Member Hess stated that more often than not, a person handles this type of situation badly, often putting someone in more risk because they are not familiar with the policies and procedures. Vice President Henry responded that most employees know, in that type of emergency situation, to contact either the Psychological Services Center and/or Public Safety. Chair Kolze suggested that this information may need to be reinforced.

Member Howard asked if there would be any harm in having a one-month postponement of this action, in light of the concerns expressed by Pat Beach this evening. The Board is totally in support of having policies in writing and having education to coincide with the policies. The Board could either approve it this evening and determine what modifications are needed afterward, or the Board could postpone the action until next month, allowing issues (i.e. "weapons" definition) to be addressed before Board approval.

Cheryl Kisunzu responded that the Board should approve this policy given the intense scrutiny that has occurred. The

Human Resources Committee is one of the few new committees that was part of the shared governance system. Part of the guidelines adopted for this committee is an ongoing review of the effectiveness, the accuracy and the need for revisions of any policy and procedures that are a part of the domain of the responsibility of this committee. Given that system is in place, she feels that the Board can be comfortable that this will not be a policy that is simply laid to rest. It will have consistent review, critique and revision, as do any other policies and procedures. Vice President Henry stated she agrees with Ms. Kisunzu. She added that at the end of the procedures, it states that the policy and procedures will be evaluated, she believes, yearly. Member Howard stated that because of the comments heard this evening, she feels the concerns should be addressed by the appropriate committee now—not a year from now. Vice President Henry noted that Cheryl would be happy to ask Mr. Beach to come to a committee meeting.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Fisher voted aye.

Second Reading:
Abused and
Neglected Child
Reporting Act

Member Howard moved, Member Shure seconded, approval of the addition to the Board of Trustees Policy Manual, as outlined in Exhibit VII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Chair Kolze, Vice President Henry explained that this was a result of a legal mandate. Legal counsel drafted it.

In response to Chair Kolze, Vice President Henry explained that staff is informed of new policies and procedures in various ways. In the past, Dr. Breuder has sent out a Communiqué informing everyone of the new policies; he may do that again. There are brochures processed and disseminated to all employees routinely the week of the orientation sessions at the beginning of every semester. They are also given to new employees. Due to the uniqueness of these two policies, there would also be a training program. Ms. Kisunzu added that these are also placed on the web page. Dr. Breuder noted that Linda Kolbusz will also get the information out as a follow-up to the Board meeting. She abstracts what takes place at the Board

meetings and sends a summary college-wide so people are aware of it.

In response to Member Gillette, Dr. Breuder affirmed that the insurance company will stand behind a College employee in the case of that individual reporting a child under the Abused and Neglected Child Reporting Act. Member Gillette stated he wanted to make sure that they were not putting employees at a personal risk for doing what the law requires them to do. Vice President Henry stated she has a written response regarding that concern.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Fisher voted aye.

Engaging the Services
of Lawrence R. Levin
and Jasculca/Terman
and Associates

Member Howard moved, Member Hess seconded, approval to engage, at a cost not to exceed \$50,000 through June 30, 2001, the services of Lawrence R. Levin and Jasculca/Terman and Associates to assist College officials with their community relations and strategic communications initiatives and authorization of Chairman to execute the appropriate contracts upon review by the College's legal counsel. Further authorize the officers of the Board to exceed the approved amount, if they deem appropriate, as outlined in Exhibit VII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze explained that this has been discussed by the Board on various occasions. Members Howard and Kolze have followed up on the issue and have brought a recommendation this evening.

Member Shure stated he is not in favor of approving this item. He noted that the College already employs a public relations professional, Linda Kolbusz, and pays her approximately \$100,000 per year. Ms. Kolbusz also has an assistant. He is not in favor of spending \$50,000 of the taxpayers' money to try to improve Dr. Breuder's image in the community.

Member Howard stated that the purpose of this is to follow up on the communications consulting that was very beneficial when the College was passing the referendum. At that time, a commitment was made to continue dialogue with

the communities Harper serves and try to improve the two-way communications. The purpose of hiring these individuals is to continue with that commitment and keep in touch with the community and the people Harper serves. Chair Kolze stated that this has been an ongoing problem for a number of years. This is an effort to make some improvements. Member Gillette noted that he has been pushing for better Board communications; therefore, he supports it. Member Howard noted that they will be advising the administration, as well as the Board, in their communications. That was made clear when she and Chair Kolze participated in interviewing a number of firms.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Fisher voted aye.

PRESIDENT'S REPORT

Dr. Breuder stated that he had no report this evening.

ANNOUNCEMENTS BY CHAIR

Communications

Chair Kolze stated that he received a letter from a person working on his doctorate at the University of Illinois. He would like each member of the Board to participate in a questionnaire for his pilot study for his dissertation. Chair Kolze would like to support this person's efforts for the doctorate, if the other Board members are in agreement. The questionnaire would pertain to Board members' perceptions of their role. Chair Kolze stated he will find the information to give to the Board members.

Update on Board Policy Manual Review

Dr. Breuder asked Vice President Ed Dolan to give the Board an update on the progress in taking a comprehensive look at the Policy Manual. The Board has requested that the administration review the Policy Manual and bring it up-to-date; Vice President Dolan has been championing this project, with the help of members of President's Council.

Vice President Dolan explained that there has been a number of tasks involved in the process of bringing the Board Policy Manual up-to-date. He distributed a handout of the schedule. Currently, they have completed and identified a base copy, which is available via the intranet. They are

trying to develop a policy that is accessible and that can be updated and modified in a direct and simplistic way. They will be moving away from a paper process into an electronic file process.

The first task was to review the entire policy and bring it up-to-date in terms of language and omissions or changes that might have happened as a result of past Board meetings. That part is currently 95 percent complete. There are over two pages of non-substantive corrections—misspellings or terminology that has changed (i.e., the President's Council used to be called the Executive Council). Some references to legal documents have changed, as a result of a bureaucratic decision in Springfield. All of those things are being updated.

They are simultaneously going through each of the policies to determine if there are any gaps or omissions. The new policies approved last month and this month will be added as well. Vice President Dolan noted that they are also having chapter-by-chapter legal review by the Board attorneys. He gave the Board directions on how to access the Policy Manual via the intranet. A complete Policy Manual will be ready by July 1. Between July 1 and December 30, they will bring to the Board any missing policies and any new policy recommendations that would need to be acted upon.

In response to Chair Kolze, Dr. Breuder stated that they could bring the Policy Manual to the Board one chapter at a time, if that is what the Board desires.

In response to Member Gillette, Vice President Dave McShane noted that, at this time, the document is in WORD, because they are still making some changes. Eventually, it will be in a format of PDI. Chair Kolze thanked Dr. Dolan.

Member Howard noted that after having worked on a Board policy revision with Larry Moats many, many years ago, she feels that Ed Dolan deserves a distinguished service award when he completes this project.

Member Gillette suggested that if the Trustee Emeritus policy is now in effect, the Board should look at having some of those individuals announced at graduation time. Possible candidates mentioned were Sarah O'Reilly, Larry Moats, Molly Norwood and Jessalyn Nicklas. Member Howard supported Member Gillette's suggestion. Member Gillette reiterated that it might be a nice gesture to announce those

as part of the graduation ceremony. Dr. Breuder suggested that the Board send him the names so they can begin the process.

In response to Member Gillette, Dr. Breuder explained that after the Board authorized him to execute the contract documents with Gilbane and with Legat/HOK, the College attorney began the process of reviewing the standard contracts in the industry that normally a client executes with a construction management firm or an architect. He noted that College counsel is an expert in construction law; Lorence Slutzky of Robbins, Schwartz, Nicholas & Taylor, Ltd. is out lecturing right now in construction law. He reviewed those standard documents and made some adjustments. Meanwhile, Dr. Breuder, Richard Gillette, Bob Getz and his staff and Judy Thorson all reviewed the documents and made comments on them. All of these thoughts and suggestions were sent back to Lorence Slutzky. He worked it all over and came back a week ago to meet with Bob Getz and Judy Thorson to look at another draft of it. It went back to Mr. Slutzky who made some final adjustments. They are now into the hands of both Legat/HOK and Gilbane. The College will get their reaction in a meeting. Once all parties are close to agreement, Dr. Breuder will share the contract documents with the Board before executing them. He reiterated that the Board set the parameters of the financial side of that when they delegated that responsibility to Dr. Breuder. In other words, he did not have standing to be able to negotiate a rate different with Legat/HOK than what the Board assigned as the overall financial relationship. The same is true for Gilbane. He simply worked on fixed contract language and hopefully strengthened the College position above and beyond the normal documents.

Member Gillette noted that he asked if the Construction Committee could view the documents before execution. He does not want to hold anything up by having to bring them to the Board. Dr. Breuder explained that they will just make an extra copy or two and send it out.

Calendar Dates

Calendar dates are printed on the agenda for Board information. It was noted that a regular meeting of the Board including canvass of the election is scheduled for April 5, 2001 at 4:30 p.m.

ADJOURNMENT

Member Hess moved, Member Howard seconded, that the meeting adjourn.

In a voice vote, the motion carried at 8:26 p.m.

Chair

Secretary

BOARD REQUESTS

MARCH 22, 2001 REGULAR BOARD MEETING

1. With regard to Exhibit VII-C, Patrick Beach called attention to the paragraph 1, line 5 reference to those who have "no legitimate purpose" on the College's campus. He asked who will define and interpret what is "legitimate," and how will this definition be used in other policies on this campus. He asked if the reference to "dangerous weapons" would include the pepper spray carried by many of his female students. Additionally, he asked if he is required to report these weapons when he sees them. Mr. Beach asked for these and other concerns to be addressed.
2. Member Howard stated that because of the comments heard this evening, she feels the concerns (regarding the Workplace Violence Policy) should be addressed by the appropriate committee now—not a year from now. Vice President Henry noted that Cheryl Kisunzu would be happy to ask Mr. Beach to come to a committee meeting.
3. With regard to procedures for dealing with someone who has suicide ideation or someone who is threatening harm to himself, Chair Kolze suggested that this information may need to be reinforced throughout the College.
4. In response to Member Gillette, Dr. Breuder affirmed that the insurance company will stand behind a College employee in the case of that individual reporting a child under the Abused and Neglected Child Reporting Act. Vice President Henry stated she has a written response for Member Gillette regarding that concern.
5. With regard to the questionnaire for the University of Illinois doctoral dissertation, Chair Kolze stated he will find the information to give to the Board members.
6. Member Gillette suggested that if the Trustee Emeritus policy is now in effect, the Board should look at some of those individuals to be announced at graduation time. Possible candidates mentioned were Sarah O'Reilly, Larry Moats, Molly Norwood and Jessalyn Nicklas. Dr. Breuder suggested that the Board send him the names so they can begin the process.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

April 26, 2001

SUMMARY OF BIDS

- Exhibit VI – 3a The administration recommends that the Board award Q00140 for cut-size paper to be used in the Print Shop and in the campus copiers, laser printers and duplicators, to Unisource, the low bidder meeting specifications for items #1 through 6 for white bond paper in the amount of \$61,599.20; and to Lewis Paper Source, the low bidder meeting specifications for items #7 through 20 for colored bond paper, carbonless paper, vellum bristol paper, and stationery boxes, in the amount of \$9,948.90, for a total award of \$71,548.10.
- Exhibit VI – 3b The administration recommends that the Board award Q00145 for reupholstering furniture located in public spaces throughout the College to Environetx, the low bidder, in the amount of \$29,356.00.
- Exhibit VI – 3c The administration recommends that the Board award Q00141 for roadway and pavement rehabilitation of lots 3, 3A, 4, 5, 6 and 7, and the lot at the Northeast Center, to Chicagoland Paving Contractors, the low bidder, in the amount of \$115,571.40, an engineering fee of \$19,950, reimbursables of \$17,450, and a 10 percent contingency of \$11,557 for a total award of \$164,528.40.
- Exhibit VI – 3d The administration recommends that the Board award Q00144 for Electrical Vault Upgrades at the Student and Administration Center, the Science, Math, and Health Careers Center, the Learning Resources Center, the Engineering and Technology Center, the Business and Social Sciences Center, the Liberal Arts Center, the Music Instruction Center, and the Wellness and Sports Center to

Mamam Corp., the low bidder, in the amount of \$209,200 plus an Engineering fee of \$21,000, reimbursables of \$15,000 and a 10 percent contingency of \$20,920 for a total award of \$266,120.

- Exhibit VI – 3e The administration recommends that the Board award Q00142 to Buy-Rite Wholesale, the low bidder for Toilet Tissue, in the amount of \$14,784.
- Exhibit VI – 3f The administration recommends that the Board award Q00147 for floor coverings for the Student and Administration Center to Libertyville Tile and Carpet, Ltd., the low bidder, in the amount of \$12,874.00.
- Exhibit VI – 3g The administration recommends that the Board award Q00148 for four wheelchair lifts for use in the Science, Math and Health Careers Center to Garaventa USA, Inc., the low bidder, in the amount of \$50,855.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00140 for cut-size paper to be used in the Print Shop and in the campus copiers, laser printers and duplicators, as requested by Marketing and Advancement for the Print Shop.

II. BUDGET STATUS

Funds in the amount of \$71,548.10 will be provided in the 2001/02 Education Fund budget, under account number 0193-127-542.05.

III. INFORMATION

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

U.S. Office Products	\$ 68,992.00
	No Bid 18 Items
Murnane Paper Co.	69,364.80
Unisource	72,552.00
Xpedx Paper	74,110.20
Midland Paper Co.	74,663.76
Lewis Paper Place	77,430.70
Bradner Smith Paper Co.	79,439.86

Recycled paper, as was specified, is being purchased. The paper is for use in the Print Shop and in the campus copiers, laser printers and duplicators. It is anticipated that this paper will fulfill approximately 70% of the total needs for the year.

U.S. Office Products was not the low bidder for the two items for which it submitted a bid. The bid from Murnane paper Co. was

mostly for virgin paper, and Murnane was not the low bidder for the several recycled items for which it did submit a bid.

In order to obtain the best pricing for the College, the award is to be split between Unisource, the low bidder meeting specifications for items #1 through 6 for white bond paper in the amount of \$61,599.20; and Lewis Paper Source, the low bidder meeting specifications for items #7 through 20 for colored bond paper, carbonless paper, vellum bristol paper, and stationery boxes, in the amount of \$9,948.90.

IV. RECOMMENDATION

The administration recommends that the Board award Q00140 for cut-size paper to be used in the Print Shop and in the campus copiers, laser printers and duplicators, to Unisource, the low bidder meeting specifications for items #1 through 6 for white bond paper in the amount of \$61,599.20; and to Lewis Paper Source, the low bidder meeting specifications for items #7 through 20 for colored bond paper, carbonless paper, vellum bristol paper, and stationery boxes, in the amount of \$9,948.90, for a total award of \$71,548.10.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00145 for reupholstering furniture located in public spaces throughout the College as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$30,000 are provided in the 2000/01 Operations and Maintenance Fund budget, under account number 0292-039-539.

III. INFORMATION

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

Environetx	\$ 29,356.00
Office Concepts, Inc.	29,507.00
Office Equipment Co.	29,850.03
Educational & Institutional Cooperative, Inc.	31,357.16

This request is for the reupholstering of furniture in public spaces in the Student and Administration Center, the Liberal Arts Center, and the Learning Resources Center. Much of this furniture has been damaged and needs to be restored to its original appearance.

IV. RECOMMENDATION

The administration recommends that the Board award Q00145 for reupholstering furniture located in public spaces throughout the College to Environetx, the low bidder, in the amount of \$29,356.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00141 for roadway and pavement rehabilitation of lots 3, 3A, 4, 5, 6 and 7, and the lot at the Northeast Center, as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$164,528.40 are provided in the 2000/01 Operations and Maintenance Fund budget, under account numbers 0292-039-533.00-9056 and 0292-039-539.00-9056.

III. INFORMATION

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

Chicagoland Paving Contractors	\$115,571.40
Johnson Blacktop, Inc.	116,727.39
Denler, Inc.	118,994.65
Pavement Systems, Inc.	119,182.00
D. L. Franzen Construction, Inc.	153,316.25
Woodfield Paving Co., Inc.	183,141.39

In order to preserve the quality of the campus parking and roadway surfaces, it is necessary that the College reseal and patch them every two years. This summer the focus will be on the north parking lots and the Northeast Center parking lot.

This recommendation also includes an engineering fee of \$19,950, reimbursables of \$17,450, and a 10 per cent contingency of \$11,557.

IV. RECOMMENDATION

The administration recommends that the Board award Q00141 for roadway and pavement rehabilitation of lots 3, 3A, 4, 5, 6 and 7, and the lot at the Northeast Center, to Chicagoland Paving Contractors, the low bidder, in the amount of \$115,571.40, an engineering fee of \$19,950, reimbursables of \$17,450, and a 10 per cent contingency of \$11,557 for a total award of \$164,528.40.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00144 for Electrical Vault Upgrades at the Student and Administration Center, the Science, Math, and Health Careers Center, the Learning Resources Center, the Engineering and Technology Center, the Business and Social Sciences Center, the Liberal Arts Center, the Music Instruction Center, and the Wellness and Sports Center as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$266,120 are provided in the 2000/01 Operations and Maintenance-Restricted Fund budget, under account number 0392-039-584.00-9024. This is an approved Life Safety Project.

III. INFORMATION

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

Mamam Corp.	\$209,200
Adlite Electric Co., Inc.	253,365

A Commonwealth Edison review of electrical vaults disclosed that the vaults are not in compliance with ComEd System Standard CI600. Lighting and receptacles are missing or non-functional in many vaults. Ventilation fans need to be moved outside the vaults as these units run continuously and cannot be maintained in a locked utility space.

In addition to the work inside the electrical vault at the Student and Administration Center, it has been determined that a drainage system needs to be installed outside of the vault to stop water from entering the vault. Installation of the drainage system requires that the concrete pad above the vault be removed and replaced following the installation of the drainage piping.

Included in the recommendation is an Engineering fee of \$21,000, reimbursables of \$15,000 and a 10 percent contingency of \$20,920.

The due date for this bid was extended to allow more time for bidders to respond. All five non-responsive bidders were called. This project requires work around high voltage electrical equipment, coordination with Commonwealth Edison for access, and multiple trades performing numerous small scopes, all during the peak construction season. The non-responsive bidders indicated that they were too busy to take on a project of this scope at this time. Delaying the bid and the project will not improve this situation.

IV.

RECOMMENDATION

The administration recommends that the Board award Q00144 for Electrical Vault Upgrades at the Student and Administration Center, the Science, Math, and Health Careers Center, the Learning Resources Center, the Engineering and Technology Center, the Business and Social Sciences Center, the Liberal Arts Center, the Music Instruction Center, and the Wellness and Sports Center to Mamam Corp., the low bidder, in the amount of \$209,200 plus an Engineering fee of \$21,000, reimbursables of \$15,000 and a 10 percent contingency of \$20,920 for a total award of \$266,120.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00142 for Toilet Tissue as requested by Physical Plant for the Custodial department.

II. BUDGET STATUS

Funds in the amount of \$14,784 will be provided in the 2001/02 Building Fund budget, under account number 0272-064-544.03.

III. INFORMATION

A legal bid notice was published and 18 bids solicited. Seven responses were received. The following is a recap of the bid tab sheet:

Buy-Rite Wholesale	\$14,784
Kraft Paper Sales Co., Inc.	14,970
KMI Supplies, Inc.	15,744
Pyramid Supplies	16,050
All American Paper Co.	16,620
The Standard Companies	16,920
Runge Paper Co.	17,010

IV. RECOMMENDATION

The administration recommends that the Board award Q00142 to Buy-Rite Wholesale, the low bidder for Toilet Tissue, in the amount of \$14,784.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00147 for floor coverings for the Student and Administration Center as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$15,000 are provided in the 2000/01 Operations and Maintenance Fund budget, under account number 0292-039-589.

III. INFORMATION

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

Libertyville Tile and Carpet, Ltd.	\$12,874.00
Flooring Resources Corp.	14,842.52
DuPont Flooring Systems	19,257.00
Office Equipment Company of Chicago	26,683.58

This request is for new tile flooring in areas that are not carpeted on the second floor of the Student and Administration Center, and to install carpet at the west end of the third floor of the Student and Administration Center.

IV. RECOMMENDATION

The administration recommends that the Board award Q00147 for floor coverings for the Student and Administration Center to Libertyville Tile and Carpet, Ltd., the low bidder, in the amount of \$12,874.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00148 for four wheelchair lifts for use in the Science, Math and Health Careers Center as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$60,000 are provided in the 2000/01 Operations and Maintenance Fund budget, under account number 0392-039-584.00-9028.

III. INFORMATION

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

Garaventa USA, Inc.	\$50,855
DME Access, Inc.	73,840
Hopkins Illinois Elevator Co.	97,600

The four handicap wheelchair lifts in the Science, Math and Health Careers Center are obsolete and beyond repair. The manufacturer of three of the lifts is no longer in business and parts are no longer available. The fourth lift is no longer manufactured and its' technology is out of date, making repair difficult. This building is on four different levels, making it very difficult for anyone who is wheelchair bound to get from one section to another. It is imperative that this building be accessible to all students.

This is a Board approved Life Safety Project.

IV. RECOMMENDATION

The administration recommends that the Board award Q00148 for four wheelchair lifts for use in the Science, Math and Health Careers Center to Garaventa USA, Inc., the low bidder, in the amount of \$50,855.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

April 26, 2001

SUMMARY OF PURCHASE ORDERS

There are no purchase orders this month.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

A. Ratification of Professional/Technical Appointments.

B. Ratification of Classified Staff Appointments.

C. Ratification of ICOPS Appointment.

D. Ratification of Professional/Technical Resignation.

E. Ratification of Classified Staff Resignation.

F. Ratification of ICOPS Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Review of Executive Session Minutes

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

In compliance with Public Act 85-1355, the Board of Trustees has scheduled the review of executive session minutes in April and October of each year. On Thursday, April 26, 2001, a review may take place in closed session to be followed by action on disclosure during regular session.

IV. RECOMMENDATION

It is recommended that the Board take the following action:

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

and/or

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Employee Assistance Program – Renewal Agreement

II. REASON FOR CONSIDERATION

A renewal agreement with Workplace Solutions is necessary for continuation of the professional services provided in connection with the Employee Assistance Program (EAP).

III. BACKGROUND INFORMATION

Harper College initiated its Employee Assistance Program in cooperation with Alexian Brothers Medical Center in October 1984 to provide confidential referral for the diagnosis and treatment of persistent behavioral problems. For purposes of employee assistance programs, Alexian Brothers Medical Center joined forces with the Kenneth W. Young Centers to establish Workplace Solutions which has been providing professional EAP services for Harper since 1990. On July 1, 1996 Workplace Solutions, L.L.C. merged with the Human Resources Consulting Group which allow them to provide a broader range of services.

For contract year 1999-2000, the cost to Harper College for the EAP program was \$16.80 per employee. Workplace Solutions, L.L.C. has agreed not only to maintain the per-employee cost of \$16.80 for contract year 2000-2001 for the 740 employees served by the EAP, but to add additional services at the same cost. Total cost for the contract year is \$12,432.

Workplace Solutions, L.L.C. now has a full service EAP available which includes generalized information and support regarding a variety of life and work stresses including those related to child care, elder care, legal and financial issues. These additional services are Work/Family Solutions and Legal/Financial Solutions.

Work/Family Solutions will provide employees with specific referrals for childcare resources, elder care resources and convenience services with respect to criteria set by the employee. Guidelines are made available to evaluate providers and/or resources to make the best decision.

Legal/Financial Solutions provides employees with access to a broad network (over 6,000 nationwide) of fully credentialed provider firms. Employees are

referred to local counsel and are entitled to one free thirty-minute office consultation for up to three separate legal or financial issues per year. Should employees retain the network attorney or financial professional who completed the initial consultation, the employee will receive a minimum 25% discount off of the normal hourly rate.

The Employee Assistance Program at Harper College has proved to be a benefit that is being utilized by all employee groups. The additional services will be a valuable asset to our college community, especially since our demographics are reflective of a group that will need these types of services.

The administration has discussed EAP services with other providers and has determined that Workplace Solutions, L.L.C. with it's long and positive history with Harper is providing this professional service at a competitive price.

IV. RECOMMENDATION

The administration recommends that the Employee Assistance Program renewal agreement between William Rainey Harper College and Workplace Solutions, L.L.C. be approved as proposed with the addition of the Work/Family Solutions and Legal/Financial Solutions-

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: April 9, 2001

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
Minority Student Transfer Center Student Development F. Solano	Provide counseling & advising services to minority students Continuation Project	IBHE \$70,000	08/22/00 08/31/01
Special Populations Academic Enrichment L. McKay	State Allocation Grant To provide support for disadvantaged students	ICCB \$322,613	07/01/00 06/30/01
Business/Industry Workforce Preparation Corporate Services L. Danaher	State Allocation Grant To provide local economic development in workforce training	ICCB \$173,004	07/01/00 06/30/01
Education to Careers Workforce Preparation J. Hennig	State Allocation Grant To promote career development and workbased training	ICCB \$110,081	07/01/00 06/30/01
Welfare to Work Workforce Preparation J. Kindle	State Allocation Grant Workforce Preparation	ICCB \$63,714	07/01/00 06/30/01
Current Workforce Training Grants Corporate Services L. Danaher	State Allocation Grant To provide training for workers currently employed	ICCB \$352,571	07/01/00 06/30/01
Advanced Technology Information Technology D. McShane	State Allocation Grant To purchase technological resources for instruction	ICCB \$358,949	07/01/00 06/30/01
Accelerated College Enrollment Grant J. Hennig	State Allocation Grant To pay for tuition for H.S. students taking college credit	ICCB \$59,126	07/01/00 06/30/01
Online Grants Distance Learning S. Catlin	State Allocation Grant To support student services	ICCB \$14,103	07/01/00 06/30/01
Leadership & Core Values Human Resources B. Henry	Employee training in Leadership & core values	ICCB \$5,000	07/01/00 06/30/01
Health & Safety Physical Plant R. Getz	Installation of ADA Accessible elevator in Building "D"	ICCB \$235,808	01/01/01 12/31/01
Disabled Student Project Accessibility & Disability Ser. T. Thompson	Continuation of FY2000 To provide services to disabled students	IDHS \$134,754	07/01/00 06/30/01

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
Displaced Homemakers Women's Program J. Sheehan	Continuation of FY2000 Advising and Job Placement for Women's Program Participants	IDOL \$68,000	07/01/00 06/30/01
Perkins III J. Hennig	Continuation of FY2000 Award. Career and Technical Education	ISBE \$234,903	07/01/00 06/30/01
Program Improvement J. Hennig	Continuation of FY2000 Award. Career and Technical Education	ISBE \$31,334	07/01/00 06/30/01
Federal TechPrep Education to Careers S. Griffith	Continuation of FY2000 Comprehensive Career Development Program	ISBE \$122,510	07/01/00 06/30/01
Adult Education & Literacy Adult Educational Development P. Mulcrone	Continuation of FY2000 Supports Adult Educational Development Programs	ISBE \$380,080	07/01/00 06/30/01
Work-Base Learning NSET-Education to Careers S. Griffith	New Award To provide experiences for students to the workplace	ISBE \$8,000	07/01/00 06/30/01
Transition Grant NSET-Education to Careers S. Griffith	New Award To provide financial services for Tech Prep Program	ISBE \$7,500	07/01/00 06/30/01
LincOn Project Information Technology D. McShane	To support Internet connections and Internet Access	State of Illinois \$372,000	07/01/00 06/30/01
"Members Initiative" President's Office R. Breuder	To support capital development	State of Illinois \$1,100,000	07/01/00 open
"Members Initiative" President's Office R. Breuder	To support capital development	State of Illinois \$20,000	08/01/00 open
"Members Initiative" President's Office R. Breuder	To support capital development	State of Illinois \$20,000	08/01/00 open
"Members Initiative" President's Office R. Breuder	To support capital development	State of Illinois \$19,000	08/01/00 open
Student Support Services Student Affairs Access & Disability Services T. Thompson	Fourth Year of Grant To provide services to students with disabilities	USDE/TRIO \$198,582	09/01/00 08/31/01

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
Mid-west Center of Post-Secondary Outreach Access & Disability Services T. Thompson	Continuation of FY2000 Provides technical assistance to Access & Disability Services Programs	USDE/St. Paul Technical College \$60,000	07/01/00 06/30/01
Cooperative Grants Prog English Second Lang. J. Gadberry	Connections: Peer Mentors To provide mentoring and training for International students	NAFSA-International \$4,618	07/01/00 06/30/01
Fellows Grant Student Activities D. Grier	Professional development of community service directors	ICCCS \$2,000	11/01/00 06/30/01
Industrial Training Program L. Danaher	To suport training needs of industry	Illinois Chamber of Commerce DCCA \$70,000	12/01/00 12/31/01
Northern Illinois Regional Alliance Corporate Services L. Danaher	To deliver customized training for manufacturing firms	Illinois Manufacturers Association DCCA \$52,430	07/01/00 06/30/01

Total as of April 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
March 2001

Description	#Gifts	Cash	Stocks, Pledges	Gifts-In-Kind	Planned Gifts	Total
Harvest Ball 2000	1	\$975.00	\$0.00	\$0.00	\$0.00	\$975.00
Direct Mail 2000 - Alumni	12	\$341.00	\$0.00	\$0.00	\$0.00	\$341.00
Direct Mail 2000 - Donor	3	\$375.00	\$0.00	\$0.00	\$0.00	\$375.00
Golf Open 2001	10	\$8,875.00	\$0.00	\$0.00	\$0.00	\$8,875.00
Golf Open 2000	1	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Memorial	3	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00
Newsletter	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Proposal	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Special Intiatives	15	\$2,010.00	\$0.00	\$0.00	\$0.00	\$2,010.00
Stewardship	3	\$10,000.00	\$3,000.00	\$0.00	\$0.00	\$13,000.00
Unsolicited	4	\$450.00	\$0.00	\$2,200.00	\$0.00	\$2,650.00
TOTAL	54	\$28,446.00	\$3,000.00	\$2,200.00	\$0.00	\$33,646.00

Harper College Educational Foundation
Gift Summary by Appeal
Year-to-Date

Description	#Gifts	Cash	Stocks, Pledges	Gifts-In-Kind	Planned Gifts	Total
Alumni Arts Festival	43	\$1,783.00	\$0.00	\$0.00	\$0.00	\$1,783.00
Harvest Ball 2000	374	\$118,190.00	\$0.00	\$26,479.00	\$0.00	\$144,669.00
Board Appeal	2	\$2,589.38	\$2,615.70	\$0.00	\$0.00	\$5,205.08
Retirement Fund	5	\$90.00	\$1,233.00	\$0.00	\$0.00	\$1,323.00
Direct Mail 2000 - Alumni	168	\$4,233.00	\$0.00	\$0.00	\$0.00	\$4,233.00
Direct Mail 2000 - Annuitants	4	\$325.00	\$0.00	\$0.00	\$0.00	\$325.00
Direct Mail 2000 - Board	10	\$5,550.00	\$0.00	\$0.00	\$0.00	\$5,550.00
Direct Mail 2000 - Donor	21	\$3,960.00	\$0.00	\$0.00	\$0.00	\$3,960.00
Direct Mail 2000 - Music Over	6	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00
Direct Mail 2000 - Music Under	10	\$385.00	\$0.00	\$0.00	\$0.00	\$385.00
Direct Mail 2000 - Prospect	3	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00
Direct Mail 2000 - Trustees	3	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00
Elizabeth Schmik Hull Fund	3	\$175.00	\$0.00	\$0.00	\$0.00	\$175.00
Tradition of Excellence Campaign 2000	10	\$161.28	\$28.00	\$0.00	\$0.00	\$189.28
Evans Scholarship	18	\$180.00	\$0.00	\$0.00	\$0.00	\$180.00
Golf Open 2001	11	\$18,875.00	\$0.00	\$0.00	\$0.00	\$8,875.00
2000 Foundation Golf Outing	17	\$15,675.00	\$0.00	\$3,551.50	\$0.00	\$19,226.50
Sign Language Interpreting Program	6	\$1,525.00	\$0.00	\$0.00	\$0.00	\$1,525.00
Memorial	3	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00
Newsletter	2	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
Nils Johnson Memorial Scholarship	7	\$1,320.00	\$0.00	\$0.00	\$0.00	\$1,320.00
Personal Solicitation	1	\$0.00	\$18,000.00	\$0.00	\$0.00	\$18,000.00
Planned Giving	3	\$0.00	\$0.00	\$0.00	\$342,000.00	\$342,000.00
Proposal	6	\$31,600.00	\$0.00	\$0.00	\$0.00	\$31,600.00
Anne Rodgers Scott Endowment for Student Success	14	\$660.00	\$0.00	\$0.00	\$0.00	\$660.00
Special Intiatives	23	\$2,998.57	\$0.00	\$0.00	\$0.00	\$2,998.57
Stewardship	16	\$30,420.00	\$11,662.75	\$0.00	\$0.00	\$42,082.75
Unsolicited	37	\$21,769.67	\$0.00	\$13,172.46	\$0.00	\$34,942.13
Young Artists' Competition	15	\$340.00	\$0.00	\$0.00	\$0.00	\$340.00
TOTAL	841	\$264,349.90	\$33,539.45	\$43,202.96	\$342,000.00	\$673,092.31

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:

- Advanced Surgical Associates
- The Bureau of Office Services
- The Medical Transcription Practice of Lauri Kovalenko

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 promotion for the 2001-2002 academic year.

To Assistant Professor

Helen Burroughs BUS/SS

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Contract with Smith Group JJR, Inc. for recognition as the College Landscape Architect.

II. BACKGROUND INFORMATION

During the RFP process for architects for the referendum buildings, a number of the firms involved understood the importance for landscape development as part of this process. The following companies presented specific landscape architects or indicated that landscape development is clearly part of the project:

ARCON Associates
Burnidge Cassell Associates
FGM, Inc.
Harry Weese Associates, Inc.
Smith Group JJR, Inc.

Randy Machelski, who provided part of the Smith Group JJR, Inc. presentation, was particularly impressive in his ability to provide visions and concepts. Subsequent to the RFP process, he provided a tour of his work at Prairie Stone (the Sears Complex at Route 59 and Higgins Road). After the tour Mr. Machelski worked with the College as a consultant on the Master Plan, the Storm Water Study, the Capital Development Project at the Conference Center and the design for the new paved entranceways to the Student and Administration Center. His work brings energy and life to each project with which he is associated.

III. RECOMMENDATION

The administration recommends that the Board approve of the Smith Group JJR, Inc., as the William Rainey Harper College Landscape Architect based on the selection process noted above. The administration further recommends the Board authorize the Chairman of the Board to sign the contract upon completion of the legal review by the College Attorney.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

First reading of chapter 1, chapter 2 and chapter 3 of the Board of Trustees Policy Manual.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The changes to the Policy Manual were recommended to the President by the Vice President of Institutional Advancement. The policy has been reviewed by President's Council and the College attorney.

IV. RECOMMENDATION

This is presented for a first reading by the Board of Trustees. Following are the first three chapters of the Board Policy Manual.

Policy Manual

Board of Trustees
William Rainey Harper College
Manual District 512
Palatine, Illinois

POLICY MANUAL

Board of Trustees William
Rainey Harper College

Illinois Community College District No. 512
Counties of Cook, Kane, Lake and McHenry

Adopted by the Board of Trustees on January 27, 1983
Amended February 27, 1986
Amended January 31, 1989
Amended October 24, 1996
96-708PR & BD

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES
POLICY MANUAL

FOREWORD

MISSION STATEMENT

CORE VALUES

01.00.00 BOARD OF TRUSTEES

03.00.00 EDUCATIONAL PROGRAMS

05.00.00 STUDENT PROGRAMS

07.00.00 ADMINISTRATIVE SERVICES

09.00.00 INFORMATION TECHNOLOGY

11.00.0 PERSONNEL

Administrative

Faculty

Professional-Technical

Classified

Service

General Personnel Policies

13.00.00 GENERAL POLICIES

This Board Policy Manual sets forth the policies adopted by the Board of Trustees of Community College District No. 512. The Manual is to be used by trustees, College personnel, students, and community members for the conduct of relationships and responsibilities relative to the operation of the College.

Board policies shall become effective immediately upon adoption. The Official Minutes of meetings of the Board are considered an extension of this Manual, and subsequent actions of record shall, in case of conflict, take precedence over the policies contained herein.

Any laws now existing, or hereafter enacted, amended, or supplemented, where applicable, will take precedence over Board policy.

In interpreting the language within this Manual, the pronouns and relative words used shall be read as if written in the plural, feminine, or neuter, respectively

Suggestions for changes should be submitted in writing to the office of the president for consideration. Recommendations which require the adoption of a new policy or the revision of existing policy will be brought to the Board by the president.

The following College documents support the Board Policy Manual by providing information and delineating specific policies, procedures, rules and regulations required for the operation of the institution. The College community should be guided by these documents in matters concerning the different areas of operation of Harper College.

- Academic Affairs Procedure Manual
- Adjunct Faculty Handbook
- Administrative Employment Contract
- Administrative Services Procedure Manual
- Bylaws, Harper College Educational Foundation
- Bylaws, Friends of Harper
- Classified Employee Procedure Manual
- Collective Bargaining Agreements
- College Catalog
- Copyrights and Patents Manual
- Guide to Trusteeship
- Facilities Coordination Manual
- Faculty Handbook
- Information Technology Procedure Manual
- Statement of Faculty Credentials
- Student Handbook/Date book
- Credit Course Schedule
- Non-Credit Course Schedule
- Registration Office Procedure Manual

William Rainey Harper College is a comprehensive community college dedicated to providing excellent education at an affordable cost, promoting personal growth, enriching the local community and meeting the challenges of a global society. The specific purposes of the College are:

1. To provide the first two years of baccalaureate education in the liberal and fine arts, the natural and social sciences and pre-professional curricula designed to prepare students to transfer to four-year colleges and universities;
2. To provide educational opportunities that enable students to acquire the knowledge and skills necessary to enter a specific career;
3. To provide continuing educational opportunities for professional job training, retraining and upgrading of skills and for personal enrichment and wellness;
4. To provide developmental instruction for underprepared students and educational opportunities for those who wish to improve their academic abilities and skills;
5. To provide co-curricular opportunities that enhance the learning environment and develop the whole person.

Essential to achieving these purposes are all the College's resources, support programs and services.

Consistent with its philosophy, mission and vision, we - the employees and public servants of William Rainey Harper College, have chosen values by which we will live. These values are as follows:

- 1) * **INTEGRITY**
RESULT: *An environment where relationships and practices are based on trust*
Key Actions:
 1. Demonstrate behavior and make decisions which are consistent with the highest ethical standards.
 2. Be responsible and accountable for our own actions.
 3. Respect confidentiality.

- 2) * **RESPECT**
RESULT: *Interactions which add dignity to ourselves, our relationships with others and our organization*
Key Actions:
 1. Continuously seek to build and maintain positive internal and external relationships.
 2. Express appreciation and recognize people for their positive efforts and contributions.
 3. Value and celebrate the uniqueness of individuals.

- 3) * **EXCELLENCE**
RESULT: *Student, employee and organizational success through a creative and responsive work environment by meeting the needs and exceeding the expectations of all*
Key Actions:
 1. Effectively anticipate, identify, and respond to learner, employee and organizational needs.
 2. Continually seek learning opportunities for growth & development which improve personal and institutional performance.
 3. Encourage and empower all to achieve their personal best.
 4. Be resourceful and fiscally sound.
 5. Deliver exceptional service which benefits all.

- 4) * **COLLABORATION**
RESULT: *Accomplishment of better results by working together than otherwise likely to occur by working alone*
Key Actions:
 1. Demonstrate consistent commitment to our mission and vision in order to unite the efforts of all.
 2. Address issues as they arise and take necessary actions to productively resolve them.
 3. Openly listen and respond to others with empathy.
 4. Use positive humor to affirm a healthy and enjoyable work and learning environment.

- *All of our values are the basis for the ongoing achievement of Harper's*

mission and vision.

- *These values are intended for use in making decisions and performing in ways that benefit all of our constituencies.*
- *The key actions listed above are the foundation for accomplishing the result for each of our shared core values.*
- *Our values and their key actions are prioritized to enable the optimal achievement of our organization's mission and vision*

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01.01.00 LEGAL BASIS

The 1964 Illinois Master Plan for Higher Education enabled the establishment of a Class I junior college under Illinois Community College District No. 512 (William Rainey Harper College), serving the counties of Cook, Kane, Lake, and McHenry, and State of Illinois.

The Board of Trustees derives its authority from the Illinois Public Community College Act approved by the 74th Illinois General Assembly on July 15, 1965, and is subsequently amended.

01.01.01 Referendum

Community College District No. 512 was created by a referendum held on March 27, 1965. Its first Board members were subsequently elected on the first day of May, 1965, as provided by law.

The College is controlled by a seven-member Board elected by and from the residents of the above-mentioned regional college district.

01.01.04 Statute

The statutory provisions applicable to Community College District No. 512 and all Illinois community college districts are contained, for the most part, in the Illinois Revised **Compiled Statutes, Chapter 122 Schools (ILCS) Chapter 110 Act 805 Public Community College Act.**

01.04.00 MEMBERSHIP

The College Board of Trustees shall consist of seven members elected by the qualified voters of District 512 and one non-voting member who is a student enrolled at William Rainey Harper College and elected by the student body.

01.04.01 Trustee Emeritus

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.

01.07.00 QUALIFICATIONS

Each Board member shall, on the date of his election, be a citizen of the United States and of the age of 18 years or over, a resident of the state and district for at least one year preceding his election and shall not be a member of a common school board.

The qualifications for the student representative shall be those determined by the Student Senate.

01.10.00 DUTIES OF THE BOARD

- A. To maintain records to substantiate all claims for state apportionment in accordance with regulations prescribed by the Illinois Community College Board and to retain such records for a period of three years.
- B. To cause an audit to be made as of the end of each fiscal year by an accountant licensed to practice public accounting in Illinois and appointed by the Board.
- C. To publish annually, in a newspaper of general circulation in the district, a financial statement developed in accordance with rules and regulations issued by the Illinois Community College Board.
- D. To provide for the revenue necessary to maintain the College.
- E. To designate the treasurer who is to receive the taxes of the district and to notify the collectors in writing accordingly. The Board shall fix the compensation of the treasurer.
- F. To pay orders and bills in accordance with the provisions of the Illinois **Compiled Revised Statutes, Ch. 122, par. 103-27 110 ILCS 805/3-27**, and the regulations prescribed or approved by the Illinois Community College Board.

- G. To let all contracts for supplies, materials or work involving an expenditure in excess of \$10,000 to the lowest responsible bidder after due advertisement in accordance with the requirements of the Illinois ~~Revised~~ **Compiled** Statutes, ~~Ch. 122, par. 103-27.4~~ **110 ILCS 803/3-27.1**, except contracts specifically exempt by statute from said bidding requirements.
- H. To adopt an annual budget within the first quarter of the fiscal year, to certify the amount of the tax levy on or before the last Tuesday in December each year, and to comply with all other requirements of law respecting the financial management of the district.
- I. To make appointments and fix the salaries of a chief administrative officer, other administrative personnel, and all faculty members without discrimination on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, **sexual orientation**, physical or mental **disability** ~~handicap unrelated to ability~~, or unfavorable discharge from military service.
- J. To authorize application to the Illinois Community College Board for the approval of new units of instruction, research or public service and to establish such new units following approval in accordance with the provisions of this Act and the rules of the Illinois Community College Board.
- K. To adopt and enforce all necessary rules for the management and government of the College.
- L. To adopt regulations for the admission of students, which do not conflict, with the provisions of Illinois ~~Revised~~ **Compiled** Statutes, ~~Ch. 122, par. 103-17~~ **110 ILCS 805/3-17**, and to admit all qualified students, except if space is not available. In such a case, those best qualified will be admitted, giving preference to residents of the district, as is authorized or required by the Illinois ~~Revised~~ **Compiled** Statutes, ~~Ch. 122, par. 103-17~~ **110 ILCS 805/3-17**, except when we are following the requirements for a multi-district agreement.

- M. To indemnify and protect Board members and employees against death, bodily injury and property damage claims and suits, including defense thereof, when damages are sought for alleged negligent or wrongful acts while such Board member or employee is acting within the scope of employment or under the direction of the College Board of Trustees.
- N. To provide, on an equal basis, access to the campus to the official representatives of the armed forces of Illinois and the United States if such access is provided to other persons or groups for the purpose of apprising students of educational or occupational opportunities.
- O. To take such action as is currently, or in the future may be, required by the laws of Illinois or of the United States and to refrain from taking such action as is currently, or in the future may be, proscribed by the laws of Illinois or the United States.

01.13.00 POWERS OF THE BOARD

The Board may exercise the powers set forth in Illinois ~~Revised~~ **Compiled** Statutes, ~~Ch. 122, par. 31 through 43~~ **110 ILCS 805/3-31 to 3-43**, and all other powers that are not inconsistent with the Illinois Community College Act and may be requisite or proper for the maintenance, operation and development of William Rainey Harper College.

The Board shall exercise the power to manage and control the College, its properties, facilities, educational program and College-related activities of students and employees. The Board shall exercise the power to assign, transfer and promote administrators, faculty members and all other employees.

The Board shall facilitate compliance with ~~the provision of Public Act 81-1100, the Tenure Act effective January 1, 1980 (Illinois Revised Statutes, Ch. 122, par. 103-B-1 through 6)~~ **Illinois Compiled Statutes 110 ILCS 805/3b-1 to 3B-6**, by specifying the requirements for employment and qualifications of "full-time" faculty members and academic support service personnel.

01.16.00 AUTHORITY OF MEMBERS OF THE BOARD

Trustees have authority only when acting as the Board of Trustees legally in session.

01.19.00 AUTHORITY TO CONDUCT BUSINESS

No business shall be conducted by the Board except at a regular meeting or adjourned thereof, or at a duly called special meeting.

01.22.00 STUDENT TRUSTEE

A student trustee serves as a member of the Board of Trustees for a one-year term beginning April 15 of each year, as provided by law. The student assumes all the rights and responsibilities of a district-elected Board member with the exception of his non-voting status. The student trustee:

- A. is allowed to make or second motions;
- B. is admitted to all sessions of the Board;
- C. receives all materials elected Board members do; and
- D. has an advisory vote.

01.25.00 ELECTION

Election for members of the Board of Trustees shall be held the first Tuesday after the first Monday in November in odd numbered years.

Election of Board members shall conform with the consolidated election law as provided in ~~Chapter 46, par. 2A-1.2 (e) (2); 2A-52 of The Election Code of Illinois, and Ch. 122, Section 103-7; 103-7.1 of the Illinois Revised Statutes~~ **Illinois Compiled Statutes 10 ILCS 5/1-1 et seq., 110 ILCS 805/3-7 and 3-7.1.**

01.25.01 Nominations

Nominations for members of the Board shall be made by a petition signed by at least 50 voters, or ten percent of the voters, whichever is less, residing within the district. Petitions shall be filed with the secretary of the Board not more than 78 days nor less than 71 days prior to the election.

01.25.04 Petition Requirements

~~The petition of each candidate must be accompanied by a Statement of Candidacy, and receipt showing the filing of Statement of Economic Interests with the clerk of the county in which the candidate resides. This statement shall be filed either previously during the calendar year in which petitions are filed or within filing period.~~ **The nomination papers of each candidate include petition signature sheets and a Statement of Candidacy and be prepared in the manner required by law. During the filing period, the candidate must also file with the Secretary of the Board the receipt for his/her filing of a Statement of Economic Interests with the appropriate County Clerk. The Statement of Economic Interests must be filed during the same calendar year as the nomination papers are filed.**

01.25.07 Canvassing

Within seven days after the election, the Board shall canvass the results of the election, proclaim the winners, and transmit its abstract of votes to the election authority, and the State Board of Elections.

01.25.10 Organization

On or before the 14th day after the election, the chairman of the Board shall convene the new Board and conduct the election for chairman, vice-chairman, and secretary. **However, after the 2001 and 2003 elections, this organizational meeting shall be held in November, within 14 days after the day on which the November Consolidated Election would have been held.**

01.28.00 TERM OF OFFICE

Members of the Board are elected to six-year terms on the basis set forth in ~~Ch. 122, Section 103-7 of the Illinois Revised Statutes~~ **the Illinois Compiled Statues 110 ILCS 805/3-7.**

01.31.00 OFFICERS OF THE BOARD

Officers of the Board shall be a chairman and a vice-chairman who shall be members of the Board, and a secretary who may be a member of the Board.

01.31.01 Term

Each officer of the Board shall be elected for a term of one year. In election years, officers shall be elected at the organizational meeting of the Board and in non-election years, the officers shall be elected at the meeting which is nearest to the calendar date of the previous year's organizational meeting. **However, in 2004, the organizational meeting shall be held at the first meeting in April.**

Terms of office shall commence following election of officers and end upon the next succeeding election of officers.

01.31.04 Duties

Chairman

It shall be the duty of the chairman of the Board to preside at all meetings and to perform such other duties as are imposed upon him by law or by action of the Board.

Vice-chairman

It is the duty of the vice-chairman to serve in the absence of the chairman of the Board. In the absence of the chairman and vice chairman, the Board shall appoint a chairman pro tempore.

Secretary

The secretary of the Board shall perform the duties usually pertaining to the office and such other duties as are imposed by law or by action of the Board. In the absence of the secretary, the Board chairman shall appoint a secretary pro tempore who shall be a member of the Board.

01.34.00 VACANCIES

Whenever a vacancy occurs, the remaining members shall fill the vacancy until the next regular election of Board members. The appointee shall have the same legal qualifications as his predecessor. Should the Board fail so to act within 60 days after the vacancy occurs, the Chairman of the Illinois Community College Board shall appoint a trustee to fill such vacancy until the next regular election for Board trustees.

01.37.00 MEETINGS

All meetings shall be open to the public except as provided by law. Public notification is provided of all meetings held by the Board of Trustees.

01.37.01 Regular Meetings

The regular meetings of the Board shall be held one or more times a month at such times, dates and places as are fixed by the Board at its organizational meeting of an election year. Public notice of such schedule of regular meetings shall be given by posting same in the principal office of the College and by sending a copy of same to any news medium having an address or telephone number within the district that has filed a request for such notice. If a change is made in regular meeting dates, at least ten days notice of the change must be given by publication in a newspaper of general circulation in the College district.

The agenda for regular meetings must be posted and provided to the media at least 48 hours before the meetings.

01.37.04 Special, Rescheduled and Reconvened Meetings

Public notice must be given at least 48 hours prior to a special meeting, a rescheduled regular meeting or a reconvened meeting which notice must include the agenda of the meeting. Public notice of a reconvened meeting need not be given if (a) there is no change in the agenda; (b) the original meeting was public; and (c) the reconvened meeting will be held within 24 hours or an announcement of the time and place of the reconvened meeting was made at the original meeting.

01.37.07 Emergency Meetings

In the event of a bona fide emergency, a meeting may be called without formal notice so long as notice is given as soon as practicable but at least prior to the holding of the meeting by posting in the principal office of the College and contacting any news medium filing requests for notice.

01.37.10 Executive Sessions

At any meeting for which proper notice has been given, the Board may close all or part of the meeting by a majority vote of a quorum present for any of the reasons listed below or otherwise permitted by law. The specific authorized reason must be stated in the motion, recorded in the minutes and approved by a roll call vote.

A single vote may be taken to close a series of meetings provided they are scheduled to be held within three months of the vote and all involve the same matter. The following subjects may be discussed at executive sessions:

- A. Collective bargaining matters;
- B. Information regarding the appointment, employment or dismissal of an employee including testimony on a complaint lodged against an employee;
- C. Appointment of a member to fill a vacancy on the Board;
- D. Acquisition **Purchase or lease** of real property;
- E. **The setting of a price for sale or lease of property owned;**
- F. **The sale or purchase of securities, investments, or investment contract;**
- G. Campus security measures to respond to actual danger to the safety of employees, students, staff or public property;

- H. Student disciplinary cases;
- I. Individual students in special programs;
- J. Litigation, when an action against or on behalf of the College has been filed and is pending in court or an administrative tribunal or when the Board finds a suit is probable or imminent; and
- K. Other matters permitted by law.

No final action may be taken in executive session.

All persons entitled to or invited to attend executive sessions, and all persons consulted or directed to prepare materials or render services for such meetings shall consider all topics, discussions, instructions, and materials pertinent thereto to be confidential and shall not release to any party information concerning such meetings; provided however, that the information may be released upon authorization of the Board following discussion and a majority vote by a quorum of the voting Board members.

01.37.13 Minutes of Meetings

Minutes must be kept for all Board meetings whether open or closed, and for all committee meetings. Minutes must record: (a) date, time and place of meeting; (b) members present and absent; (c) general description of matters proposed, discussed or decided; and (d) any votes taken.

Minutes of open meetings shall be made available for public inspection within seven days after approval by the Board. Minutes of closed meetings held within the previous six months shall be reviewed in April and October of each year to determine whether the minutes may be, in whole or in part, made part of the public record.

Minutes of closed meetings shall be made available only after the Board determines that it is no longer necessary to keep them confidential in order to protect the public interest or the privacy of an individual, or upon court order.

01.37.16 Quorum

A majority of the voting members of the Board shall constitute a quorum for the transaction of business. A majority of those voting on an issue shall determine the outcome thereof. If less than a quorum is available, the Board must adjourn any meeting to a future date.

01.37.19 Recording the Proceedings

Any person may record the proceedings of a public meeting by tape, film or other means if (a) such recording does not disrupt the meeting; (b) a witness required to testify does not object and (c) if there is compliance with the media access procedures of the Board.

01.37.22 Order of Business

- I. Call to Order
- II. Roll Call
- III. Citizen Participation
- IV. Communications
- V. Unfinished Business
- VI. Approval of Consent Agenda
- VII. Approval of Bid Awards/Purchase Orders
- VIII. New Business
 - A. Personnel Actions
- IX Other Business
- X. President's Report
- XI. Adjournment

01.37.25 Parliamentary Authority

Unless in conflict with these rules of procedure, the laws of the State of Illinois or the rules and regulations of the Illinois Community College Board, Robert's Rules of Order, **1990 Scott Foresman** edition as revised shall govern the procedure of all Board meetings.

01.37.28 Citizen Participation

Individuals or groups who wish to speak to the Board will be recognized immediately following the approval of minutes as set forth in the Board agenda. After recognition, the spokesman must identify himself, the topic on which he wishes to speak, and limit the presentation to five minutes. The chair reserves the right to limit the number of individuals or groups who will be recognized to speak.

Meetings of the Board are conducted for the purpose of carrying on the business of the schools. The Board may limit the discussion of citizens at the meeting and if the department of the participating public becomes disruptive to the orderly conduct of the Board business, the chair, at his/her discretion, may adjourn the meeting.

Individuals or groups recognized under citizen participation who wish a reply, discussion, data or study of a subject must file such a request in writing to the chairman of the Board or the president of the College prior to the meeting. This request must state the purpose and the topic, which the individual or public group wishes to present. The Board typically will not come to a decision regarding issues brought to the Board at the time of the meeting, but reserves the right to act on the issue at the meeting. The Board will take questions and concerns under advisement and issue responses after due deliberations, usually at the next meeting.

01.37.31 Preparation for Meetings

In consultation with the president, the Board may establish procedures for the preparation of documents for Board meetings to ensure that there is adequate time for Board members to review and prepare for the business to be conducted.

01.40.00 COMMITTEES

The chairman of the Board shall appoint committees as are deemed necessary by the Board. A committee shall report recommendations to the Board for appropriate action and may be dissolved when its report is complete and accepted by the Board.

Any committee of Board members or any committee supported by the Board may be deemed a public body and shall comply with the notice and other requirements of the Illinois Open Meeting Act.

01.43.00 RESOURCE SPECIALISTS TO THE BOARD

Attorney

The Board shall employ the services of an attorney(s) to act as its counsel on legal matters by direction of the Board.

Auditors

The Board will employ a public accounting firm to audit the financial records and status of the community college district in accordance with the Illinois Revised Statutes.

01.46.00 SUSPENSION OF POLICY OR PROCEDURE

Any policy or procedure not required by law may be suspended by a quorum of the Board, but such suspension shall be in effect only during the meeting at which such suspension was voted.

01.49.00 AMENDMENT OR REPEAL

The Policy Manual of the Board may be amended, repealed or added to upon motion made in writing for that purpose by any member of the Board. Any such motion shall not be voted upon until the next regularly scheduled meeting after it has been formally presented to the Board in writing. A quorum of the Board shall be required for the adoption of any amendment, alteration, repeal or addition to these policies.

01.52.00 POLICY DISSEMINATION

The president shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board of Trustees.

Accessibility is to extend at least to all employees of the College, to members of the Board and to persons in the community.

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THIS CHAPTER WILL BE CONVERTED TO THE BINARY NUMBERING SYSTEM

2.1 EDUCATIONAL PHILOSOPHY

A commitment to excellence in higher education for the community it serves is the guiding philosophy of William Rainey Harper College.

The College recognizes the importance of high quality education and training opportunities, which will result in a meaningful role for the student in a free society. Basic to responsible citizenship is the student's ability to be productive through the acquisition of appropriate skills and to be more readily adaptable in a changing, complex society.

The College recognizes as well the dignity, importance, and uniqueness of each student, and therefore endeavors to provide the necessary opportunities for students to achieve social and personal goals. To this end, the College strives to create an environment conducive to intellectual growth and to offer cultural and social experiences that contribute to the development of an educated individual.

2.2 CURRICULUM

The faculty and administration have the responsibility for developing curriculum subject to approval by the Harper Board of Trustees and the Illinois Community College Board (where required). Upon approval, the faculty and administration carry the responsibility for implementation, and for the regular review and evaluation of courses offered. Results of such evaluation shall be presented to the Board of Trustees.

2.3 COLLEGE CATALOG

A College Catalog is published annually which contains the policies, procedures, rules and regulations pertaining to the educational program of Harper College.

Any changes in the following policies shall be approved by the Board of Trustees prior to publication of the College Catalog for the academic year in which the changes are to be effective:

Admission Requirements; Tuition; Refund; Grades; Academic Honors; Standards for Academic Achievement; Degree Requirements; Graduation Requirements

2.4 ASSOCIATE DEGREE AND CERTIFICATE REQUIREMENTS

A. Associate Degrees

Associate degrees shall be awarded in recognition of successful completion of any degree program offered by the College. These degrees shall including the following:

1. Associate in Arts (A.A.)
2. Associate in Science (A.S.)
3. Associate in Applied Science (A.A.S.)
4. Associate in Fine Arts – **Art** (A.F.A.)
- 5. Associate in Fine Arts – Music (A.F.A.)**
6. Associate in Engineering Science (A.E.S.)

B. Certificate Programs

Certificate programs shall be offered in appropriate areas. These programs will vary in length, and upon completion of the prescribed courses, the student will receive a certificate of completion.

2.5 GENERAL EDUCATION

Harper College is committed to a program of general education, which acquaints the student with a broad area of knowledge.

The general education philosophy of Harper College is intended to encompass the entire College program, enabling all members of the College community to develop and strengthen constructive attitudes through knowledge and understanding. The goal is to equip the student with important insight and knowledge, so that his efforts to assume his role as a citizen and a productive member of society are set in a perspective of values that will provide a sense of order and stability in his life. Therefore, degree requirements have been prepared to combine adequate specialization with general education.

2.6 GRADUATION REQUIREMENTS

The College requirements for graduation shall conform with units of instruction approved by the Illinois Community College Board. These requirements shall be published in the College Catalog.

2.7 ACADEMIC CALENDAR

The College shall operate on an academic calendar consisting of a minimum of 150 days of instruction each year, excluding summer session and days allowed for registration, testing, or orientation.

2.8 RESOURCES FOR LEARNING

The College shall maintain a learning resource center with a carefully selected collection of reference works and other learning resources to meet the specific needs of its curriculum, the students, and faculty. The collection shall be kept up to date through a planned program of acquisition and deletion.

2.9 EDUCATIONAL PROGRAMS FOR IN-DISTRICT ORGANIZATIONS

The College may enter into written agreement with an in-district business, industry or agency to provide employer-based instruction as part of that organization's in-service development program.

2.9.1 Employer-Based Program

The College may enter into written agreement with an in-district business, industry or agency to provide employer-based instruction as part of that organization's training and development program.

2.9.2 Educational Service Agreement

Employees of an in-district business, industry or agency having an Educational Service agreement with the College, may enroll at Harper College at in-district tuition rate. The College reserves the right to cancel any such agreement if situations indicate the participating organization is in violation of the agreement.

Procedures and criteria for these agreements are delineated in the College Catalog.

2.10 ADVISORY COMMITTEES

Advisory committees shall be established to provide communication between the College and leaders in various professional and career fields. Through this communication, the faculty of Harper College will maintain a constant awareness of the changing career and professional needs of business, industry, and government and thus respond to these needs by providing a relevant educational program.

Advisory committees will be appointed annually by the Board of Trustees and will serve as continuing committees subject to the policies and regulations of the Board.

The term of office of committee members shall be for one year; however, members may be reappointed from year to year.

The committee for each career program will consist of no less than five and no more than 15 members.

The number of administrators and full-time faculty serving on the committee shall not constitute a majority.

The organization, structure, and rules for the conduct of advisory committees are established by each committee with approval of the vice president of academic affairs.

2.11 ADDITIONAL RESOURCES

In furtherance of the educational program of the College, the Board may: a) accept federal and state funds for all types of instructional programs; b) accept gifts made for College purposes; c) enter into contracts with other entities for educational services; and d) enter into such joint agreement to further the educational program as authorized by Illinois Revised Statutes, Ch. 122, par. 103-40.1.

2.12 PROGRAM REVIEW

2.12.1 Purpose

William Rainey Harper College has established a systematic, college-wide process for evaluating and reviewing all instructional programs, student services and support services. The evaluation of these programs is undertaken to provide faculty, administration, and the Board of Trustees with information about how well the program functions in relation to its objectives and the needs of those in the Harper district. This evaluation process reflects the institution's value placed on quality and may provide justification for actions of the following kinds:

- A. Confirmation of the validity of the program and continuation of support for it.
- B. Reconsideration and possible redefinition of the goals, purposes and objectives of the program.
- C. Review and alteration of the content and structure of the program.
- D. Reconsideration of programmatic priorities and allocation of resources.
- E. Redefinition of roles and reassignment of individuals.

2.12.2 Definitions

An instructional program is defined as a course of study leading to a certificate of completion, an associate degree, or a designed set of learning experiences intended to enhance students' knowledge, skills, and/or values. Student services and academic support services are defined as a grouping of educational experiences and/or functions under a common set of objectives that can be identified as meeting a student need, community need, or an administrative need.

2.12.3 Policy

Each program will be evaluated at least once every five years using procedures prescribed by the appropriate vice president. Programs with more frequent review mandated by appropriate agencies will be evaluated more often. In addition, the appropriate vice president may require review of any program when deemed necessary. Although formal evaluation may occur once every five years, data will be collected on an ongoing basis to provide a continuous means for monitoring and evaluating the effectiveness of programs.

Program Review Procedures are published in the Academic Affairs Procedures Manual.

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3.1 ADMISSION

Harper College shall admit students in accordance with all requirements respecting qualifications and preferences set forth in Illinois Revised Statutes, Ch. 122, par. 103-17, and 28, and in the guidelines established by the Illinois Community College Board.

Eligibility for admission, requirements, procedures, and options are published in the College Catalog and Student Handbook/Date book.

3.2 RESIDENCY STATUS

Students enrolling at Harper College shall be classified as resident, nonresident, out-of-state, or international for tuition and fee purposes.

The office of the registrar and the office of admissions is authorized to require such written documents, affidavits, verifications or other evidence as are deemed necessary to determine the classification of the student.

3.3 TUITION AND FEES

Tuition and fees for resident and non-resident students may be charged as permitted by law and as established by action of the Board of Trustees. Other fees may be required depending on the status of the student, the program in which the student is enrolled, and the requirements of the College.

3.3.1 Senior Citizen Tuition

The tuition charged for residents of the district, 60 years or older, may be at reduced rates as set by the Board. The enrollment at this rate will be contingent upon a class having sufficient minimum enrollments at the regular tuition rate to meet cost of the offering.

3.3.2 Employer-Based Program Tuition

Individual students enrolled under employer-based program agreements may be subject to the current in-district tuition rate.

3.3.3 Educational Service Agreement

Students who are employees of in-district companies that have an Educational Service Agreement with Harper College may be eligible for current in-district tuition rate.

3.3.4 Variable Tuition

The tuition charged for courses and programs may vary by cost and as approved by the Board of Trustees.

3.4 TUITION REFUNDS

Schedule for tuition refunds shall be published in the College Catalog.

The registrar and/or vice president of marketing and advancement or designee shall make the final decision on tuition refund requests involving extraordinary circumstances.

3.5 STUDENT HANDBOOK/DATEBOOK

A Student Handbook/Date book is published annually which contains College rules and regulations, student rights and responsibilities and information on available services for students.

3.6 ACADEMIC STANDARDS

Students enrolled in an academic program must maintain minimum academic achievement standards. Standards for academic achievement are delineated in the College Catalog and Student Handbook/Date book.

3.7 COLLEGE CREDIT

Students are granted credit by meeting course objectives for courses offered and conducted by Harper College.

3.7.1 Proficiency Credit

Students with wide varieties of educational experience may convert this experience into college credit on the basis of evaluations by Harper College faculty and staff and standards set by the College faculty in those areas and courses deemed appropriate.

3.7.2 Transfer Credit

A student who has been officially accepted as a Harper student may apply for and receive college credit for courses taken at an accredited postsecondary institution, and which meet the course objectives for no more than three-quarters of his academic program required for graduation at Harper College. Guidelines for acceptance of transfer credit are published in the College Catalog. Exceptions to this policy shall be determined by the vice president of academic affairs.

3.8 STUDENT EVALUATION SYSTEM

The College shall have a definite system of evaluating and recording student performance in courses. Grading and evaluation standards shall be published in the College Catalog.

3.9 STUDENT RECORDS POLICY

The Family Educational Rights and Privacy Act of 1974 establishes the rights of students, including rights pertaining to their educational records. The policies and procedures required by the Act are set forth in the Student Handbook/Date book. The law and the guidelines for its use at Harper College are available in the registrar's office.

3.10 CHARGEBACKS AND JOINT AGREEMENTS

Students residing in the Harper College district who attend some other Illinois public community college are eligible for partial payment of their tuition costs only for those semesters during which they are enrolled in a program, which is not offered by Harper College, or is covered by a joint agreement approved by the Board of Trustees. Eligibility for a chargeback or enrollment under a joint agreement will be determined by the registrar's office.

Non-resident students approved for chargeback tuition from their resident district will pay Harper's resident tuition and their district will reimburse Harper for the balance of the non-resident tuition. Non-resident students attending Harper without chargeback will pay the non-resident fees.

3.11 SCHOLARSHIPS

The Board of Trustees of Harper College annually offers a tuition scholarship to a graduate of each of the high schools within the Community College District #512. Two Board of Trustees Scholarships are also available to students from the general college population. The scholarship covers in-district tuition for up to two years or 30 hours, whichever comes first. Scholarships are awarded on the basis of scholastic achievement, leadership and financial need. Residents of the College district attending high schools outside the district boundary are considered under the two general college population scholarships.

DISTINGUISHED SCHOLARS AWARD

The Distinguished Scholars Award is available to high school seniors graduating in the top five percent of their class. Students must be graduating from high schools within Districts 211, 214, or 220 and private schools accredited by the North Central Accreditation Agency within these districts. The scholarship will cover full-time tuition and all class related fees for up to 60 credit hours.

Eligibility and criteria for these scholarships is available through the office of student financial assistance and the admissions office.

3.12 STUDENT SERVICE AWARDS

Student Service Awards are provided for outstanding contributions in the area of student activities. Students eligible for these awards are recommended by their advisor and director of student activities and approved by the vice-president of student affairs and the Board.

Criteria and eligibility for these awards are established by the director of student activities with the approval of the vice president of student affairs and are published in the Student Handbook/Date book.

3.13 STUDENT CONDUCT AND COMPLAINT PROCEDURE

A student conduct and complaint procedure shall be established for Harper College. The details of the procedure shall be delineated in the Student Handbook/Date book.

Discipline of students shall be in conformity with constitutional requirements respecting the student's right to notice of charges and an opportunity to be heard, shall not be imposed where misconduct is directly related to a handicapping condition of a student, and shall be administered in compliance with procedures set forth in the Student Handbook/Date book.

3.14 STUDENT DEVELOPMENT PROGRAM

The College shall maintain a comprehensive student development program, which may include orientation, assessment, educational planning, personal counseling, career counseling, testing, psychological referral and special services for specific populations.

3.15 STUDENT ACTIVITIES PROGRAM

The College shall establish a student government, student publications, social activities, athletics, clubs, cultural and fine arts programs, forensics, and any other activities, which, in view of the vice president of student affairs, have value for the College. These programs are subject to Board budget approval.

The student activities program is described in the College Catalog and the Student Handbook/Date book.

3.16 HEALTH SERVICE

The College shall provide health service for the students, staff and faculty. Services provided by the professional staff include on-campus medical care for emergencies and minor illnesses as well as support for academic programs and clinical activities. The health services office coordinates campus wellness activities including on-going health related programs and a College-wide drug education program and ensures compliance with the Drug Free Schools and Communities Act of 1989, the Drug Free Workplace Act of 1988 and the Bloodborne Pathogens Standard.

3.17 FINANCIAL AID PROGRAM

Harper College shall provide a financial aid program. This program may include loans, grants-in-aid, scholarships, college work opportunities, and such other assistance as may be available.

3.18 OTHER SERVICES

The College may establish, with the approval of the Board, other services for students such as child care service and tutoring if, in the judgment of the administration, the need for such service is warranted and establishing such service is financially feasible. Services to disabled persons are in compliance with federal laws and regulations.

3.19 DISPLAY AND POSTING OF MATERIALS

Posting and display of materials on campus shall be governed by the procedures and regulations established by the office of student activities and published in the Student Handbook/Date book.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

The presentation and adoption of Institutional Core Values.

II. REASON FOR CONSIDERATION

Consistent with Institutional Priorities to enhance the College environment, Institutional Core Values have been developed so that excellence in student learning is enhanced.

III. BACKGROUND INFORMATION

The members of Harper's Community have consistently sought to identify and implement effective strategies which would result in a positive institutional climate which would strengthen the College in the accomplishment of its mission and vision. Consistent with Harper's most recent North Central Accreditation Self-Study, this commitment was reaffirmed.

To this end, during the summer of 1999 and under the leadership of Dr. Robert Breuder, President's Council undertook the initiative of identifying and defining its core values. It was thought that through the identification of these guiding principles, President's Council administrators could more effectively work to affirm an environment which would be desirable for all.

This was such a positive experience that during the fall 1999 opening session of Faculty Orientation Week, the President presented these values to the College community. He asked that the shared governance system, a set of Institutional Core Values be identified. The responsibility for coordinating this initiative was given to the Human Resources Committee and the Vice President for Human Resources and Internal Affairs. An opportunity for input and feedback was given to all employees. Through the efforts of a significant number of these employees, an institutional set of core values was developed and revised. They were approved by the Human Resources Committee and presented to the College Assembly, the College President and are now presented to the Board of Trustees for their adoption. These Institutional Core Values are the result of this collaboration.

IV. RECOMMENDATION

It is recommended that the Board of Trustees adopt the Institutional Core Values.

INSTITUTIONAL CORE VALUES
WILLIAM RAINEY HARPER COLLEGE

Consistent with its philosophy, mission and vision, we - the employees and public servants of William Rainey Harper College, have chosen values by which we will live. These values are as follows:

- 1) * **INTEGRITY**
RESULT: *An environment where relationships and practices are based on **trust***

Key Actions:

1. Demonstrate behavior and make decisions which are consistent with the highest ethical standards.
2. Be responsible and accountable for our own actions.
3. Respect confidentiality.

- 2) * **RESPECT**
RESULT: *Interactions which add **dignity** to ourselves, our relationships with others and our organization*

Key Actions:

1. Continuously seek to build and maintain positive internal and external relationships.
2. Express appreciation and recognize people for their positive efforts and contributions.
3. Value and celebrate the uniqueness of individuals.

- 3) * **EXCELLENCE**
RESULT: *Student, employee and organizational **success** through a creative and responsive work environment by meeting the needs and exceeding the expectations of all*

Key Actions:

1. Effectively anticipate, identify, and respond to learner, employee and organizational needs.
2. Continually seek learning opportunities for growth & development which improve personal and institutional performance.
3. Encourage and empower all to achieve their personal best.
4. Be resourceful and fiscally sound.
5. Deliver exceptional service which benefits all.

- 4) * **COLLABORATION**
RESULT: *Accomplishment of **better results by working together** than otherwise likely to occur by working alone*

Key Actions:

1. Demonstrate consistent commitment to our mission and vision in order to unite the efforts of all.

2. Address issues as they arise and take necessary actions to productively resolve them.
3. Openly listen and respond to others with empathy.
4. Use positive humor to affirm a healthy and enjoyable work and learning environment.

- *All of our values are the basis for the ongoing achievement of Harper's mission and vision.*
- *These values are intended for use in making decisions and performing in ways that benefit all of our constituencies.*
- *The key actions listed above are the foundation for accomplishing the result for each of our shared core values.*
- *Our values and their key actions are prioritized to enable the optimal achievement of our organization's mission and vision.*

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Model Lease Agreement for 650 Higgins.

II. REASON FOR CONSIDERATION

It is necessary for the College to enter into lease agreements with current tenants at 650 Higgins. The College will be using a standard lease developed by the College attorney which conforms to the College standards on such agreements. It is necessary for the Board to approve the use of the standard format and to designate a person to sign the leases.

III. BACKGROUND INFORMATION

The College purchased 650 Higgins for the purpose of expanding College space available for the TECH program. The building also has current tenants who need to enter into a lease agreement with the College.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board approve the attached documents which have been prepared by the College legal counsel.